

Contract Notification

CN No.	2015-13	Date:	27 October 2015
To:	Chief Executive Officer or equivalent		
Purpose:	For information and action		
Scope:	'VET Funding Contracts' <ul style="list-style-type: none"> ▪ 2014-16 VET Funding Contract ▪ 2014-16 VET Funding Contract (TAFE) ▪ 2014-16 VET Funding Contract (Dual Sector) ▪ 2015 VET Funding Contract ▪ 2015 VET Funding Contract (Non-Victorian based RTO delivering to a National Enterprise) 		
Subject:	Notification of reporting format for qualifications in teaching and/or training as referenced in Clause 11.7 of Part B of VET Funding Contracts		

For all RTO staff

Purpose

- This Contract Notification advises RTOs of the prescribed timing and format for submitting to the Department information relating to the teaching and/or training qualifications of their teaching staff.

Background

- Clause 11.7 of Part B of VET Funding Contracts require RTOs to submit to the Department the number of trainers and assessors they employ and to provide information on the **qualifications in teaching and/or training** that any of those employees hold. VET Funding Contracts advise that this information must be submitted in a format, and by a date, to be notified by the Department.
- This requirement relates to trainers and assessors both directly employed by the RTO and engaged through any subcontracting or third party arrangements.
- In its response to the *Review of Quality Assurance in Victoria's VET System*, the Government has made a commitment to ensuring delivery of high quality training and assessment. As part of meeting this commitment, the Department will seek to further understand how key factors contribute to a high quality training experience, including the quality and integrity of trainer and assessor qualifications.
- In 2016, a specific measure aimed at lifting the quality and integrity of trainer and assessor qualifications will be to require providers to establish a register of their trainers and assessors. As an interim measure before provider registers are introduced, the Department requires the information specified in the VET Funding Contracts in relation to the qualifications in teaching and/or training of RTO's employees to be provided, as at a single point in time, in order to compare with previous data collected and to complement other data.
- Submission of this information as at 30 September 2015, in the manner described below, is required by 8 November 2015. RTOs are reminded that failure to do so represents a breach of VET Funding Contracts.

Main Points

- A pre-formatted Excel worksheet (*2015 RTO Trainer Information Form*) is now available in the Documents section of SVTS for your organisation to download. RTOs are required to enter their name and TOID, and provide the following information in the fields indicated:
 - The (total) number of trainers and assessors employed by the RTO;

- the number of trainers and assessors employed by the RTO who hold a qualification **in teaching and/or training** above Certificate IV (or equivalent) level; and for each of these trainers and assessors,
 - the title of the highest qualification in teaching and training; and
 - whether that trainer or assessor is involved in the delivery of courses on the Foundation Skills List.
- 'Trainers and assessors' include any individual engaged by the organisation (whether directly on the organisation's payroll, as a direct contractor submitting invoices for hours worked, or through a third party supply arrangement) to physically deliver classroom, online, or worksite based instruction, and / or who conducts assessment activity (including correction and grading of assessment material).
- Diploma 'equivalent' has been included in VET Funding Contracts, recognising that some trainer qualifications predate the 1995 commencement of the current Australian Qualifications Framework (AQF) and its nomenclature (for more information, see <http://www.aqf.edu.au>). The reference to 'equivalent' is intended to acknowledge trainers and assessors who were awarded technical qualifications based on previous vocational training mechanisms by specialist providers. Please note that overseas qualifications are not included in this category.
- The information submitted should relate to RTOs' trainers and their qualifications as at 30 September 2015.
- The completed Excel file should be saved and uploaded to SVTS, using the enquiry type 'Funding Contract - Trainer qualifications', by 8 November 2015

Critical Dates

- RTOs are required to submit training/teaching qualifications information to the Department no later than 8 November 2015

Relevant Resources

- Please refer to the 'Documents' section of SVTS to download the form *2015 RTO Trainer Information Form*.

Lee Watts

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