

# Contract Notification

<b>CN No.</b>	<b>2018-12</b>	<b>Date:</b>	<b>23 March 2018</b>
<b>To:</b>	Chief Executive Officer or equivalent		
<b>Purpose:</b>	General Information		
<b>Scope:</b>	All 2018-19 VET Funding Contracts		
<b>Subject:</b>	<b>Sample template for Pre-Training Reviews</b>		

## For all Training Provider staff

### Purpose

- This Contract Notification advises that an optional and customisable Pre-Training Review template is now available on SVTS. Training providers may find the template useful in conducting a Pre-Training Review in line with the requirements of the 2018-19 VET Funding Contracts (the Contract) (Clauses 5.1 to 5.6 of Schedule 1) and the *Skills First* Quality Charter (Principles 4 and 5).
- In particular, the template supports the requirement under Clause 5.4 of Schedule 1 that a training provider must document how it determined the course or qualification each Eligible Individual enrolled in was suitable, and the most suitable, training option for that Eligible Individual, with reference to the items of Clause 5.1 of Schedule 1.
- Training Providers are invited to view the template as a 'living document' and provide feedback via SVTS using the category 'Pre Training Review Template Feedback'. The Department welcomes comment and suggestions on improvements to ensure that the template remains relevant and useful over time.

### Background

- The 2018-19 VET Funding Contracts require Training Providers to conduct a Pre-Training Review, consistent with the *Skills First* objective (set out in Clause 3.1(b)) that Eligible Individuals can access high quality courses and qualifications that lead to jobs, further education and/or participation in training for disadvantaged learners.
- To achieve this objective, the Pre-Training Review must, for each eligible student, ascertain a suitable, and the most suitable (as defined in the Quality Charter) course for that student to enrol in.
- In addition to determining the most suitable training program for an individual's needs, the Pre-Training Review gathers information to establish whether training can be delivered as planned or whether adjustments need to be made to suit individual needs. As such, a thorough and well-documented Pre-Training Review provides a direct input for the development of an appropriately tailored Training Plan, and any tailoring of the Training and Assessment Strategy (Clause 7.3 of Schedule 1, and Principle 5 of the *Skills First* Quality Charter).
- Under the Contract, training providers are required to have a clear and documented business process for conducting the Pre-Training Review (Clause 5.2 of Schedule 1). A consistent and fit-for-purpose template or tool for collating evidence, making assessments and documenting decisions can form one element of a Training Provider's Pre-Training Review business process.

## Main Points

- The sample template, titled '*Skills First* Pre-Training Review – Sample Template 2018' is now available in the 'Documents' section of SVTS.
- The template is provided in response to requests from Training Providers, and was developed taking into account a sample of templates in use by Training Providers and in consultation with Departmental auditors.
- It is **not mandatory** to use this specific template. Training Providers are encouraged to consider using this or a similar template to draw together the inputs feeding in to their own Pre-Training Review process, and document how it was decided that a course or qualification was suitable for an Eligible Individual.
- In addition to completing this (or a similar) template, the key inputs contributing to the enrolment decision also need to be documented and retained, for example, academic transcripts to evidence credit transfer; results of LLN or digital capability testing, and any questionnaires completed by the student as part of the Pre-Training Review.
- Training Providers are reminded that they must make documentation of Pre-Training Reviews available to the Department at any time if requested. If Training Providers choose to use a format other than the example provided by the Department to, they should ensure the information can be provided readily if it is requested by the Department.

## Resources

- '*Skills First* Pre-Training Review – Sample Template 2018' published in the 'Documents' section of SVTS.

## Critical Dates

- The template is available for immediate use. Training providers are also invited to provide feedback via the category 'Pre Training Review Template Feedback'.

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