

Contract Notification

CN No.	2017-04	Date:	27 February 2017
To:	Chief Executive Officer or equivalent		
Purpose:	To set out requirements and provide a form for the reporting of Brokering Services in 2017		
Scope:	All 2017 VET Funding Contracts		
Subject:	Reporting of Brokering Services		

For all RTO staff

Purpose

- This Contract Notification advises of the process for the reporting of Brokering Services under the following contracts:
 - *2017 Standard VET Funding Contract;*
 - *2017 Restricted VET Funding Contract;*
 - *2017 Standard VET Funding Contract (Non-Victorian);*
 - *2017 TAFE VET Funding Contract and;*
 - *2017 Dual Sector VET Funding Contracts*

Background

- Per the abovementioned VET Funding Contracts, Brokering Services is defined as the recruitment of individuals to participate in training that is to be subsidised under this VET Funding Contract, by an individual or organisation in exchange for payment from the Training Provider or the student, but excludes activities carried out by salaried individuals who are employees of the Training Provider whose role includes the identification and recruitment of potential students.
- Schedule 1, Clause 12.7 of the 2017 VET Funding Contracts listed above requires Training Providers to provide the Department, in a format to be determined by the Department, with details of all third party arrangements for the delivery of Brokering Services on the Training Provider's behalf within thirty days of the Commencement Date of the Contract, and thereafter within thirty days of entering into any subsequent arrangement.
- Schedule 1, Clause 12.8 of all 2017 VET Funding Contracts requires Training Providers to provide the Department with details of all third party arrangements for the delivery of Training Services on the Training Provider's behalf, including (but not limited to) Brokering Services, if requested to do so in writing by the Department.

Main Points

- Noting the Contract requirement to report all Brokering Services within thirty days of the Commencement Date of the VET Funding Contract, the Department is extending the due date of this requirement to 31 March 2017, or within thirty days of entering into any subsequent brokering arrangement.
- Training Providers are required to use the 2017 Reporting of Brokering Services Form that has been published in the Documents section of SVTS for the reporting of Brokering Services to the Department, and submit the reports via the Enquiries function of SVTS using the category “Brokering Services – 2017 Reporting Form”.
- The report should include all current (2017) Brokering Services, even if the arrangements were first established in a previous year.
- Where no Brokering Services are in place, no action is required.
- Training Providers are reminded of the requirement to publish all on their website a list of all brokers used by that Training Provider, as per the 2017 VET Funding Contracts, Schedule 1, clause 1.5.

Critical Dates

- This Contract Notification is effective immediately. 2017 Reporting of Brokering Services forms must be lodged in accordance with the timelines described above.

Relevant Resources

- The *2017 Reporting of Brokering Services* form (available in the *Documents* section of SVTS).

Greg Norton

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