

Contract Notification

CN No	2023-06	Date: 21 April 2023
To	Chief Executive Officer or equivalent	
Purpose	General Information	
Scope	All 2023 VET Funding Contracts (version 1.0)	
Subject	Advising training providers about our planned provider visits.	

Purpose

This Contract Notification is to advise training providers about our ongoing planned provider visits.

Background

Training Market Services last organised planned visits to training providers in their place of work in 2019, where we visited 33 training providers across Victoria. The visits were put on hold due to COVID-19. We now think the time is right to start them again.

Main points

Why are we visiting you?

The visits are a way to have face-to-face communications with you that help build good and trusting relationships. These meetings are an opportunity:

- for you to informally ask us questions about your contractual obligations and the Skills First program
- for you to share your successes and challenges with us, including showcasing your facilities
- for us to better understand your Skills First needs and practical challenges
- for us to listen to your experience and suggestions so we can improve our work – for example, getting insights to inform the development of the VET Funding Contract and our information resources, like fact sheets
- for both of us to foster a closer relationship so we can work together towards our common goals of quality training and student success.

Are they part of funding assurance activity?

No. The visits are an engagement opportunity for both of us. They're not in any way part of our funding or quality assurance work. We don't request a visit with you because of a compliance issue or other concern. We simply want to better understand your work, so that we can improve ours.

What are they?

We will write to you to request a visit to your workplace by 2-3 of our staff at a time convenient to you. The visits will be informal and conversational. We want to make the visits as easy as possible for you. Our written request for a visit will have all the relevant details.

We understand if you're unable to accept our request for a visit.

How do we decide on what training provider to visit?

We have a simple method to decide what training providers to contact for a visit.

Among other aspects, we look at:

- getting a balance between visiting different types of providers
- trying to visit training providers from all areas of Victoria, where we can
- what programs a training provider delivers, including those meeting Government needs and priorities
- innovations you've made in your training that interest us
- who we have visited before.

Can I ask for a visit?

No. Please do not contact us if you'd like a visit. We will contact you.

Logistically we don't have the time and resources to visit every one of the 270 Skills First training providers. However, we will share some of our experiences with you through Inside Enquiries. We can celebrate your good work and highlight innovative practice.

Resources

We will write to you individually to request a visit and explain what it involves.

Critical dates

The planned visits are ongoing and embedded into our regular stakeholder engagement work.

Ryan Collins

Executive Director

Training Market Services