

Contract Notification

CN No.	2018-03	Date:	23 January 2018
To:	Chief Executive Officer or equivalent		
Purpose:	For information only		
Scope:	All VET Funding Contracts		
Subject:	Making and/or amending Records		

For all Training Provider staff

Purpose

- This Contract Notification is to advise Training Providers of the Department's expectations regarding the making and/or amending of Records for the purposes of meeting the requirements of the VET Funding Contract (the Contract).

Background

- Through the *Skills First* program, the Victorian Government is committed to providing high quality training that aligns with industry/community demands and workforce needs. *Skills First* continues to set a high benchmark for training quality.
- In order to maintain the highest standard of funding assurance for public money spent on the *Skills First* program, the Department expects training providers to keep full and accurate Records for all Training Services provided.
- A 'Record' is defined in the Contract as follows:

Record means any document within the meaning of the *Evidence Act 2008 (Vic)* that is produced or created by the Training Provider or any Training Provider Personnel, or is in or enters the possession of the Training Provider or any Training Provider Personnel, under or in the course of the Training Provider performing its obligations under this VET Funding Contract.

Main Points

- As per clause 10.11 of the 2017 and 2018-19 VET Funding Contracts, Training Providers must ensure that all Records are complete, accurate and authentic and have not been amended, except in circumstances permitted under clause 10.9(h).
- Under no circumstances should Records be made retrospectively or amended such that they are compliant with the requirements of the VET Funding Contract, but are not an accurate or true representation of Training Services provided.
- From time to time, the Department may provide a short timeframe (e.g. 24 hours) to a Training Provider after an audit or review to provide missing Records that have been misplaced or filed incorrectly. For the avoidance

of doubt, under no circumstances should this short timeframe be utilised by a Training Provider to create new Records or amend Records that have already been audited.

- Outside of an audit scenario, should a minor administrative oversight been identified by a Training Provider in requiring amendment of a Record, the Training Provider is required to take steps to document the amendment(s) such that a reasonable person could ascertain the nature of the rationale for the amendment in a straightforward way.
- The Department will continue to review the completeness, accuracy and authenticity of Records at all audits and reviews undertaken as part of the *Skills First* Audit and Assurance Program.
- If any behaviour of concern in relation to the amendment of Records is identified, the Department may take action under the relevant VET Funding Contract(s) and/or refer the matter for further investigation as appropriate.

Critical Dates

- Effective Immediately.

Greg Norton

Executive Director
Training Market Quality