

# Contract Notification

<b>CN No.</b>	<b>2017-11</b>	<b>Date:</b>	<b>18 May 2017</b>
<b>To:</b>	Chief Executive Officer or equivalent		
<b>Purpose:</b>	Variation to Contract		
<b>Scope:</b>	All 2017 VET Funding Contracts		
<b>Subject:</b>	<b>Variation of Further Training Plan Requirements for Training Conducted in Workplace</b>		

## For all Training Provider staff

### Purpose

- This Contract Notification is to notify Training Providers of a variation to Clause 7.18 of Schedule 1 of the 2017 VET Funding Contracts.

### Background

- Clause 7.18(a) and 7.18(b) were introduced to the 2017 VET Funding Contract to address concerns regarding the quality of training and assessment delivered in different workplace settings.
- However, in response to feedback from Training Providers the Department has decided to vary Clause 7.18 to remove the requirement for host organisations to sign Training Plans in addition to Training Providers and Eligible Individuals (refer Clause 7.18(b)).
- Training Plans will not be required to include the signature of a host organisation for Eligible Individuals who are not an Apprentice or Trainee but will participate in training conducted in a workplace managed by a host organisation.
- Under the 2017 VET Funding Contract, Training Providers are still subject to the requirements of Clause 10 (*Practical Placements*) of Schedule 1 of all the 2017 Contracts, and Section 5.4.14 of the *Education and Training Reform Act 2006* to produce written Practical Placement Agreements executed by the Training Provider, the organisation hosting the practical placement and the Eligible Individual, prior to the commencement of the relevant practical placement.

### Main Points

- This Contract Notification notifies Training Providers of a contract variation to:
  - a) Clause 7.18 to remove Clause 7.18(b).
  - b) amend the requirement for Training Plans to be signed by host organisations.
- It should be noted that Training Providers must still meet the requirements of Clause 10 of Schedule 1 of all the 2017 VET Funding Contracts.
- Clause 7.18 of all 2017 Contracts are varied as follows with immediate effect:

A Training Plan for an Eligible Individual who is not an Apprentice or Trainee but who is to participate in training conducted in a workplace must also:

- a) if the Eligible Individual is an employee of the employer that manages and controls the workplace, be agreed and signed by the employer (in addition to being agreed and endorsed by the Training Provider and the Eligible Individual pursuant to Clause 7.5 of this Schedule 1).

### **Critical Dates**

- Effective Immediately.

**Greg Norton**  
Executive Director  
Training Market Quality