

For all Training Provider staff

Contract Notification

CN No.	2017-07	Date:	28 March 2017
To:	Chief Executive Officer or equivalent (per the Scope, below)		
Purpose:	To provide directions to the Training Provider under the 2017 VET Funding Contract		
Scope:	2017 VET Funding Contracts for TAFE Institutes, Dual Sector Universities, Learn Locals, the Centre for Adult Education and AMES <u>only</u>		
Subject:	Directions to the Training Provider regarding the application of exemptions to the <i>Skills First</i> eligibility criteria for certain individuals impacted by the closure of the Hazelwood power plant and mine		

Purpose

- The purpose of this Contract Notification is to provide the Training Provider with directions in accordance with clause 4.3 of 2017 VET Funding Contracts regarding the enrolment of certain individuals impacted by the closure of the Hazelwood power plant and mine in the Latrobe Valley in subsidised training under *Skills First*.
- IMPORTANT NOTE:** this Contract Notification only applies to organisations that are identified in the “Scope” as described above. Organisations that hold a 2017 VET Funding Contract, but are not included in the “Scope” are advised to refer to Contract Notification 2017-06 for relevant information regarding individuals impacted by the closure of the Hazelwood power plant and mine.

Background

- To assist individuals impacted by the closure of the Hazelwood power plant and mine, the Latrobe Valley Authority has developed a Worker Transition Service to allow individuals to access a range of support services. As part of this service, the Latrobe Valley Authority or the Morwell Skills and Jobs Centre may refer certain impacted individuals to the Training Provider for government subsidised training under *Skills First*.
- Referred individuals may include:
 - Hazelwood employees or contract workers,
 - Hazelwood supply chain workers or supply chain contract workers,
 - family members of Hazelwood employees/contractors,
 - family members of Hazelwood supply chain employees/contractors; and
 - other unemployed people in the Latrobe Valley.

Main Points

- Where such an individual is referred to your organisation for government subsidised training through *Skills First*, the Training Provider is required to undertake normal enrolment processes including assessing the individual’s eligibility for *Skills First* in accordance with 2017 VET Funding Contract requirements.
- Where such an individual otherwise meets the *Skills First* eligibility criteria, but does not meet the ‘upskilling’, ‘two at level in a lifetime’ and/or the ‘two “courses in...” in a lifetime’ eligibility criteria (Schedule 1, Clauses 2.2 c) (v), 2.3 c), and 2.3 d) respectively), the Training Provider is directed to grant the individual an exemption to these criteria pursuant to Clause 18 of the 2017 VET Funding Contract.

- The Training Provider must retain evidence that the individual has been referred to undertake training. Evidence may include:
 - a referral letter, form or other written advice from the Latrobe Valley Authority; or
 - where the Training Provider is contacted directly by a Latrobe Valley Authority transition case worker:
 - an email from the case worker confirming the referral; or
 - a file note (as recorded by the Training Provider) documenting a telephone referral from the case worker which includes the name of the case worker, the student and the date of the call, or
 - for former Engie employees of the Hazelwood power plant and mine (as well as employees of Engie subcontractors that worked at the power plant or mine) only, evidence may include a copy of the separation certificate or letter confirming retrenchment from work at the power station or mine, even if there has been no referral from the Latrobe Valley Authority.
- All other eligibility requirements for *Skills First* continue to apply, and all other contractual obligations (such as conducting Pre-training reviews) remain in place.

Enrolment Process and Reporting Requirements

- The Training Provider must take the following steps:
 - confirm that the individual meets all Skills First eligibility criteria, except as described above;
 - retain a copy of the individual's eligibility as described above;
 - undertake all usual application and enrolment activities under the VET Funding Contract, including the Pre-Training Review; and
 - provide the individual with accurate information about fees.
- The Training Provider must report the training activity for all individuals referred under this initiative (even those who do not require an exemption to the eligibility criteria) against the appropriate Funding Course Identifier – State Training Authority, namely:
 - 'LVP' – Latrobe Valley Retrenched Workers – General (for non-apprentices/trainees); or
 - 'LVL' – Latrobe Valley Retrenched Workers – Apprentice/Trainee (for apprentices/trainees).
- If the individual is otherwise eligible for subsidies under *Skills First*, but requires an exemption to the eligibility criteria as discussed above, the Training Provider must report the activity with the *Eligibility Exemption Indicator* set to "Y", meaning an eligibility exemption has been granted.

Note regarding eligibility exemptions granted under Schedule 1, Clause 18 of VET Funding Contracts

- The Department is aware that for some organisations, eligibility exemptions granted to support Victorian Government priority workforces, such as those in the La Trobe Valley, may constitute a significant percentage of enrolments. This will be particularly true for Learn Local organisations. The Department will actively monitor exemption take-up in 2017 and consider changes to the program as necessary to meet emerging priorities.
- Should you be concerned that the volume of eligibility exemptions granted to individuals impacted by the Hazelwood Closure, combined with other eligibility exemptions granted in accordance with the VET Funding Contract, may result in your organisation exceeding the 15% of commencements limit set out in Schedule 1 Clause 18, please advise the Department of your concerns.

Critical Dates

- This Contract Notification is effective immediately.

Greg Norton

Executive Director
Training Market Quality