

Contract Notification

CN No:	2025-12	Date: December 2025
To:	Chief Executive Officer or equivalent	
Purpose:	Advice on contract requirement	
Scope:	All 2024-25 VET Funding Contracts (version 3.0)	
Subject:	2026 fact sheets, templates and guidance	

Purpose

This contract notification is to advise you that we've published updated information and guidance on SVTS to help you understand the 2026 VET funding contracts.

Background

On 4 December 2025, we published the 2026 contracts on SVTS.

We publish information and guidance materials on specific contract topics to help you better understand your Skills First obligations. We continue to make updates to products so they stay relevant and are easy to understand. You can refer to them as a first step in answering any questions you might have. Lodge an enquiry on SVTS if you need clarification or have further questions.

Main points

Fact sheets and other guidance

We have updated our fact sheets and guidance materials to reflect the 2026 contract changes.

We listened to your survey feedback that you sometimes find it hard to locate information on SVTS. To help you access this information, the appendix outlines all our templates, fact sheets, guides and information videos and notes any additions and changes.

The current guidance materials can be found on SVTS. You can tell if it's current by checking if the date in the footer matches the 'date published' in appendix 1. Older versions are archived for accuracy.

For ease of access, all the current information and guidance is also published on our [website](#).

Resources

If you want to know about changes to the contract for 2026, you can read our guides published in the documents section of SVTS on 4 December 2025:

- Guide to content changes
- Guide to edits – contract
- Guide to edits – guidelines.

Critical dates

New contracts take effect from 1 January 2026.

Ryan Collins

Executive Director

Training Operations and Assurance

Appendix 1 – Description of updates to fact sheets, templates and guidance for 2026

Topic and description	Document title in SVTS	Date published
New fact sheet		
Apprentices and trainees This fact sheet explains your obligations for apprentices, including what you need to do before, during and after structured training. It complements our information video .	Fact sheet: Apprentices and trainees	December 2025
Updated fact sheets		
Concessions <ul style="list-style-type: none"> Clarified that you must keep reporting students' concession status if their training continues into a new data collection year to get the concession contribution. Clarified that concession rates apply when fees are paid by a third-party i.e. a job network. Updated to reflect that we no longer require a specific 'statement of fees' document (but you must still give students information about their fees). 	Fact sheet: Concessions	December 2025
Enrolling students under 17 Clarified students under 17 who complete year 12 do not need an exemption for Skills First.	Fact sheet: Enrolling students under 17	December 2025
Evidence of participation <ul style="list-style-type: none"> Clarified that you must show results for all assessment tasks, but an overall competency judgement is not required for EOP purposes. Added an additional attachment to show examples of valid and invalid EOP. 	Fact sheet: Evidence of participation	December 2025
Free TAFE Clarified fee waivers for Certificate IV in Training and Assessment (TAE) apply only if TAE was not used for the first fee waiver.	Fact sheet: Free TAFE	December 2025
How to consider literacy and numeracy skills Changes to align with the new literacy, numeracy and digital (LND) program.	Fact sheet: How to consider literacy and numeracy skills	December 2025
Sighting and retaining evidence of eligibility Clarified that you can use a gateway service provider to confirm permanent residence status of a student.	Fact sheet: Sighting and retaining evidence of eligibility	December 2025



Topic and description	Document title in SVTS	Date published
Student information and protection <ul style="list-style-type: none"> Emphasised that no incentives are permitted at any stage of student training under Skills First, including when delivered through subcontractors. Updated to reflect that we no longer require a specific 'statement of fees' document (but you must still give students information about their fees). 	Student information and protection	December 2025
Key features of the VET funding contract Removed reference to statement of fees	Key features of the VET funding contract	December 2025
Updated guidance documents		
Questions and answers about the VET funding contract We updated the FAQ section in SVTS to reflect the most recent changes we made to the fact sheets and other guidance.	FAQ section in SVTS	December 2025
Guide to withdrawals We added a section that explains how to keep records of attempts to re-engage a student.	Guide to withdrawals	December 2025
Guide to superseding training products <ul style="list-style-type: none"> Clarified National training package qualifications are automatically added to your funded scope. Clarified that you'll need to contact us on SVTS to add VET-accredited courses to your funded scope. Updated to show transitioning students to a new subject but not a new program is allowed if the program either: <ul style="list-style-type: none"> has not been superseded has been superseded but hasn't reached its STED. 	Guide to superseding training products	December 2025
Guide to data reporting, claims and payments in SVTS Added a new section for end of year data reporting on reject 27 and reject 99 (published on SVTS only).	Guide to data reporting, claims and payments in SVTS	December 2025
Unchanged guidance documents		
Disallowed persons	Fact sheet: Disallowed persons	February 2025
Using electronic signatures	Fact sheet: Using electronic signatures	February 2025
Understanding skill sets	Fact sheet: Understanding skill sets	February 2025
Student eligibility for Skills First	Fact sheet: Eligibility	February 2025

Topic and description	Document title in SVTS	Date published
Skills first program audit and review strategy	Skills First program audit and review strategy	November 2023
Compliance expectations under the contract	Compliance expectations under the contract	February 2025
Our commitment to engaging with you	Our commitment to engaging with you	December 2023
Skills First pre-training review template	Skills First pre-training review template	December 2023
Change in control and other significant changes	Change in control and other significant changes	February 2025
Payments under Skills First	Payments under Skills First	February 2025
Quality in online delivery	Quality in online delivery	February 2025
Recordkeeping requirements	Recordkeeping requirements	February 2025
Unchanged videos		
How to use the internal audit tool	Video	April 2025
Skills First requirements for apprenticeships	Video	July 2025