Step 1

Skills First Foundation Skills Approved Provider List

Guide to making an application for 2022

VET DEVELOPMENT CENTRE

Skills First Foundation Skills Approved Provider List
Step 1 – Guide to making an application for 2022

This document has been prepared to assist Training Providers that are **not** currently on the Approved Provider List, considering an application to be an Approved Provider of government subsidised foundation skills training under *Skills First* from 2022, or for those Training Providers wishing to add an extra domain—specifically, under a 2022 VET Funding contract.

Training Providers should read this document in conjunction with the *Pre-application self-assessment and planning* document (Step 2) for this optional initiative.

The Department of Education and Training (DET) has engaged the VET Development Centre (VDC) to administer an application and evaluation process and, based on the findings of that process, advise the DET of an applicant Training Provider's suitability to be an Approved Provider. The VDC and a team of external evaluators will provide independent, expert advice to the DET.

Please see **Question 4** to determine whether your Training Provider is eligible to apply.

This document has a question and answer format, and is split into the following four sections:

1. Introduction
2. Developing an application to be an Approved Provider
3. The evaluation criteria—evidence required and key elements the evaluators are looking for
4. Submission and evaluation processes

Important: Applications must be lodged before 2:00 pm AEST (14:00) on 22 October 2021.

Steps in the process:

Step 1 – Review the information in this document to gain an overview of the process.

Step 2 – Complete the Self-Assessment questions and review the additional information in the *Pre-Application Self Assessment and Planning* document to assess your likelihood of success and make an informed decision about proceeding.

Step 3 – Use the Training Provider Checklist and the Pre-Application Self-Assessment as you prepare the evidence to ensure you are preparing all required documents.

Step 4 – Commence submission of your application well before (at least 24 hours) the closing time so any issues with your IT system or unforeseen problems can be addressed prior to the closing time.

Key considerations as you progress your application

- It is recommended that you start work on preparing the documentary evidence required well before the closing date. Details of what is required are supplied in this document.
- Ensure your evidence is succinct and targeted to the requirements outlined in this document. Excessive and irrelevant information may cause difficulties with the evaluation of your application.
- If any student work is provided ensure any identification is removed and the work is anonymous.
- Read and follow the instructions on the application site carefully as your submission is made. They provide the detail to guide you through the process.
- Allow at least 4 hours to upload your documentary evidence.

Introduction

Q1   **What is meant by foundation skills training?**

A1   Foundation skills training means those qualifications and courses listed on the DET's Foundation Skills List, which is published on Skills Victoria Training System (SVTS) and updated from time to time. For the purposes of this process to create the Approved Provider List, the current Foundation Skills List has been segmented into three 'Domains'— please see **Foundation Skills List (on Page 19).**

For ease of use, in this document all courses and qualifications on the Foundation Skills List are referred to as 'courses'. The term 'course' means the full foundation skills qualification or course.

Foundation skills training is delivered to support learners in improving some or all of their foundation skills, for example core skills as described in the Australian Core Skills Framework (ACSF) skill levels and/or digital literacy. Delivery may be stand-alone or integrated with vocational training. **(See also Question 2.)**

Q2   **What is a 'Domain' of foundation skills?**

A2   A 'Domain' is a grouping of foundation skills courses that are similar. There are three domains:

    A. General education, vocational pathways and literacy and numeracy;

    B. English as an Additional Language (EAL) and related courses; and

    C. Disability specific courses.

Details of the courses in each domain are in **Attachment 1** of this Guide – *Foundation Skills List*.

Q3   **What is available to assist with identifying and describing foundation skills in the VET environment?**

A3   For the purposes of this evaluation process, foundation skills focus on Language, Literacy and Numeracy (LLN) skills and digital literacy. These skills may be identified and described in different ways. For LLN the Australian Core Skills Framework (ACSF) is the preferred framework for identifying and describing core skills in the VET environment. It provides a systematic approach to benchmarking, monitoring and reporting on performance in the core skills of Learning, Reading, Writing, Oral Communication and Numeracy. Accredited courses, training package units and job descriptions can be mapped to the ACSF.

Applying the ACSF in this way enables a Training Provider to:

1. assess a learner's core skill levels with a degree of specificity.

2. make a judgment about the core skill levels required to successfully complete a unit of competency or a course.

3. identify an existing gap that may require the provision of specific foundation skills delivery in order to address this gap.

The ACSF can be downloaded at:

https://www.dese.gov.au/skills-information-training-providers

You must reference the current version of the ACSF.

Other systematic methods (ideally which have been validated) may be used to assist with identifying foundation skills.

Q4   **Is my Training Provider eligible to be an Approved Provider?**

A4   To be eligible, a Training Provider must:

1. be making application for a Draft 2022 Standard VET Funding contract commencing from 2022; AND

2. have at least one course from the Foundation Skills List on its scope of registration as listed on the website training.gov.au as at Tuesday, 31 August 2021.

Q5   **How does a Training Provider become an Approved Provider?**

A5   You have to apply to become an Approved Provider. Training Providers must submit the required information and documents via a dedicated application website: www.vdc.edu.au/fs. The site will not be live before 23 September 2021 at 2:00 pm AEST (14:00).

Each Training Provider that submits an application.

Q6   **My Training Provider has previously made a foundation skills funding application. Do I have to apply this time?**

A6   If your application was <u>successful</u> and you became a Foundation Skills Approved Provider in the domains you were seeking, you do not need to apply for this round. The Foundation Skills Approved Provider List (as published on SVTS) is current and valid—please ensure you have checked the most up to date Approved Provider List so you do not commence an application unnecessarily. Refunds are not available.

If you were <u>unsuccessful</u> in one or more of the domains for which you were seeking approval, and you would like a further opportunity to become an Approved Provider for these domains, you must apply.

If you previously applied and your application was successful, but you are now seeking to become a Foundation Skills Approved Provider in another domain, you must apply for this domain.

All Training Providers are still subject to the eligibility criteria detailed at **Question 4**.

Q7   **My Training Provider did not participate previously. Do I have to apply?**

A7   You do not have to apply. The Foundation Skills Approved Provider List is an *optional* initiative as part of the broader *Skills First* 2022 VET funding calls for Expression of Interest. However, <u>you must submit an application</u> if your Training Provider:

1. was eligible to apply previously and chose not to, but now wishes to become an Approved Provider; or

2. was not eligible to apply previously but is now eligible and wishes to become an Approved Provider.

The eligibility criteria are detailed at **Question 4**.

Q8 **How can a Training Provider ask a question about the Foundation Skills Approved Provider List application process?**

A8 Please read this document and all other information provided carefully before submitting a question.

All questions about this application process must be submitted in writing by email to fsadmin@vdc.edu.au. Questions may only be submitted by email after applications open on 23 September 2021 at 2:00 pm AEST (14:00). An answer will be provided by email within two working days.

If a question is relevant to all potential applicants, the response may be shared in Site News on the home page of www.vdc.edu.au/fs. Applicants are advised to check this application site (not SVTS) as submissions are prepared, in case new information is added.

Questions relating to the progress or the outcome of the evaluation process will not be answered during the process.

Questions relating to the broader 2022 *Skills First* calls for Expressions of Interest can be submitted via SVTS.

Developing an application to be an Approved Provider

Q9   **What must a Training Provider submit as part of its application?**

A9   For each domain applied for, a Training Provider must:

1. select one course within that domain (**see Question 11**); and

2. submit evidence based on foundation skills assessment and delivery of the selected course. The evidence comprises four documents, and each document provides evidence against one of the four Evaluation Criteria. Advice on how to provide evidence against the Evaluation Criteria is provided at **Questions 12-22**.

Thus, prospective applicants must answer these questions:

1. **What domain(s) am I going to apply for?**

2. **What course(s) am I going to base my evidence on?**

3. **What evidence for foundations skills assessment and delivery will constitute appropriate evidence for that course(s)?**

This document helps Training Providers to answer these questions.

Q10   **What/how many domains should I apply for?**

A10   You can apply for up to two domains. Even if you wish to be an Approved Provider across all three domains, you are not required to apply for more than two. If you apply for two domains and are successful in both, you will automatically be an Approved Provider for the third domain (unless you unsuccessfully applied for the third domain in 2014, 2015 or 2016).

If you apply for two domains and are only recommended in one, you will only be an Approved Provider for the domain in which you were successful (unless your Training Provider has previously been approved in another domain).

If you only wish to deliver in a single domain, you need only apply for that domain.

Q11   **How does a Training Provider nominate the course(s) the evidence (or strategies) is to be based on?**

A11   You should nominate only **one** course for each Domain in which you are seeking approval. In all cases, the course(s) nominated <u>must be</u>:

1. listed on the *Foundation Skills List* at Attachment 1**;** <u>and</u>

2. on the Training Provider's scope of registration as at 31 August 2021. Training Providers can access their scope of registration at www.training.gov.au.

You should select the courses from the list at **Attachment 1** based on:

the 'highest volume course': the foundation skills course with your Training Provider's anticipated highest number of 2022 enrolments, in any one of the three domains;
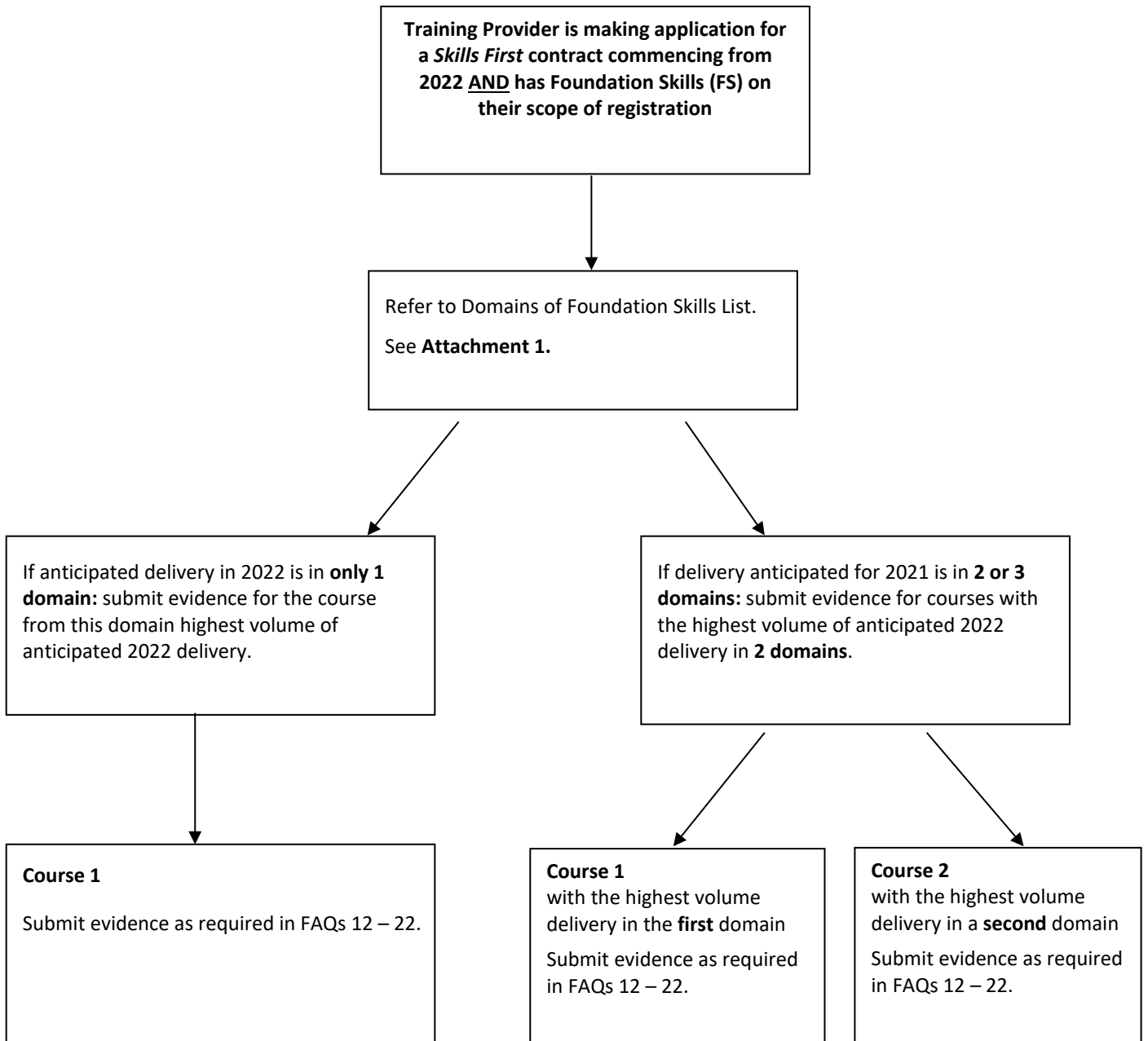
> AND, if you wish to be an Approved Provider in more than one domain

the 'secondary Domain course': the foundation skills course with your Training Provider's anticipated highest number of 2022 enrolments, across either one of the other two domains.

If you wish to reapply for a domain for which you were previously unsuccessful, you may base your application on the same qualification or you may choose to nominate a different qualification for that domain. In either case you will need to make a full, new application based on the course nominated, addressing all four evaluation criteria.

The flow chart on the next page has been developed to assist the preparation of your application.

Flow Chart – How does a Training Provider choose the course(s) that the evidence in the application is based on?

Training Provider is making application for a *Skills First* contract commencing from 2022 <u>AND</u> has Foundation Skills (FS) on their scope of registration

Refer to Domains of Foundation Skills List.

See **Attachment 1.**

If anticipated delivery in 2022 is in **only 1 domain:** submit evidence for the course from this domain highest volume of anticipated 2022 delivery.

If delivery anticipated for 2021 is in **2 or 3 domains:** submit evidence for courses with the highest volume of anticipated 2022 delivery in **2 domains**.

Course 1

Submit evidence as required in FAQs 12 – 22.

Course 1
with the highest volume delivery in the **first** domain

Submit evidence as required in FAQs 12 – 22.

Course 2
with the highest volume delivery in a **second** domain

Submit evidence as required in FAQs 12 – 22.

The evaluation criteria: evidence required and key elements the evaluators are looking for

Q12   What are the evaluation criteria?

A12   The evaluation criteria are as follows.

Evaluation Criterion 1:	**Policies and Procedures**: the policies and procedures that direct the Training Provider's determination and delivery of foundation skills training. *The Policies and Procedures inform Criterion 2, 3 and 4.*
Evaluation Criterion 2:	**Foundation Skills Learner Assessment**: the assessment your Training Provider uses to determine a learner's foundation skills. This is pre-training assessment, but in some cases may extend into the initial phase of training where the express purpose of this extension is to determine more accurately the learner's foundation skills.
Evaluation Criterion 3:	**Foundation Skills Requirement Determination**: determination of the foundation skill levels required to successfully complete the designated training course. The designated training course is: • a stand-alone foundation skills course OR • the vocational training the learner is undertaking for which foundation skills support is needed.
Evaluation Criterion 4:	**Delivery Plan**: the plan to deliver the foundation skills training required, including Individual Learning Plans for learners and a Training and Assessment Strategy for the foundation skills course.

Q13   Which documents must be submitted?

A13   The required documents are:

A.   The Training Provider application

This form is built into the website and is available when you enter the application process on the website. It is completed as you move through the process.

You will be asked to nominate the course(s) on which to base your evidence. Please refer to **Question 11 and the flow chart** for details of which course(s) to nominate.

B.   Supporting documents for each domain application

As you complete your application you will be asked to submit documentary evidence of your Training Provider's capability against each Evaluation Criterion.

1) evidence of the Policies and Procedures your Training Provider uses to:

   i) determine and document the foundation skills levels of the learner and the foundation skills levels required to successfully complete the designated training course;

   ii) determine if there is a foundation skills gap that needs addressing and the appropriate foundation skills training to address this gap; and

   iii) plan delivery of the foundation skills training required.

2) evidence of the Foundation Skills Learner Assessment your Training Provider uses to determine a learner's foundation skills levels;

3) evidence of your Training Provider determining the foundation skills required to successfully complete the designated training course (which is a stand-alone foundation skills training course or the vocational course supported by the foundations skills training); and

4) evidence of your Training Provider's Delivery Plan to deliver the foundation skills training specified.

Files can each be up to a maximum size of 8 megabytes.

Each file should fully address the Evaluation Criterion it is evidencing.
It is very important that each of the four documents you submit fully meets the requirements of its corresponding evaluation criterion. Your application must meet the standard against all four criteria.

Evaluation Criterion 1 (Policies and Procedures) makes provision for you to describe your Training Provider's approach to foundation skills delivery through policies and procedures. This is an opportunity to provide an overall view of your organisation's Foundation Skills Strategy; however, it is essential that the strategy is then evidenced in the subsequent three criteria.

All documents must be saved under the specified file names described in **Question 26** and be ready to upload as the Training Provider application is completed. There will be **no** opportunity to provide evidence at a later stage.

Q14 **I use, or have used, subcontractors to deliver my nominated course(s). Does this affect my application?**

A14 The evidence requirements are the same, regardless of whether your Training Provider has a subcontracting arrangement in place for any services related to your nominated course(s). You may submit evidence of any subcontractor's business strategies if this evidence is relevant to demonstrating high quality practice in assessing the need for and planning the delivery of foundation skills training. All evidence submitted must be what is actually in use at your Training Provider (or will be used in anticipated delivery at your Training Provider).

NB: Training Providers should be aware of subcontracting requirements in the Draft 2022 Standard VET Funding Contracts (Clause 6). In 2022, all subcontracting will require Departmental approval and Training Providers will need to demonstrate that the proposed arrangements are genuine, specialised and limited.

Training Providers will only be able to subcontract training and assessment for courses on the Foundation Skills List if both the Training Provider and its subcontractor are on the Approved Provider List. This means Training Providers are **unable** to subcontract any training and assessment for courses on the Foundation Skills List to any entity that is not a Training Provider on the Approved Provider List.

Q15   **What should a Training Provider show in the documentary evidence for Evaluation Criterion 1: foundation skills delivery policies and procedures?**

A15   Documentation must show that there are policies and procedures in place that support staff in planning and implementing a process for determining the need for foundation skills training and planning delivery to meet that need. Policies and procedures not relevant to foundations skills training should **not** be included.

Q16   **What are the key components evaluators will look for in my Training Provider's evidence of Evaluation Criterion 1: foundation skills delivery policies and procedures?**

A16   Documentation should be clearly written and succinct with version control and pagination appropriate to quality documentation. This documentation directs the Training Provider's process for determining the need for subsidised foundation skills delivery and the planning of this delivery. There should be clear policies and procedures for Training Provider staff on:

1. conducting Foundation Skills Learner Assessment to determine a learner's foundation skills levels. This is initiated prior to training commencing and, in some cases extended into the initial phase of training delivery;

2. recording Foundation Skills Learner Assessment results so they are available to inform decisions about the need for foundation skills training, prior to training and in some cases in the initial phases of training;

3. determining minimum foundation skills required to successfully complete the designated training course;

4. using the data available to determine the need for subsidised foundation skills delivery and matching the learner to an appropriate course*; and

5. planning the delivery of the subsidised foundation skills training and documenting these plans.

Documentation should be supportive of Training Provider staff and learners and should clearly align with practice evidenced in the application.

*For example, if the ACSF is used in foundation skills assessment your policy may include the following:

> *In some cases a learner may benefit from undertaking foundation skills training if there is a gap of one ACSF level between their existing performance and the level required to successfully complete a course, e.g. a learner with ACSF level 1 skills enrolling in Certificate I CGEA Introductory (exit level ACSF 2). In other cases a Training Provider may deem it unnecessary to provide foundation skills training unless there is more than one ACSF level difference between the existing level of a learner and the level needed to successfully complete a course. For example, a learner in Certificate III Bricklaying/Blocklaying may have lower ACSF numeracy levels than needed to successfully complete the course but the Training Provider may determine that the VET course delivery will address the contextualised numeracy needed so that the learner will be able to successfully complete without needing specific foundation skills delivery support. If the gap is too large, e.g. two ACSF levels, then the Training Provider may determine that specific foundation skills support is required.*

Q17 **What evidence is required for Evaluation Criterion 2: the process your Training Provider uses to determine a learner's foundation skills?**

A17 Your Training Provider must supply evidence of the process used to determine a learner's foundation skills (the Foundation Skills Learner Assessment).
This may be done using:
- a commercially available tool, in which case the tool must be nominated together with evidence of it, or a licensing agreement to use it for an appropriate number of assessments, having been purchased;
- a freely available tool, in which case all the documents your Training Provider has used (and only the documents your Training Provider uses), showing customisation for your learners, should be submitted;
- a process and documentation that your Training Provider has designed, in which case the documents used should be evidenced; or
- a combination of the above in which case documents used should be evidenced.

For commercially and freely available tools it is not sufficient to show evidence that you use the tool. You need to provide evidence to show:
- the tool is clearly understood;
- assessors are guided in the use of the tool;
- how you decide which core skills to assess;
- how assessment outcomes are interpreted and acted on; and
- the limitations of the tool.

For the Foundation Skills Assessment Tool, FSAT, you should also provide evidence to show:
- whether you assess via the (i) short version FSAT, or (ii) the full FSAT ACSF component;
- for what students and in what circumstances you use this short or full FSAT.

Q18 **What are the key components evaluators will look for in the evidence of Evaluation Criterion 2: your assessment to determine a learner's foundation skills?**

A18 The required evidence for Foundation Skills Learner Assessment is the documentation you use—not the record of a completed assessment.

Evaluators will check that Foundation Skills Learner Assessment process:

1. is conducted before the training begins perhaps extending into the early phase of training;

2. is directed by a well-constructed assessment instrument contextualised to your Training Provider, appropriate to the learner group and designated training course;

3. is able to elicit clear and useful information about the learner's foundation skills;

4. gives learners for any foundation skills delivery in Domain A, B or C the opportunity to demonstrate all foundation skills relevant to their enrolment;

5. supports its users (learners and assessors), is manageable and clearly documented;

6. is valid, reliable, fair for learners and well-constructed:

    i) Valid – the assessment measures the skills it is designed to measure

    ii) Reliable – assessment decisions are consistent across different test administrators, different test locations, different assessors, etc.

    iii) Fair – the process is ethical and allows all learners the same opportunity to demonstrate their skills

iv) Well-constructed – the assessment has clear language, clear layout and navigation, is engaging and has contexts appropriate to the learner;

7. provides the evidence needed for the assessor to make accurate judgments about an individual learner's current foundation skills levels;

8. elicits sufficient evidence to allow for a foundation skills profile to be developed at the individual not the learner cohort level;

9. gives clear guidance to the assessor in conducting the assessment and making decisions based on the evidence provided; and

10. provides sufficient information for the development of an Individual Learning Plan.

Q19   **What should a Training Provider show in the documentary evidence for Evaluation Criterion 3: determining the minimum foundation skills requirement to successfully complete the designated training course?**

A19   Documentation must show that the minimum foundation skills required to successfully complete the designated training course (which is *either* a stand-alone foundation skills training course *or* the vocational course supported by the foundation skills training) have been accurately determined (or referenced) and documented.

Q20   **What are the key components evaluators will look for in the evidence of Evaluation Criterion 3: evidence of your Training Provider having determined the minimum foundation skills requirement to successfully complete the designated training course?**

A20   Documentation must show that relevant information available from training packages, curriculum, Service Skills Organisations, previous Industry Skills Councils, Curriculum Maintenance Managers or other recognised sources has been referenced. In the case of limited information being available, the Training Provider's own validated assessment of the foundation skills required to successfully complete the designated training course should be evidenced.

Evaluators will check that your Training Provider's evidence shows accurate identification of the key foundation skills requirements (including levels) of the designated training course (whether it is a foundation skills course *or* a vocational course) and documents these so they are available for staff use in planning and provision of the foundation skills training. If the designated training course is a vocational course, Training Providers should demonstrate why the foundation skills delivery is appropriate.

Q21   **What should a Training Provider show in documentary evidence of Evaluation Criterion 4: your Training Provider's planning to deliver the foundation skills training?**

A21   Documentation must show that delivery of the foundation skills training is carefully planned. This planning must be documented in an Individual Learning Plan for the learner and a Training and Assessment Strategy for the entire foundation skills course. If the designated course is a vocational course, Training Providers should demonstrate how the foundation skills training will be integrated.

Q22 **What are the key components evaluators will look for in documentary evidence of Evaluation Criterion 4: your Training Provider's planning to deliver the foundation skills training?**

A22 Foundation skills training may be delivered as stand-alone training or integrated with the delivery of a vocational course. In either case, the delivery of the foundation skills course should be clearly evidenced with appropriate delivery hours shown. The foundation skills course evidenced must be appropriate to the learner group and to individual foundation skill gaps.

Individual Learning Plans for learners should have provision to:

- record the foundation skills gap to be addressed;

- specify suitable foundation skills training to address the gap;

- specify strategies to develop the individual learner's foundation skills.

Training and Assessment Strategies for foundation skills course delivery should:

- provide evidence delivery is by appropriately qualified and experienced staff;

- indicate availability of appropriate facilities and resources for delivery;

- include a delivery schedule that indicates an appropriate mode of delivery and appropriate delivery time;

- include a sample student timetable;

- show units delivered meet full course requirements; and

- provide an appropriate assessment strategy to show how learner achievement against units delivered will be determined.

Submission and evaluation processes

Q23 **How does a Training Provider submit an application?**

A23 The application process is provided on the website (which will be live on 23 September 2021). It involves the following steps:

1. complete the Training Provider application provided on this website, uploading the required documents; and

2. submit the Training Provider application with the required documentation before the closing time of 2:00 pm (14:00) on 22 October 2021.

Q24 **Can the application be completed over an extended period of time?**

A24 Yes, a Training Provider can build an application over a period of time, logging in and out of the website as convenient. There is a "tracking" function on the website that is automatically ticked as each section is completed. This can be used to track your progress. Please start early and allow ample opportunity to prepare your evidence for uploading. Training Providers are encouraged to take the time to ensure the application is complete and the evidence provided is clear, giving true representation of the quality of the Training Provider's work. As a file is uploaded there are two opportunities for Training Providers to check (and then recheck) that the correct file is being provided. When the file is finally submitted you cannot change your mind and substitute another file.

The application must be completed and submitted by 2:00 pm (14:00) on 22 October 2021.

Q25 **How does a Training Provider name the files to be uploaded?**

A25 The file must be saved as a PDF and named as follows:

- Training Provider's TOID (which is the Training Organisation Identifier number assigned to the Training Provider on registration)
- the file number assigned in accordance with the following examples
- the relevant Domain (A, B or C) indicated
- the name of the criterion addressed within the document followed by 2022.

Please note: this file naming convention is deliberately different to that used in previous applications.

See **Questions 9-11** for details of the decision to apply in only one Domain or in two Domains.

Example 1:

If the Training Provider with Training Organisation Identifier 5889 is applying in **only one domain** (in this case, Domain A), it would tender the four files named as follows:

5889_1A_process2022.pdf

Policies and procedures that direct the determination and delivery of foundation skills training.

5889_2A_assessment2022.pdf

Evidence of assessing the foundation skills of the learner.

5889_3A_requirement2022.pdf

Evidence of determining the required foundation skills to successfully complete the designated training course.

5889_4A_plan2022.pdf

Evidence of planning to deliver the foundation skills training specified.

Example 2:

If the Training Provider with Training Organisation Identifier 4763 is applying in **two domains**, the first of which is Domain B and the second of which is Domain C, it would tender eight files named as follows:

For Domain B

4763_1B_process2022.pdf

Policies and procedures that direct the determination and delivery of foundation skills training.

4763_2B_assessment2022.pdf

Evidence of assessing the foundation skills of the learner.

4763_3B_requirement2022.pdf

Evidence of determining the required foundation skills to successfully complete the designated training course.

4763_4B_plan2022.pdf

Evidence of planning to deliver the foundation skills training specified.

For Domain C

4763_1C_process2022.pdf

Policies and procedures that direct the determination and delivery of foundation skills training.

4763_2C_assessment2022.pdf

Evidence of assessing the foundation skills of the learner.

4763_3C_requirement2022.pdf

Evidence of determining the required foundation skills to successfully complete the designated training course.

4763_4C_plan2022.pdf

Evidence of planning to deliver the foundation skills training.

Q26 **What if there is a virus in a file or the file is corrupted?**

A26 The applicant is responsible for checking the file before uploading. If a virus or other corruption is found in a file during the application process the applicant may not be able to upload the file and it may not be readable by evaluators.

Q27 **What is the internal process by which the application will be evaluated?**

A27 The Training Provider application will be checked to ensure all required details are given and appropriate course(s) have been nominated as a basis for evidence.

Subject to the application passing these checks, the evidence will be evaluated by independent experts. This includes an appropriate degree of quality assurance and expert moderation within domains.

Please note:

1. the evaluation is based on submitted evidence ONLY. That is, the information provided on application items built into the website and the four supporting documents requested;

2. no further information will be requested or accepted after submission;

3. there will be no opportunity to elaborate on the application through further discussion or questions;

4. applications may be rejected if incomplete, illegible or containing irrelevant information; and

5. the VDC will recommend which Training Providers are to be included on the list of Training Providers approved to deliver government subsidised foundation skills training. The final decision on approval or non-approval will be made by DET.

Q28 How will a Training Provider be notified of the outcome of the application?

A28 Training Providers will be notified by the DET (not the VDC) of the outcome of their application to be an Approved Provider of government subsidised foundation skills training as part of the notification of the outcome of their broader application to receive a Draft 2022 Standard VET Funding contract. The VDC will not provide feedback to applicants on their applications.

FOUNDATION SKILLS LIST

(As at 28 April 2021)

Program code

LNSUPPORT   Literacy and Numeracy Support

Domain A: General education, vocational pathways and literacy and numeracy

Program code	Program Name
General Education	
22471VIC	Course in Initial General Education for Adults
22333VIC	Certificate I in Developing Independence
22476VIC	Certificate I in General Education for Adults (Introductory)
22472VIC	Certificate I in General Education for Adults
22473VIC	Certificate II in General Education for Adults
22474VIC	Certificate III in General Education for Adults
Work and vocational pathways	
FSK10213	Certificate I in Skills for Vocational Pathways
FSK10113	Certificate I in Access to Vocational Pathways
FSK20113	Certificate II in Skills for Work and Vocational Pathways
FSK10219	Certificate I in Skills for Vocational Pathways
FSK10119	Certificate I in Access to Vocational Pathways
FSK20119	Certificate II in Skills for Work and Vocational Pathways
Indigenous-specific programs	
22447VIC	Certificate I in Mumgu-dhal tyama-tiyt
22448VIC	Certificate II in Mumgu-dhal tyama-tiyt
22449VIC	Certificate III in Mumgu-dhal tyama-tiyt
Senior secondary study	
VCALFND001	Victorian Certificate of Applied Learning (Foundation)

Domain B: English as an Additional Language (EAL) and related programs

Program code	Program Name
22482VIC	Course in Initial EAL
22483VIC	Course in EAL
22484VIC	Certificate I in EAL (Access)
22485VIC	Certificate II in EAL (Access)
22486VIC	Certificate III in EAL (Access)
22487VIC	Certificate IV in EAL (Access)
22488VIC	Certificate II in EAL (Employment)
22489VIC	Certificate III in EAL (Employment)
22490VIC	Certificate IV in EAL (Employment / Professional)

22491VIC	Certificate III in EAL (Further Study)
22492VIC	Certificate IV in EAL (Further Study)

10725NAT	Course in Preliminary Spoken and Written English
10726NAT	Course in Spoken and Written English for Job Seeking
10727NAT	Certificate I in Spoken and Written English
10728NAT	Certificate II in Spoken and Written English
10729NAT	Certificate III in Spoken and Written English
10730NAT	Certificate IV in Spoken and Written English for Further Study

Domain C: Disability-specific programs

Program code	Program Name
22567VIC	Certificate I in Transition Education
22566VIC	Certificate I in Work Education
22481VIC	Certificate II in Work Education
22554VIC	Course in Initial Adult Literacy and Numeracy
22555VIC	Certificate I in Initial Adult Literacy and Numeracy

Note: These categories are limited to the specific qualifications listed or their equivalent as determined by the Department.