

Contract notification

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| CN number: | 2025-06 | Date: | 5 February 2025 |
| To: | Chief Executive Officer or equivalent | | |
| Purpose: | General information | | |
| Scope: | All 2024-25 VET funding contracts | | |
| Subject: | 2025 updates to fact sheets and guides | | |

Purpose

This contract notification is to advise you we've updated our fact sheets and guides for 2025.

Background

From 3 to 11 December 2024, we published version 2 of the 2024-25 VET funding contracts on SVTS. We made only a small number of changes to the contract. They were outlined in CN 2024-10 and highlighted in grey in the contract itself.

Main points

Each year, we publish updates to our suite of fact sheets and guides about topics under the contract and in Skills First. This year, we made only minor updates as there were only a small number of changes to the contract for 2025. We also made some minor updates for clarity and in response to your feedback.

However, our fact sheets and guides now have a slightly different design. As well as using plain English, we're continuing to make them easier to understand by using examples, scenarios and design elements – such as tables, icons, and flow charts. We also ensure that our fact sheets and guides are accessible for people with a disability and meet the [web content accessibility guidelines \(WCAG\) 2.1](#).

We publish these fact sheets to help you better understand your Skills First obligations. We expect you to read them and refer to them as a first step in answering any questions you might have. Submit an enquiry on SVTS if you have a further question.

Resources

Fact sheets, guides and templates are published in the documents section of SVTS. They will be available on our [website](#) in the coming days.

Critical dates

None

Ryan Collins

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Training Operations and Assurance