

# Contract Notification

<b>CN No.</b>	<b>2015-17</b>	<b>Date:</b>	<b>11 December 2015</b>
<b>To:</b>	Chief Executive Officer or equivalent		
<b>Purpose:</b>	To update the: <ul style="list-style-type: none"><li>- 2016 Guidelines about determining student eligibility and supporting evidence</li><li>- 2016 Guidelines about fees</li></ul>		
<b>Scope:</b>	All 2016 VET Funding Contracts		
<b>Subject:</b>	<b>2016 Guidelines about determining student eligibility and supporting evidence (v1.1) and 2016 Guidelines about fees (v1.1)</b>		

**For all RTO staff**

## Purpose

- This Contract Notification provides an updated version of the Guidelines about determining student eligibility and supporting evidence and the Guidelines about Fees.

## Background

- The 2016 Guidelines about determining student eligibility and supporting evidence (v1.0) and the 2016 Guidelines about Fees (v1.0) were published via SVTS on 6 November 2015.

## Main Points

- The next version of the 2016 Guidelines about determining student eligibility and supporting evidence (v1.1) includes the following changes:
  - clarification of the use of electronic forms of evidence and use of document verification services;
  - amendments to the Student Declaration Form regarding sighting and retaining evidence;
  - updated course details on the Foundation Skills List; and
  - minor corrections of an editorial nature.
- The next version of the 2016 Guidelines about fees (v1.1) includes only minor corrections of an editorial nature.
- The *2016 Guidelines about determining student eligibility and supporting evidence* and the *2016 Guidelines about fees* have been updated in the 'Documents' section of SVTS.

## Critical Dates

- The *2016 Guidelines about determining student eligibility and supporting evidence* and the *2016 Guidelines about fees* are effective immediately for all activity from 1 January 2016.

## **Relevant Resources**

- 2016 Guidelines about Determining Student Eligibility and Supporting Evidence (Version 1.1, December 2015)
- 2016 Guidelines about fees (Version 1.1, December 2015)

## **Lee Watts**

Executive Director

Training Market Operations