

# Contract Notification

<b>CN No.</b>	<b>2015-11</b>	<b>Date:</b>	<b>20 July 2015</b>
<b>To:</b>	Chief Executive Officer or equivalent		
<b>Purpose:</b>	Information only		
<b>Scope:</b>	Foundation Skills Approved Providers		
<b>Subject:</b>	<b>Requirement to submit foundation skills commencement and completion assessments</b>		

## Purpose

- This Contract Notification reminds all Foundation Skills Approved Providers of the requirement to submit commencement and completion assessments within 90 days of the respective activity.

## Background

- From 1 January 2015, all Foundation Skills Approved Providers have been required to report data on the educational gain against individual core skill areas in the Australian Core Skills Framework (ACSF) for each student when they are enrolled in an approved Foundation Skills Course from Domain A or Domain B. This requirement is specified in Clause 11.9 of Schedule 1 of the VET Funding Contract.

## Main Points

- RTOs have 90 days, respectively, to submit the commencement or completion assessment data. The Department has identified that a large number of RTOs have not yet submitted their assessments for commencements and/or completions within the 90 day period. Failure to submit this data on time represents a breach of the Contract.
- The Department intends to use data from commencement and completion assessments to develop benchmarks regarding the educational effort required by different students across different providers to make core skill gains.
- RTOs are requested to report overdue assessments as soon as possible, to enable the Department to undertake preliminary data analysis.
- Providers are reminded that if using the ISLPR/IELTS frameworks they may choose to report assessment data in that format rather than as ACSF levels.
- A summary of submitted and pending foundation skills gain assessments can be found on the right hand side of the SVTS home screen. RTOs with overdue assessments will see entries in one or both of the following fields:
  - Commencement Assessments Overdue: Based on RTO's Nat file submissions, the Department reasonably believes the student commenced their Foundation studies more than 90 days ago and no commencement assessment has been provided.
  - Completion Assessments Overdue: Based on RTO's Nat file submissions, the Department reasonably believes the student completed their Foundation studies more than 90 days ago and no completion assessment has been provided.

### **Critical Dates**

- This Contract Notification is effective immediately.

### **Relevant Resources**

- Foundation Skills Gain FAQ (dated 25 March 2015 in the Documents section of SVTS)
- Foundation Skills – Updated Fact Sheet (dated 24 February 2015 in the Documents section of SVTS)

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