



For all Training Provider staff

Contract Notification

CN No.	2019-01	Date:	11 January 2019
To:	Chief Executive Officer or equivalent		
Purpose:	General Information		
Scope:	All 2018-19 VET Funding Contracts		
Subject:	<i>Skills First</i> 2019 Professional Development Program		

Purpose

- To inform training providers about the *Skills First* 2019 Professional Development Program.

Background

- The Government is committed to the delivery of high quality training under *Skills First*. Reflecting this commitment, the VET Funding Contract and *Skills First* Quality Charter include a range of elements that go to ensuring quality training and assessment.
- The 2019 *Skills First* Professional Development Program provides a suite of workshops, fully funded by the Department of Education and Training (the Department), to support training providers to deliver high quality training and assessment. The Program has been developed in conjunction with the VET Development Centre (VDC).

Main Points

- Workshop topics for the 2019 Professional Development Program were selected based on a range of engagements with training providers about their needs. This included participant evaluations of the 2018 Program and a training provider survey conducted by the Department via SVTS in late 2018 on future needs and preferences for professional development.
- The Program consists of workshops covering the following topics, each addressing an aspect of the delivery of high quality training as reflected in the VET Funding Contract:
 - Suitable and appropriate training- to support training providers to deliver training in accordance with the Contract such that it is most suited to each individual student's needs and aspirations, and appropriately delivered to maximise skills uptake.
 - Language Literacy and Numeracy (LLN) assessment - to assist in meeting the Contract expectation of appropriate support for students, including by developing good practice LLN assessments of students to support their engagement in vocational training;
 - Effective training and assessment strategies - to support training providers to meet the Contract requirement to plan for and deliver quality training that suits the needs of the learner cohort and meets regulatory standards, and
 - Quality assessments - to support training providers to meet the Contract expectation of quality training by designing, validating and evidencing quality assessments that are responsive to industry and learner needs and aligned to regulatory standards.
- The workshop covering designing and implementing quality assessments is newly developed and offered for the first time this year. This is key area of need identified through both training provider engagements and

internal review of *Skills First* audit results. As the other three topics have been delivered in previous years, training providers should give consideration to this when deciding which workshops to access in 2019, or which staff should attend.

- The workshops will be delivered by the VDC. It is anticipated the workshops will commence in February/March, running through to September 2019. Training providers are advised to look out on SVTS for the announcement of dates for each of the four series of workshops. The announcements will provide a link to online registration and important information on the target audience for each workshop topic.

Greg Norton

Executive Director

Training Market Quality



FUNDED PROGRAM

Skills First: Planning Suitable and Appropriate Training Workshop

The **Department of Education and Training** (DET) is funding professional development to support training providers contracted to deliver government subsidised training under *Skills First*. This workshop aims to equip training providers to maximise the experience of *Skills First* students such that their training is both suitable and appropriate. This initiative forms part of the Government's *Skills First* commitment to high quality training.

The **VET Development Centre** (VDC) is offering a half-day workshop to support training providers in delivering suitable and appropriate training.

Workshop:

Training providers delivering Victorian *Skills First* funded training are required to provide training that is right for students. This highly interactive, participant centred workshop unpacks contractual obligations with particular emphasis on Pre-Training Reviews (PTR) and how the inputs from the review feed into the training plan and support the achievement of quality delivery.

Topics covered include:

- Understand the 2018-19 *Skills First* VET Funding Contract with respect to suitable and appropriate training
- Suitable training – ensuring every student is enrolled in a suitable course through a high quality Pre-training Review
- Appropriate training – delivering training that takes into account the needs of the individual
- Ensuring your Pre-training Review Business process meets contractual requirements.

Who can attend?

Training provider staff with responsibility for ensuring that students are directed to high quality training that maximises the benefit of their *Skills First* entitlement and as such, are working to meet the *Skills First* requirement for delivery of suitable and appropriate training. This program is only for training providers with a 2018-19 *Skills First* contract. You can [check your eligibility here](#).

Providers are encouraged to bring their PTR, Training Plan Templates as well as a copy of their business process.

Facilitator Team:

VDC's consultants have experience arising from a range of roles in VET that include responsibility for quality and compliance, contract management, educational leadership and servicing of industry needs. VDC and our facilitators are committed to building the capability of VET professionals and providers to create quality training opportunities aligned with evolving policy and professional practice expectations. Workshop delivery is engaging, interactive and participant focused.

REGISTER ONLINE

Please select one of the available dates

WORKSHOP DATES

Tuesday 5 February 2019
Thursday 7 February 2019
Tuesday 12 February 2019
Thursday 14 February 2019
Tuesday 19 February 2019

TIME

9.00am – 1.00pm

LOCATION

VET Development Centre
Level 8, 379 Collins St
MELBOURNE VIC 3000

COST

Free to *Skills First*
contracted training providers

[REGISTER ONLINE](#)



Education
and Training