

# Contract Notification

<b>CN No.</b>	<b>2019-23</b>	<b>Date:</b>	<b>16 December 2019</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>	Updated versions of Guidelines supporting the 2018-19 VET Funding Contracts (extended to 31 December 2020)		

## For all Training Provider staff

### Purpose

- This Contract Notification is to advise training providers that the following Guidelines supporting the 2018-19 VET Funding Contracts (extended to 31 December 2020) have been published on SVTS:
  - Version 1.0 of the 2020 Guidelines About Fees (the Fees Guidelines)
  - Version 1.0 of the 2020 Guidelines About Determining Student Eligibility and Supporting Evidence (the Eligibility Guidelines)
  - Version 1.0 of the 2020 Guidelines about Apprenticeship/Traineeship Training Delivery (the Apprenticeship/Traineeship Guidelines).

### Background

- The Department is committed to engaging with training providers to improve our understanding of your experience. This helps us make informed decisions about our work and identify opportunities for continual improvement based on your feedback, common enquiries and issues raised.
- In line with this approach, we have made the following improvements to the Guidelines for 2020:
  - a minor change to Question 2 of the Evidence of Eligibility and Student Declaration Form (attached to the Eligibility Guidelines) to improve clarity. This change is made in response to enquiries raised by training providers; and
  - the Apprenticeship/Traineeship Guidelines have been reviewed and restructured for readability, and to improve the clarity of key requirements.
- The only change to the Fees Guidelines for 2020 is an update to the Free TAFE for Priority Courses List.
- No new requirements have been added to the Apprenticeship/Traineeship Guidelines.
- It is recognised that the change to the Evidence of Eligibility and Student Declaration Form may require adjustments to print new versions of the form or make changes to online systems, so information about implementation times is included in the Critical Dates Section of this Contract Notification.

### Main Points

#### Key changes to note

- A minor change to Question 2 of the Evidence of Eligibility and Student Declaration Form to improve clarity.
- The Free TAFE for Priority Courses List has been updated in the Fees Guidelines.

- The Apprenticeship/Traineeship Guidelines have been reviewed and amended to improve readability. This includes changes to the document structure, changes to clarify existing requirements, and in a very few instances, changes to update for current policy.
- A summary of the key changes to the Apprenticeship/Traineeship Guidelines is provided at Attachment 1 to this Contract Notification.

### Resources

- Version 1.0 of each the Guidelines are available in the 'Documents' section of SVTS. All variations within the documents are highlighted in grey.
- Note that in the Apprenticeship/Traineeship Guidelines, amended or new wording has been highlighted but there is also some change to the structure/order of content that cannot be highlighted in this way.

### Critical dates

- Training Providers are required to implement the wording change in Question 2 of the Eligibility declaration form by no later than 1 April 2020.
- As all other changes are simply clarifications to existing requirements, they take effect immediately.

### Greg Norton

Executive Director  
Training Market Services

## ATTACHMENT 1: 2020 Apprenticeships Guidelines - Summary of changes

### Changes to improve the document structure

- The Guidelines have been restructured to make them easier to read, including a re-ordering of some sections. As a result of these changes, clause numbering has changed throughout. In addition:
  - descriptive section headings have been added;
  - more sub-headings have been included to make key requirements easier to find, and some clauses have been moved to sit under more relevant sub-headings; and
  - where possible, long clauses have been broken into additional shorter clauses.
- Information about and links to organisations that have a role in regulating or administering Apprenticeships and Traineeships in Victoria has been consolidated in the introductory section of the Guidelines.
- The information in Section 1 about Training Providers' obligations to notify relevant organisations in specific instances has been consolidated into one table for easy reference.

Note: this table now also includes a requirement to notify the VRQA of the death of an Apprentice immediately (rather than within 24 hours of notification as stated in the previous version).
- Information on school-based Apprenticeship (SBATs) and Traineeships and Head Start Apprenticeships and Traineeships (HSATs) that does not describe the hours of work and study has been moved from Attachment 1 of the Guidelines to be consolidated into the main body (Section 7).

### Wording changes for clarity of existing requirements

- Highlighted wording changes mostly show where descriptions of existing requirements have been made easier to understand.
- However, some wording changes provide some additional detail or emphasis for key existing requirements, specifically:
  - Clauses 2.9 and 2.10 emphasise the importance of the requirement in the VET Funding Contract to maintain an up to date Training Plan to track the progress of the Apprentice/Trainee and document any changes to training. Clause 2.9 reminds training providers that the dates of planned and completed training must be included in the Training Plan. Clause 2.10 includes the example of a superseding course as one illustration of an important change to training that would need to be reflected in the Training Plan.
  - Clause 2.11 now includes the recommendation that the minimum four employer contacts to discuss progress and confirm competency be made in person (but these can also be made by phone and email). However, Clause 4.3 now also clarifies that, where the training provider delivers any workplace based training, these employer contacts can happen at the same time as workplace visits to deliver training. Clause 2.11 has also been updated to be clear that the four minimum employer contacts apply for both Apprentices and Trainees.
  - Section 6 on unemployed Apprentices and Trainees includes additional wording to emphasise the importance of assisting unemployed Apprentices and Trainees to seek new employment, and that completion of the qualification while not employed is an option of last resort.
  - Section 7 clarifies the requirement to report the results of competencies for school-based Apprentices and Trainees in a 'timely manner'. It now specifies that known results of SBAT (and HSAT) competencies should be made available to schools by the end of October in the current enrolment year.

### Wording changes to align the Guidelines with updated policy

- The Department's network of Apprenticeship Support Officers (ASOs) has been included in the introductory section of the Guidelines on relevant organisations.
- Clause 5.4 includes a reminder to encourage Apprentices to apply for their Trade Papers, which can now be obtained from the VRQA after the qualification has been issued.

Section 7 clarifies that both a Training Plan and a Head Start Pathway Plan are developed for Head Start Apprentices and Trainees (to be clear that the Head Start Pathway Plan does not act as a substitute for a Training Plan). When the Training Plan is developed, this forms an attachment to the Head Start Pathway Plan.