For all RTO staff

Purpose

- This Contract Notification provides details of streamlined arrangements for the management of the Funded Courses Report as applies to all RTOs, and the Funded Scope for individual RTOs in 2014.

Background

- The Funded Courses Report is a list of educational and accredited vocational training courses that is published on the Skills Victoria Training System (SVTS). The report provides critical information about courses that may be funded under the various VET Funding Contracts, and includes the relevant course subsidy levels, maximum hours and effective dates.

- Funded Scope refers to the specific list of courses and qualifications (including effective dates and “Approved” or “Not Approved” status) for which Funds will be paid to individual RTOs under the VET Funding Contracts identified in the scope of this Contract Notification.

- Clause 1.3 k) of the abovementioned VET Funding Contracts provides the Department with the right to fund or not fund any course or qualification on the RTO’s scope of registration at its absolute discretion.

Main Points

- In order to streamline administrative processes for RTOs and for the Department, the following administrative arrangements will be in place in 2014:

Funded Courses Report

- In most instances, the Department will automatically add new Nationally Endorsed Training Package qualifications to the Funded Courses Report once a Victorian Implementation Guide has been published and a course subsidy has been assigned. As such, it is not necessary for RTOs to request new Training Package qualifications be added to the Funded Courses Report. RTOs need only enquire in instances where a qualification for which a Victorian Purchasing Guide has already been published appears to be missing from the Report (and allowing sufficient time for the Department to assign the appropriate course subsidy). Victorian Purchasing Guides are published on the Training Support Network website (trainingsupport.skills.vic.gov.au).

- With respect to nationally recognised accredited courses (ie non-Training Package), the Department will not automatically add such courses to the Funded Courses Report. As such, RTOs seeking to deliver these
courses must request their addition to the Funded Courses Report by submitting such a request via SVTS. The request should include a copy of the current curriculum documentation as supplied by the copyright owner such that the Department is able to assess the request. Further information or documentation may subsequently be requested by the Department before deciding whether or not to add the course to the Funded Courses Report.

- RTOs should be aware that, with respect to apprenticeships, Approved Training Schemes are usually determined after their respective Victorian Purchasing Guide is published. In these instances the Department will add the apprenticeship qualification to the Funded Courses Report once the Approved Training Scheme is determined by the Victorian Registration and Qualifications Authority, and a course subsidy has been assigned.

**Funded Scope**

- In 2014 RTOs will **no longer be required to request the addition of courses to their Funded Scope via SVTS. Additions will instead be made automatically by the Department as follows:**
  - where a course that is already on the Funded Courses Report is added to the RTO’s Scope of Registration, the RTO’s Funded Scope will be updated to include the new course with a status of “Approved” within 7-10 business days* of the course being listed on the RTO’s Scope of Registration as published on training.gov.au;
  - where a course is added to the Funded Courses Report, and the course is already on the RTO’s Scope of Registration, the RTO’s Funded Scope will be updated to include the new course with a status of “Approved” within 7-10 business days* of the course being added to the Funded Courses Report.

*note that the Department is currently upgrading SVTS such that this two week period will likely be reduced to less than 48 hours once certain system improvements are implemented over the coming months.

- The one exception to these arrangements is where an RTO has a VCE or VCAL qualification added to its scope of registration. As the registration status of these courses is not tracked on the training.gov.au web site, RTOs will continue to be required to submit an enquiry via SVTS requesting that any addition(s) be manually added to their Funded Scope.

- The Department will shortly run a “catch-up” update such that all courses appearing on both the Funded Courses Report and on an RTO’s Scope of Registration at the time of the update will be added to the RTO’s Funded Scope with a status of “Approved” in line with the above.

- RTOs are reminded that the Department maintains the right to fund or not fund any course or qualification on the RTO’s Scope of Registration at its absolute discretion. In some instances the Department may elect to not add a course to an RTO’s Funded Scope, or remove a course from an RTO’s Funded Scope by setting the status of a course on the Funded Scope to “Not Approved”.

- In this context, RTOs are further reminded of changes to Funded Scope for Foundation Skills Courses that will occur after the publication of the Foundation Skills Approved Provider List. Details for this process are described in Clauses 4.3 and 4.4 of the abovementioned VET Funding Contracts and the Fact Sheet: Foundation Skills Approved Provider List (as published in the Documents section of SVTS).

**Critical Dates**

- This Contract Notification is effective immediately.

**Relevant Resources**

- n/a

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