

2022 Guide to submitting Program Delivery Plans (PDP)

Process for Training Providers holding a 2021
VET Funding Contract *Skills First* Program

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Section One: 2022 PDP Process

For Training Providers who hold a 2021 *Skills First VET* Funding Contract

Overview

The PDP Process

The Department of Education and Training (the Department) is seeking information from all Training Providers holding a 2021 VET Funding Contract, including TAFE institutes and dual sector universities about their anticipated training delivery in 2022 in the form of Program Delivery Plans (PDPs).

The Department will use this information to review forecasted training delivery in the context of anticipated employment and training demand, delivery in Government priority areas, and regional coverage. On the basis of this analysis, determinations will be made as to individual Training Providers' Funded Scope, Commencement Allocations and Program Allocations, if required.

It is therefore important that Training Providers submit PDPs that reflect as accurately as possible the nature and quantity of training they plan to deliver in 2022.

Training Providers are strongly encouraged to consider their anticipated delivery with reference to the Government's objective to align training supply with employment demand. The Jobs and Training Needs Reports, 2022 Funded Programs List and the 2022 Funded Skill Sets List will be important points of reference in forecasting your training and have been published in the Documents section of the Skills Victoria Training System (SVTS).

The Department will determine these settings following consideration of net forecast training delivery as expressed through the PDPs.

Decisions regarding Funded Scope, Commencement Allocations and Qualification Allocations remain at the absolute discretion of the Department.

Note that nothing contained in this document or in the PDP process more broadly should be understood as a final indication of a Training Provider's 2022 Funded Scope, Commencement Allocation, or Program Allocation.

Timeframes

Activity	Date
2022 PDP Process opens in SVTS	Tuesday, 31 August 2021
Enquiries about the PDP process close (with the exception of enquiries relating to any technical issues experienced in SVTS).	Friday 24 September 2021 5.00 pm AEST
2022 PDP Process closes	Friday, 1 October 2021 5.00 pm AEST

Any PDP sought to be submitted after the closing time will not be considered, except where, at the Department's discretion, there are found to have been exceptional circumstances and the integrity of the 2022 PDP Process will not be compromised.

It is the Department's intention to notify the majority of Training Providers of their 2022 Contract status including Funded Scope, Commencement Allocations and Program Allocations (if any) by early December 2021. Notifications will be made through an SVTS enquiry and will include a 'Schedule 2' to the 2022 VET Funding Contract to commence 1 January 2022.

Enquiries

Enquiries about the 2022 PDP Process must be made via the Skills Victoria Training System (SVTS) using the category '2022 Skills First Contracting'.

What is new

PDPs for Skill Sets

The 2022 PDPs will collect data that considers Training Providers' intended training delivery in AQF Qualifications **and** Skill Sets¹ under the *Skills First* program.

Training Providers that plan to deliver training for both Qualifications and Skill Sets will be required to access two different Application forms (see instructions in the [Select the correct Application form](#) section below) to fully lodge their PDPs.

The structure of the PDPs for Skill Sets is similar to that of the PDPs for Qualifications. As such, and to avoid repetition, we have noted when the fields or questions detailed in the [Finding and navigating the PDP section of SVTS](#) **do not** apply to Skill Sets, hence, are not included in the PDPs for Skill Sets.

JobTrainer in the 2022 PDP process

The Department will consider Training Providers' interest in delivering their AQF Qualifications and/or Skill Sets under the JobTrainer initiative.

A separate question has been included in the 2022 PDPs which Training Providers are required to respond to (see instructions in the JobTrainer [Fields and Questions in a PDP](#) section below).

List of Specific Programs

Training Providers are encouraged to review the 2022 Specific Programs List that has been published alongside this Guidelines in the Documents section of SVTS.

The list of specific programs is based on Government priorities and the Department's projection of training needs against the existing VET market supply. In conjunction with the 2022 Jobs and Training Needs Reports, the 2022 Funded Course List, and the 2022 Funded Skill Sets List, the 2022 Specific Programs List should guide Training Providers' PDPs as it represents areas of priority.

At the conclusion of the PDP process, which includes the assessment of the Expressions of Interest (EOI) submitted by non-contracted Training Providers, the Department will determine the final amount and type of additional supply that may be required.

¹ **Skill Set** means a program that is on the Funded Skill Set List and may include:

- a. an accredited course with the title 'Course in...';
- b. a nationally recognised skill set;
- c. a single accredited subject; or
- d. a group of accredited subjects approved by the Department.

Requirements for submission of 2022 PDPs

PDPs required

AQF Qualification and/or Skill Sets

Where applicable, a PDP must be submitted for:

- each AQF Qualification; and
- each Skill Set².

Where the Training Provider wishes to commence students in the 2022 calendar year under the *Skills First* program. Where a single program is being delivered in different modes, separate PDPs must be submitted. Specifically:

- The program will be delivered using more than one enrolment type, i.e. separate PDPs must be submitted for apprenticeship, traineeship, and non-apprenticeship/traineeship delivery.
- The program is to be offered as both a standalone and as part of a dual qualification.
- The program is to be offered as part of more than one dual qualification.
- The program consists of distinct streams, more than one of which will be delivered.
- The program will be offered in more than one way that represents significant differences in aspects within the PDP, such as (but not limited to):
 - alignment with objectives of the *Skills First* program;
 - the duration and intensity of the program; and
 - the methods and modes of training and assessment.

Any PDPs with a status of 'Draft' after the closing date/time will be deemed not submitted.

JobTrainer Initiative in the 2022 PDPs

Training Providers are required to indicate their interest in delivering the AQF Qualification and/or Skill Sets under the JobTrainer initiative, by responding to the applicable question in the 'Program Details' section of the PDPs in SVTS (see [Section 2](#) for instructions).

Please note that the final decision on Funded Scope under the JobTrainer initiative and the JobTrainer allocation will be determined following the PDPs assessment. Training Providers may or may not be enabled to deliver Qualifications and/or Skill Sets under JobTrainer; therefore, indicating interest in delivering training under this initiative should not be understood as an agreement between the Department and the Training Provider or create any other form of contractual or promissory rights, and should not be relied upon in this regard.

² **Skill Set** means a program that is on the Funded Skill Set List and may include:

- e. an accredited course with the title 'Course in...';
- f. a nationally recognised skill set;
- g. a single accredited subject; or
- h. a group of accredited subjects approved by the Department.

Scope of Registration

PDPs may be submitted for any program that is on the Training Provider's scope of registration and is also on the 2022 Funded Course List or the 2022 Funded Skill Sets List.

Please note that if a qualification comes onto your scope of registration during the PDP process, there may be a delay in SVTS picking it up from training.gov.au. Please lodge an SVTS enquiry if you are unable to create a PDP for such a program.

If a program was added to your scope of registration on training.gov.au after 5.00pm (AEST) Friday, 1 October 2021, you will not be able to submit a PDP for it as part of this process. You may be able to apply to add the program to your Funded Scope during 2022 if the Department opens a process through which additions can be requested.

Literacy and Numeracy Support

Depending on learner needs and delivery contexts, Literacy and Numeracy Support is designed to enable the selection and use of approved Literacy and Numeracy Support units to address the individual needs of learners to aid completion of a vocational qualification under the *Skills First* program.

Literacy and Numeracy Support is specifically designed for learners requiring literacy and numeracy skills to support the achievement of vocational competence. As such, commencements in Literacy and Numeracy Support will not be counted towards any initial allocations.

The Department remains committed to the acquisition of full foundation skill qualifications where appropriate to the learner and where the provider appears on the Foundation Skills Approved Provider List.

In line with the above, PDPs are not able to be submitted for Literacy and Numeracy Support.

See more:

<http://www.education.vic.gov.au/Documents/training/providers/rto/currlnsupportlitnum.pdf>

Foundation Skills Approved Provider List

In order to deliver Foundation Skills Programs (as identified on the 2022 Funded Course List) under a Skills First VET Funding Contract, training providers must be included on the Foundation Skills Approved Provider List for the Domain relevant to the program in question.

Training providers who are already on the Foundation Skills Approved Provider List in 2021 will be included on the list for 2022 for the same Domains, provided that they submit a PDP for at least one program in each of those Domains and a program is successfully added to their 2022 Funded Scope for each of those Domains.

For example, if a training provider is currently approved to deliver programs in Domains A, B, and C, and they submit PDPs for programs in Domains A and B and those programs are included on their 2022 Funded Scope, they will be included on the 2022 Approved Provider List for Domains A and B. Because they did not submit PDPs for Domain C and therefore have no Domain C programs on 2022 Funded Scope, they will be removed from the list for Domain C.

There will be an opportunity for training providers who are not already on the Foundation Skills Approved Provider List to apply to be added for 2022 and for providers already on the list to add additional approved Domains. The Department will publish guidance on this application process in the coming weeks. In the meantime, you may submit PDPs for Foundation Skills Programs which will be considered pending your inclusion on the Foundation Skills Approved Provider List for the relevant Domain.

Supporting Documents

If a Training Provider submits a PDP for a program in which they have not reported *Skills First* subsidised delivery, in either 2020 or 2021, the Training Provider must include a copy of the relevant Training and Assessment Strategy (TAS) as an attachment.

Letters of support from employers and industry groups are not mandatory, but highly encouraged. However, where a Training Provider is submitting a PDP for a new program (i.e., one that is not on its Funded Scope in 2021), letters demonstrating connection with industry and local demand for the program will be considered in assessing the program for inclusion on 2022 Funded Scope.

Prepopulated Draft PDPs

As was the case in the 2021 PDP process, the Department will create some pre-populated draft PDPs for providers based on:

- PDPs submitted by the Training Provider as part of the 2021 PDP process, for programs that were successfully included on the Training Provider's 2021 Funded Scope; and
- PDPs submitted by the Training Provider as part of a successful 2021 Contract Variation Request.

Training Providers should review and update these PDPs as required before submitting them.

Please note that if you do not see a draft PDP for a program that does not mean you cannot submit a PDP for that program – you will simply need to create a new one (see [Section 2](#) for instructions).

It is the sole responsibility of the Training Provider to ensure that the content of the PDPs is accurate and to review and update each PDP prior to submission. The Department will not be liable for any errors or omissions therein.

You must click 'submit' for a PDP to be formally received by the Department. Any PDPs with the status 'draft' at the close of the PDP process will be assumed to have been deliberately not submitted and will not be assessed for inclusion on your organisation's 2022 Funded Scope.

Note that the provision of pre-populated PDPs by the Department does not constitute approval by the Department of the training delivery contained therein, nor does it constitute an agreement between the Department and the Training Provider or create any other form of contractual or promissory rights and should not be relied upon in this regard.

Additional requirements for Non-Victorian based Training Providers delivering to a National Enterprise

Training Provider and National Enterprise Declarations

Training Providers delivering training to a National Enterprise, must have in place a legally binding agreement with a National Enterprise under which the Training Provider will deliver accredited training to:

- at least 50 Victorian employees of that National Enterprise per calendar year; and
- at least 50 employees of that National Enterprise in Australian States or Territories other than Victoria per calendar year.

As part of the PDP process for 2022, Non-Vic Training Providers must submit a Training Provider Declaration and National Enterprise Declaration demonstrating that they have an agreement meeting the above requirements in place for 2022.

The forms to be used for these declarations can be found in the Documents section of SVTS.

Both Declarations must be submitted by SVTS enquiry, using the category '2022 Skills First Contracting' and the subject line 'Training Provider and National Enterprise Declarations'.

2022 Funded Scope

Programs on the 2021 Funded Scope

As was the case in last year's process, any program for which a Training Provider submits a 2022 PDP that is already on their Funded Scope in 2021 will be approved for inclusion in their Funded Scope for 2022, provided the program is included in the 2022 Funded Course List or the 2022 Funded Skill Sets List and remains on the Training Provider's scope of registration.

Programs that are no on the 2021 Funded Scope

2022 PDPs for programs that are not on the Training Provider's 2021 Funded Scope (as at 1 October 2021) will undergo a risk assessment and will be considered on a case-by-case basis for inclusion on the Training Provider's 2022 Funded Scope.

Note: that it is the Department's strong preference that a Training Provider have a **history of delivery** under *Skills First* and/or Fee-For-Service, prior to a program being added to a Training Provider's approved Funded Scope. A history of delivery of other programs in the relevant training package will also be considered.

If a Training Provider fails to submit a PDP for a program or enrolment type (e.g. apprenticeship, traineeship, non-apprenticeship/traineeship), the Department will deem that the Training Provider does not intend to commence students in that program or enrolment type in 2022 and will not include it on the Training Provider's Funded Scope for 2022.

It is at the Department's absolute discretion whether to include a program or enrolment type on a Training Provider's Funded Scope.

Superseded / Superseding Programs and Funded Scope

Unless otherwise advised by the Department via a Contract Notification or Notice, where a program identified in the Training Provider's Funded Scope:

- is superseded (as applies to programs that are AQF Qualifications), or
- is deleted as a result of reaching its expiration date and is subsequently re-accredited (as applies to Nationally Accredited Courses),

the superseding AQF Qualification (or re-accredited Nationally Accredited Course, as applicable) will automatically be added to the Training Provider's Funded Scope once the program has been added to both the Training Provider's Scope of Registration (as identified on training.gov.au) and the Funded Programs Report.

In these instances, the superseding (or re-accredited, as applicable) program will retain the same Restrictions (i.e. Enrolment Type, 'Effective for Program Commencement Dates from', and 'Effective for Program Commencement Dates to' characteristics as the superseded (or deleted, as applicable) program as indicated in Schedule 2 Part B. This includes retention to the same Program Allocation (if any).

To assist Training Providers, the Department has sought to normalise these programs for the purpose of the 2022 PDP Process. That is, the Department will take into account superseded / superseding qualifications when assessing whether a program will be automatically approved for inclusion on 2022 Funded Scope on the basis of having been on a Training Provider's 2021 Funded Scope

2022 Allocations

Commencement Allocations

The Department will determine 2022 Commencement Allocations after reviewing net forecast training delivery as expressed through PDPs, including advice from TAFE institutes and dual sector universities.

To inform the PDP process, Skills Victoria Training System (**SVTS**) will limit Training Providers to a Commencement Limit the same as their 2021 initial Commencement Allocation. The total number of commencements included in submitted 2022 PDPs should not exceed that number.

Regardless of the Commencement Limit displayed in SVTS, Training Providers should endeavour to provide as accurate a forecast as possible of training delivery in 2022. Specifically, expected commencements should be realistic and not inflated to meet the remaining Commencement Limit. This is essential for the Department to form an accurate picture of net forecast training delivery in 2022.

To be clear, the Commencement Limit displayed in SVTS should not be taken to be the Training Provider's 2022 Commencement Allocation, as this will be determined by the Department after reviewing all Training Providers' PDPs.

Program Allocations

The Department will determine if any Program Allocations (limits on Commencements in particular programs) are necessary in 2022 following analysis of all PDP data, including advice from TAFE institutes and dual sector universities.

Section Two: Guide to submitting PDPs in SVTS

Section 2 of this Guide provides an overview and detailed instructions on how to fill out your 2022 PDPs.

The section on [Finding and navigating the PDP section of SVTS](#) explains how to access and navigate the PDP function, create a new PDP, save a draft, submit your final PDP for the Department's consideration, delete or cancel the PDP when necessary. This subsection will also inform you of different functionalities that might assist you in completing your PDPs accurately and, where possible, more quickly. Examples of these are:

- [Duplicate a PDP](#)
- [Move between PDPs](#)
- [Returning to a PDP](#)

Subsequently, the [Fields and Questions in a PDP](#) section details the necessary information required from you and how this should be included in the PDP.

Lastly, the structure of the PDPs for Skill Sets is similar to that of the PDPs for Qualifications. As such, and to avoid repetition, we have noted when the fields or questions detailed in the [Finding and navigating the PDP section of SVTS](#) **do not** apply to Skill Sets, hence, are not included in the PDPs for Skill Sets.

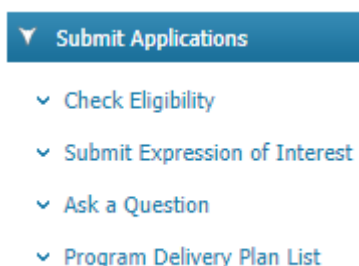
If you have difficulties accessing or navigating the PDPs on SVTS, please submit an enquiry via SVTS using the category '2022 Skills First Contracting'.

Finding and navigating the PDP section of SVTS

Find the PDP location

Login to SVTS via <https://www.education.vic.gov.au/svts/>. If there are difficulties with accessing the system, please access the [Access the SVTS page](#) from the login screen.

Click the 'Submit Applications' left side bar menu, and then **click** 'Program Delivery Plan List'.



Select the correct Application form

Use the Application Status field to show only applications that are currently open for submissions ('Current Applications').

Select the appropriate Application from the drop down.

For the 2022 PDP process the following should be selected depending on the program type you are intending to lodge the PDP for:

- '2022 Program Delivery Plans (Qualifications)' for AQF Qualifications; and/or
- '2022 Program Delivery Plans (Skill Sets)' for Skill Sets.

To avoid doubt, you must use both Applications if you are intending to lodge PDPs for AQF Qualifications and Skill Sets.

Program Delivery Plan List

Application Status:

Application:

No records found.

- All
- 2022 Program Delivery Plans (Qualifications)
- 2022 Program Delivery Plans (Skill Sets)

Note: The option to create a PDP will only be present once an application has been selected.

Once an application has been selected, you will be able to see the following:

Contact details fields will appear for you to fill in. These should reflect the best person for the Department to contact with any questions regarding your organisation's 2022 Program Delivery Plans. Update the details and **click** 'Save Contact'.

'Commencement Limit', 'Total Commencements Forecast (submitted)', and 'Total Commencement Forecast (draft) - these tell you the maximum limit of Commencements you are able to submit PDPs for under this framework, and how many are reflected in the PDPs you have submitted and those you have in draft, respectively.

A list of all your organisation's PDPs in draft or submitted under this application framework.



the Commencement Limit displayed in SVTS should not be taken to be the Training Provider's 2022 Commencement Allocation, as this will be determined by the Department after reviewing all Training Providers' PDPs.

Navigate around (basic)

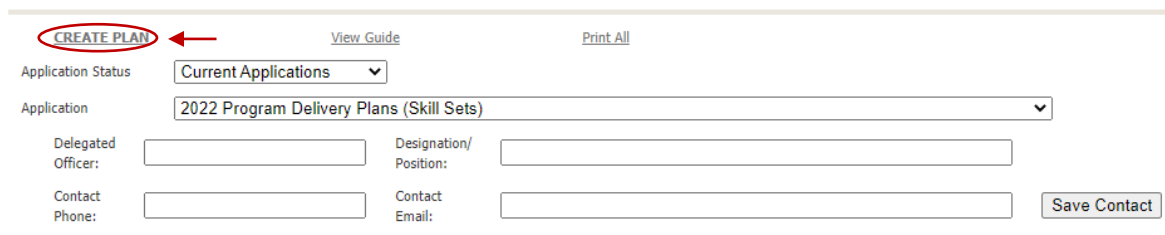
From here you can do the following:

- Create Plan: Allows the creation of PDPs, as per the below
- View Guide: Launches this document
- Print All: Creates a PDF report for all PDPs created under this application.
- Open an existing plan and edit it or submit it

Create a new PDP

To start a new PDP **click** 'CREATE PLAN'.

Program Delivery Plan List



SVTS will now have open an empty draft PDP for you to complete. See '[Fields and Questions in a Program Delivery Plan](#)' for assistance in how to fill one in.

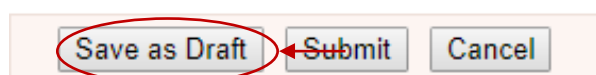
Please note that if you need to submit PDPs for both Qualifications and Skill Sets, the above information needs to be entered twice, that is, each Application form will require you to enter the details accordingly.

Save as Draft, Submit or Cancel PDPs

Please remember to save PDPs often and always!

The PDP has a set of options at the bottom of the page. These can be **clicked** to trigger the following actions:

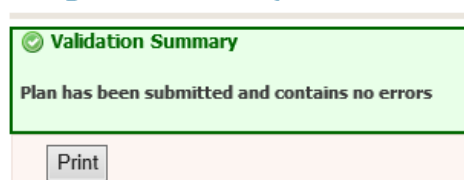
- **Save as Draft:** Allows the current plan to be saved, and runs a validation check. You will be able to save an incomplete draft as long as the following basic details have been filled in: plan name, program, and enrolment type. You can of course edit these fields later.
- **Submit:** Runs a validation check and, if this passes with no errors, submits the plan.
- **Cancel:** Leaves the screen without saving changes or updating a plan



This can be done at any stage.

Submit a PDP

Once finished developing a PDP, it must be submitted in order for it to be considered. A PDP cannot be submitted with errors (see '[Errors: Validation Summary](#)' below). Once all errors are resolved, the PDP can be successfully submitted.



Once submitted, a PDP can be edited and resubmitted if necessary, or deleted at any time before the close of the 2021 PDP Process. If you click 'Save as Draft' on a submitted PDP, it will change

the PDP status from 'Submitted' to 'Draft' and would then need to be submitted again to be considered as final.

Errors: Validation Summary

The PDP template has a number of validations included within to assist Training Providers in ensuring that all information is complete and correct.

If SAVE is selected but the form is not complete or has errors, the below validation summary will appear at the top of the screen, showing the errors.

To navigate to error, click any of the category headings.

Validation Summary

Plan has NOT been saved and contains the following errors

PLAN INFORMATION

- Plan Name must be provided

PROGRAM DETAILS

- At least one Program must be selected.

PRACTICAL PLACEMENTS

- 'Practical Placement must be selected (Yes/No).

ALIGNMENT

- 'Alignment with Objectives for the VET Sector of Victoria' must be provided.

PARTICIPATION

- 'Participation – Expected Commencements Q1' must be provided
- 'Participation – Expected Commencements Q2' must be provided
- 'Participation – Expected Commencements Q3' must be provided
- 'Participation – Expected Commencements Q4' must be provided

DURATION AND INTENSITY

- 'Expected Duration' must be provided.
- 'Expected PUSH Hours' must be provided.

DELIVERY MODE

- 'Face to Face' share must be provided.
- 'Real-time remote' share must be provided.
- 'Self-paced remote' share must be provided.
- 'Other' share must be provided.

VICTORIAN DELIVERY LOCATION(S)

- Location Type entry must be provided
- Local Government Area entry must be provided
- Percentage entry must be provided

Despite the errors, the PDP will save (as long as you have entered a plan name and selected a program and enrolment type) as an incomplete draft, and once the errors are resolved, the PDP will save with the below message:

Validation Summary

Plan has been saved and contains no errors

Print

Move between PDPs

The next time the PDP list page is entered, your new PDP will appear, along with a note on the commencement numbers and any errors associated.

Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Option
Detailed Plan	Certificate II in EAL (Access) (22485VIC)	12/08/2021 12:24	Example Plan 2	2022 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	40	1	View Print Delete Duplicate
Detailed Plan	Certificate I in EAL (Access) (22484VIC)	12/08/2021 12:23	Example Plan 1	2022 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	40	0	View Print Delete Duplicate

This list will grow as more PDPs are created.

Returning to a PDP (to review or edit)

To go back to a PDP, simply click **View** in the list screen.

Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Option
Detailed Plan	Certificate II in EAL (Access) (22485VIC)	12/08/2021 12:24	Example Plan 2	2022 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	40	1	View Print Delete Duplicate
Detailed Plan	Certificate I in EAL (Access) (22484VIC)	12/08/2021 12:23	Example Plan 1	2022 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	40	0	View Print Delete Duplicate

Deleting a PDP

To delete a PDP, click **Delete**

Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Option
Detailed Plan	Certificate II in EAL (Access) (22485VIC)	12/08/2021 12:24	Example Plan 2	2022 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	40	1	View Print Delete Duplicate
Detailed Plan	Certificate I in EAL (Access) (22484VIC)	12/08/2021 12:23	Example Plan 1	2022 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	40	0	View Print Delete Duplicate

Note: Once deleted, PDPs cannot be retrieved.

Duplicate a PDP

To create a duplicate copy of a PDP (for example in order to create a new PDP for a slightly different stream of a program based on one you have already created), click the 'Duplicate' button.

Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Option
Detailed Plan	Certificate II in EAL (Access) (22485VIC)	12/08/2021 12:24	Example Plan 2	2022 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	40	1	View Print Delete Duplicate
Detailed Plan	Certificate I in EAL (Access) (22484VIC)	12/08/2021 12:23	Example Plan 1	2022 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	40	0	View Print Delete Duplicate

Print a PDP

To print an individual PDP, simply click **Print**.

Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Option
Detailed Plan	Certificate II in EAL (Access) (22485VIC)	12/08/2021 12:24	Example Plan 2	2022 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	40	1	View Print Delete Duplicate
Detailed Plan	Certificate I in EAL (Access) (22484VIC)	12/08/2021 12:23	Example Plan 1	2022 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	40	0	View Print Delete Duplicate

Print all PDPs

In the main PDP area, once an application is selected a Print All hyperlink can be seen. Clicking this prints off a PDF copy of ALL PDPs related to the application, including their current status.

Program Delivery Plan List

[CREATE PLAN](#) [View Guide](#) [Print All](#)

Application Status:

Application:

Fields and Questions in a PDP

The sections below are intended to provide an indicative guide to the types of information required for a PDP.

To open an existing PDP, click the **view** button (or to create a new PDP click the button at the top of the screen).

Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Option
Detailed Plan	Certificate II in EAL (Access) (22485VIC)	12/08/2021 12:24	Example Plan 2	2022 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	40	1	View Print Delete Duplicate
Detailed Plan	Certificate I in EAL (Access) (22484VIC)	12/08/2021 12:23	Example Plan 1	2022 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	40	0	View Print Delete Duplicate

Once a PDP is open, the following sections will be visible.

Please note: each Application form has been designed to cover the information required for Qualifications and Skill Sets respectively. For your information, we have indicated below when the information is not required for Skill Sets.

Expression of Interest

This section shows the name of the EOI and year for which you are applying.

EXPRESSION OF INTEREST

Name:	2022 Program Delivery Plans (Qualifications)
Year:	2022

Status

This shows details of the PDP opened, including the status, the date it was created and the date it was last submitted to SVTS (saved or submitted).

STATUS

PDP Status:	Draft
Created:	12/08/2021 12:23:34 PM by ECSTOI32
Last Submitted:	12/08/2021 12:24:17 PM by ECSTOI32

Applicant Provider Details

In this section of the PDP, SVTS shows the Training Provider's TOID and Legal Name.

APPLICANT PROVIDER DETAILS

TOID:		Legal Name:	
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PDP Information

This has been provided to help quickly differentiate between multiple PDPs.

PLAN INFORMATION

Name:	Example Plan 2
Description:	Certificate II in EAL (Access) (22485VIC)

Program Details

Here one or two Program(s) intended for delivery should be selected. For 2022 PDPs, the list of available programs includes those that are both on the 2022 Funded Course List and on your organisation's scope of registration as reflected on <http://www.training.gov.au>.

PROGRAM DETAILS

Please select a Program(s) from the list below:

Program (Course)	Enrolment Type
Certificate III in Hospitality (Restaurant Front of House) (SIT30716) ▼	Apprenticeship ▼

Type of Program:

[Back to top](#)



The Department treats these PDPs as meaning not only the code listed but also any relevant superseding or superseded versions (funded for new commencements in 2022).

As shown below, the Training Provider is required to identify the type of training to be delivered. If the program is being delivered as a dual qualification and another program is added to the program list, the 'Type of Program' field will update automatically to reflect 'Dual Qualification'.

Please select a Program(s) from the list below:

Program (Course)	Enrolment Type
Certificate III in Hospitality (Restaurant Front of House) (SIT30716) ▼	Non-Apprenticeship/Traineeship ▼
Certificate IV in Commercial Cookery (SIT40516) ▼	Non-Apprenticeship/Traineeship ▼

Type of Program:

The table below informs you of when the above fields and questions are applicable to Skill Sets or when the language has been changed for alignment.

Field/Question	Included in 2022 Program Delivery Plans (Qualifications)?	Included in 2022 Program Delivery Plans (Skill Sets)?
Program (Course)	Yes	Yes – named Skill Sets
Apprenticeship, Traineeship in Enrolment Types	Yes	No – Default is Non-apprenticeship/traineeship
Dual Qualification in Type of Program	Yes	No

Response to JobTrainer question

All Training Providers are required to respond to the JobTrainer question pertaining to their interest in delivering training under this initiative should it be made available for the applicable program, and allocations be granted for delivery in 2022.

PROGRAM DETAILS

Please select a Program(s) from the list below:

Program (Course)	Enrolment Type
Certificate II in EAL (Access) (22485VIC)	Non-Apprenticeship/Traineeship

Type of Program: StandAlone Qualification

Are you interested in offering this Skill Set/program under the JobTrainer Initiative if offered for delivery in 2022? Yes No

Note that a response is mandatory; however, it will not determine the Department's final assessment on whether to add the Qualification or Skill Set to the Training Provider's Funded Scope and Allocations for delivery under the JobTrainer initiative in 2022.

Practical Placements

Training Providers are required to indicate if Practical Placements are part of the training (e.g., when the programs have a mandatory practical placement as indicated in the Training Package on the National Register of VET at training.gov.au/home/tga).

Additionally, where applicable, Training Providers are required to provide a description of the processes in place to support students to source and arrange the placement.

PRACTICAL PLACEMENTS

Does the program require a practical placement? If yes, what process does your organisation have in place to support students to source and arrange the placement?

Yes No

Alignment

In this section of the PDP a concise outline of how the training intending to be delivered aligns with one or more of the objectives of the training and TAFE system in Victoria is required.

These objectives are:

- 1) Delivering quality training that meets current and future industry needs;
- 2) Growing employment and further education outcomes; and
- 3) Promoting equity and addressing disadvantage.

ALIGNMENT

Alignment with Objectives for the VET Sector of Victoria	
<i>Please concisely outline how this program aligns with one or more of the following objectives of VET in Victoria:</i>	
1) Delivering quality training that meets current and future industry needs. (Please provide evidence of industry linkages) 2) Growing employment and further education outcomes 3) Promoting equity and addressing disadvantage	
Supporting Documentation (up to two files may be uploaded)	
Document:	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload File"/>

Not every Program will align with all three objectives; however, each Program should align with **at least one** of the above objectives.

Note: If the Training Provider responded to **objective 1** 'Delivering quality training that meets current and future industry needs', please provide evidence of industry linkages. This can be provided through uploading up to two short documents to flesh out this alignment.

Supporting Documentation (up to two files may be uploaded)	
Document:	<input type="button" value="Browse..."/> <input type="button" value="Upload File"/>

Participation

In this section of the PDP Training Providers should estimate the number of funded commencements across 2022 in this instance of this program.

PARTICIPATION

	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)
How many students are anticipated to commence the program?	8	3	4	0

Additionally, this section of the PDP requests information on tuition and other fees intended to be charged to students undertaking the Program.

What is the average total tuition fee charged to an Eligible Individual for the program?	100
What is the average total of other non-tuition fees charged to an Eligible Individual for the program?	1000

The Department requires indicative information on:

- What the average total tuition fee charged to an Eligible Individual will be for the Program;
- What the average total of other fees charged to an Eligible Individual will be for the Program. For the purpose of this guide, other fees may include, but are not limited to: Administration fees, Enrolment fees, Credit transfers, RPL enrolment and Training material.

Note: For the 'Average total tuition fee' and 'Average total of other fees' sections please insert whole numbers only by rounding up or down to the nearest dollar.

Please do not use a comma or full stop to delineate between dollars and cents, as cents should not be indicated. For instance, if the average total amounts to \$2343.11, round this figure down to the nearest dollar which becomes \$2343.

Duration and Intensity

This section of the PDP requires information on the expected duration and intensity of the Program. For definitions of the *Program Commencement Date* and the *Program Supervised Teaching Activity End Date* refer to the *Victorian VET Student Statistical Collection Guidelines* published in SVTS.

DURATION AND INTENSITY

What is the expected duration, (days) of the Program for the majority of students?

40

For the purpose of this Guide, the duration of training is the time of the engagement with the student, including supervised study and assessment.

To clearly articulate the expected duration of the Program for the majority of students, Training Providers should use the expected number of days between the *Program Commencement Date* and the *Program Supervised Teaching Activity End Date*.

What is the expected number of Program Unique Supervised Hours, (PUSH) for most students?

(For dual qualifications, you should indicate the unique number of hours from a student's perspective)

275

It is important that the *PUSH* indicate the unique number of hours from a student's perspective.

If there are significant differences in the possible duration or *PUSH* for students within the program (due to factors such as different streams within the program), then a separate PDP must be completed to outline the different delivery.

Delivery Mode

In this Section of the PDP, Training Providers must indicate how prevalent a mode of student interaction is for the program. The sum of these must equal 100.

Modes of student interaction include:

- Face to face (e.g. time spent by student in a classroom or in a workplace with an educator physical present);
- Real-time remote (e.g. time spent by the student supervised by a remote educator);
- Self-paced remote (e.g. time spent by the student undertaking online tasks with no real-time engagement required in training or assessment); and
- Other.

DELIVERY MODE

Delivery by mode of interaction (share of total):	%
Face to Face	<input type="text" value="100"/>
Real-time remote	<input type="text" value="0"/>
Self-paced remote	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

Victorian Delivery Location(s)

Regardless of the intended delivery mode (see above) the Training Provider is required to outline where the delivery of training (or assessment) is intended to occur. This must be done for each location that a significant portion (25% or more) of the activity is intended to occur.

Please ensure that the *'Percentage of program delivery expected'* add up to 100.

If this is not known, a blank value can be selected with the location set as "Other".

Victorian Delivery Location(s)

Location Type	Local Government Area	Percentage of program delivery expected
Provider leased ▼	Baw Baw ▼	50
Provider leased ▼	South Gippsland ▼	50
<input type="button" value="Add"/>		

Further Supporting Documents

Note: If there are any supporting documents for the delivery plan you have entered, this final section of the form allows you to upload these documents.

Supporting Documents

Document:	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload File"/>	
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