

Contract Notification

CN No	2025-05	Date: 31 January 2025
To:	Chief Executive Officer or equivalent	
Purpose:	General Information	
Scope:	All 2024-2025 VET Funding Contracts	
Subject:	2025 Skills First - Internal Audit Tool	

Purpose

This contract notification is to advise you of the publication of the Skills First 2025 Internal Audit Tool (the tool). This is a tool to help you self-assess your compliance with the VET Funding Contract (the contract) to confirm you have policies, processes, systems, and resources in place to ensure you are meeting your obligations under the contract.

Background

As part of your contract (clauses 11.4 - 11.7), you are required to conduct an internal audit of compliance with the contract.

The internal audit must be:

- signed by the CEO of the training provider; and
- provided to us, or our auditors/reviewers, on request.

Today we have published the 2025 tool in the 'Documents' section of the Skills Victoria Training System (SVTS).

Main points

The 2025 tool includes the requirements of the current contract and encompasses, but is not limited to, what could be included in any audit or review undertaken by us. It should not be relied on as the sole process for monitoring your contractual compliance.

In response to your feedback, the 2025 tool has been updated as follows:

- a. The format has been simplified to improve accessibility for the user and reduce the overall length.
- b. A plain English review to ensure questions are clear.
- c. Some sections have been combined where related topics are covered together.

We do not prescribe or mandate how you conduct your internal audit. However, we have created this tool as an optional resource for self-assessment. It can assist you in systematically reviewing your operations relevant to Victorian government-subsidised training, helping you identify if appropriate policies and processes are in place.

Accurate and objective completion of the tool will assist you in identifying and addressing any non-compliance and subsequently developing and applying appropriate internal controls.

Forward action:

- While completing the tool, if a non-compliance is identified with the contract, you must develop a rectification plan to address the instances of non-compliance within a reasonable timeframe (clause 11.7).
- If you are requested to provide the results of your 2025 internal audit to us, the submission must be made via SVTS enquiries under the category 'Contract Compliance Audit Program - Internal Audit Tool'.
- All questions about this contract notification, including any feedback on the 2025 tool, should also be lodged on SVTS under the same category.

2023 Skills First audit and assurance findings

We have also published the 2023 Skills First audit and assurance findings to assist you with understanding the key themes from our audit program, conducted from October 2023 to July 2024.

The results were positive overall. The program did identify common findings where documentation was incomplete, and eligibility and/or pre-training reviews were not conducted on time. Inaccurate reporting of training participation was also observed.

We have included an example of a management action plan, as it has an essential role in continuous improvement.

We have also included links to a range of key resources for further information.

Resources

2025 Skills First Internal Audit Tool.

2023 Skills First audit and assurance findings.

Critical dates

As part of your contract (clause 11.5), we require you to complete an internal audit within 6 months of the contract start date.

As this is the second year of the 2024-2025 Contract, you can complete the review before the end of 2025. However, we encourage you to complete your audit as early as possible, so you have time to mitigate any compliance risk/s.

Ryan Collins

Executive Director

Training Operations and Assurance