Contract Notification

CN No.	2018 – 29	Date:	15 November 2018
To:	Chief Executive Officer or equivalent		
Purpose:	General Information		
Scope:	All 2018-19 VET Funding Contracts		
Subject:	Withdrawn Subject and Program Enrolments		

For all Training Provider staff

Purpose

- This Contract Notification is to advise training providers of the publication of two Fact Sheets on *'Withdrawn Subject Enrolments'* and *'Withdrawn (and Deferred) Program Enrolments',* available via the Skills Victoria Training System (SVTS).

Background

- The Department of Education and Training (the Department) is committed to supporting training providers in maximising voluntary compliance with their contractual obligations. This includes providing further clarify and guidance on various aspects of the 2018-19 VET Funding Contracts (the Contracts).

- In light of our commitment, the Department regularly issues guidance and Fact Sheets about various aspects of the Contracts.

Main Points

- The '*Withdrawn Subject Enrolments'* and *'Withdrawn (and Deferred) Program Enrolments'* Fact Sheets are now available in the 'Documents' section of SVTS.

- The Fact Sheets articulate in more detail the relevant contractual requirements, in addition to the requirements of the Victorian Student Statistical Collection Guidelines – 2019. There are no change to the way in which withdrawn enrolments must be processed.

- The Fact Sheets also triage real-life scenarios and answers to frequently asked questions relating to reporting and processing withdrawn enrolments, in addition to clarifying the impact on commencement allocations, and a student's eligibility to access further Victorian government-subsidised training post withdrawal.

Resources

- Refer to the following publications in the 'Documents' section of SVTS:

    o   Fact Sheet – Withdrawn Subject Enrolments

    o   Fact Sheet – Withdrawn (and Deferred) Program Enrolments

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