

FACT SHEET

REQUESTS FOR INCREASES TO QUALIFICATION ALLOCATIONS IN RESTRICTED COURSES FOR 2020 TAFE AND DUAL SECTOR TRAINING PROVIDERS

PURPOSE

The purpose of this Fact Sheet is to advise holders of a 2018-19 TAFE or Dual sector VET Funding Contract (extended to 31 December 2020) of:

- The framework for the Department of Education and Training's consideration of requests for increases to Qualification Allocation in restricted courses for 2020; and
- The process for lodging such requests through 2020.

BACKGROUND

Qualification Allocations

The Department has identified eight qualifications where intended delivery of training is in excess of forecast demand in 2020. If training providers were to deliver the number of commencements anticipated in these qualifications in 2020, there is a real risk that students would use their Skills First entitlement, but not obtain a job or improve their employment status.

To manage this risk and ensure best value for its investment in skills, the Victorian Government has applied a Qualification Allocation to each of these eight qualifications in 2020:

Free TAFE:

- Certificate IV in Accounting and Bookkeeping
- Certificate IV in Youth Work
- Certificate III in Education Support
- Certificate IV in Education Support
- Diploma of Community Services
- Diploma of Justice

Non-Free TAFE:

- Certificate IV in Business
- Certificate IV in Leadership and Management

On 14 January 2020, the Deputy Secretary, Higher Education and Skills, wrote to TAFE institutes and Dual Sector Universities (collectively 'institutes') to advise of some adjustments to Qualification Allocations in restricted courses for 2020. The adjustments recognise that some institutes had already enrolled or made formal offers to students of a government-subsidised place in specific restricted courses on or before 21 November 2019 (that is, one week after the Department announced the original settings).

In addition, the Department advises that it would open a process for institutes to request additional allocations in the restricted courses where employer needs can be demonstrated.

Framework for considering requests

Requests to increase Qualification Allocations will only be considered where a specific demand has been identified and supported by an employer(s).

In assessing an institute's request for an increase to its Qualification Allocation, the Department will consider the following:

- **Market need:** whether there is a demonstrable and genuine need for additional skilled graduates in an occupation linked to the courses in question, and how the expanded activity meets the job and training needs of Victoria;
- **Training provider capacity and capability:** The Department's view of the institute's capacity and capability to expand their activity; and
- **Program Budget:** the impact of the request on the Skills First program budget.

Process for lodging requests

In order for the Department to consider a request for an increase in Qualification Allocation, the TAFE or Dual Sector training provider must submit:

- a 2020 Contract Variation Request – Increase to Qualification Allocation form institutes (included at Attachment A); and
- letter from employer confirming their particular needs and the specific number of graduates they plan to employ over the next two years (2020 – 2021), in order to demonstrate genuine market need. Letters should demonstrate alignment with the relevant qualification.

The request form and associated correspondence from employers as evidence of market need must be lodged electronically via the Enquiries function of SVTS (under the category 'Skills First Funding Contract – requests for Additional Commencements/Expanded Funded Scope').

The Department will respond to such requests within three weeks of receipt of all required information, noting that if further information is needed more time will be required. Institutes will be advised of the outcome of any request via correspondence from the Department.

Critical Dates

Requests may be lodged from the date of correspondence from the Department attached regarding the process to request increases to Qualification Allocation in 2020.

This process will remain open unless otherwise notified by the Department.