

# Contract Notification

<b>CN No.</b>	2019-09	<b>Date:</b>	30 April 2019
<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>	Revised sample template for Pre-Training Reviews		

## For all Training provider staff

### Purpose

- This Contract Notification advises training providers that the 'Skills First Pre-Training Review – Sample Template 2018' on SVTS has been revised following feedback from training providers at recent workshops. The revised template (titled 'Skills First Pre-Training Review – Sample Template 2019') is now available in the 'Documents' section of SVTS.

### Background

- The Department previously published a pre-training review template in March 2018 via Contract Notification 2018-12.

### Main Points

- The updated 'Skills First Pre-Training Review – Sample Template 2019' is now available in the 'Documents' section of SVTS. This revised template incorporates feedback collected from training providers at the recent workshops and information session, and reflects minor changes to more clearly align the example 'considerations' provided under each question on the template with the requirements of the 2018-19 Contract and the *Skills First* Quality Charter.
- To assist training providers identify changes in the 'Skills First Pre-Training Review – Sample Template 2019', the sections of the template that have been revised are highlighted in grey.
- To note, no changes have been made to 2018-19 Contract requirements for conducting and documenting Pre-Training Reviews. The revised template reflects the Department's commitment to continuous improvement of Department-produced guidance and tools.
- Training providers are reminded that use of the 'Skills First Pre-Training Review – Sample Template 2019' remains optional. The sample template is intended to assist training providers to consider and improve on their own Pre-Training Review templates and business processes. It is not mandatory to use this specific template.

### Resources

- 'Skills First Pre-Training Review – Sample Template 2019' published in the 'Documents' section of SVTS.

## Critical Dates

- The template is available for immediate use.

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