

Contract Notification

CN No.	2020-09	Date:	27 July 2020
To:	Chief Executive Officer or equivalent		
Purpose:	For information		
Scope:	All 2018-19 VET Funding Contracts (extended to 31 December 2020) for Non-TAFE Training Providers		
Subject:	Process for requesting addition of specific Victorian Accredited courses relating to the NDIS workforce and family violence prevention and response to 2020 Funded Scope and (if required) requesting additional Commencement Allocation to cater for these courses		

Purpose

- To advise non-TAFE training providers of the application process for seeking to add Victorian accredited courses to Funded Scope, relating to:
 - The Victorian Government's industry plan for family violence prevention and response; and
 - Keeping our Sector Strong: Victoria's Workforce Plan for the NDIS.
- To advise non-TAFE training providers of the application process to request an additional Commencement Allocation to cater for these courses only.

Background

- The Department has previously released 22510VIC – *Course in identifying and responding to family violence risk* as a part of the Victorian Government's industry plan for family violence prevention and response. Contract Notification 2019-11 varied 2018-19 VET Funding Contracts to implement initiatives supporting this, including associated eligibility exemptions.
- Six new Victorian Accredited courses relating to skilling Victoria's Disability Workforce have been added to the Funded Course list from 1 July 2020. Development of these courses was recommended in a review of disability qualifications undertaken by the Department as a funded initiative under Keeping our Sector Strong: Victoria's Workforce Plan for the NDIS. The Fact Sheet: *Victorian Accredited Courses for Skilling the Disability Workforce* (published in the Documents section of SVTS) provides further detail.

Main Points

- Training providers may now submit applications for approval to:
 - add any of the following courses to their Funded Scope:
 - 22510VIC – *Course in Identifying and Responding to Family Violence Risk.*
 - 22540VIC – *Course in Supporting People with Complex Support Needs and Complex Physical Needs*
 - 22532VIC – *Course in Providing Support to People with Psychosocial Disability*
 - 22529VIC – *Course in Performing Allied Health Tasks and Supporting People with Disability*

- 22531VIC – *Course in Culturally Considerate Disability Support for Aboriginal and Torres Strait Islander People*
- 22558VIC – *Course in Supporting People with Disability to use Medications*
- 22530VIC – *Course in Identifying, Reporting and Preventing Abuse and/or Grooming of People with Disabilities*; and

- increase their Commencement Allocation for the purpose of delivering these courses.

- The Department anticipates the accreditation of additional courses relevant to the Victorian Government’s industry plan for family violence prevention and response. Training Providers should use this same contract variation request form when seeking to add such additional courses to their Funded Scope and/or to increase their Commencement Allocation to cater for them.
- The Department has published a request form for this process: ‘2020 Contract Variation Request – NDIS and Family Violence Prevention and Response Workforce Initiatives’ in the Documents section of SVTS.

Additional Commencement Allocations

- Requests for additional Commencement Allocations through this process will be considered only for the courses listed above.
- Where such requests are successful, the additional Commencement Allocation will be granted as a separate allocation restricted to courses detailed in this Contract Notification (i.e. cannot be used for other programs on the training provider’s 2020 Funded Scope).
- Training providers wishing to increase their Commencement Allocations for use in other courses should see Contract Notification 2020-07 for details on how to submit a request.

Restricted Contract holders

- This Contract Notification varies Clause 5.6b of the 2018-19 Restricted VET Funding Contract (extended to 31 December 2020) (Restricted Contract) in order that training providers holding a Restricted Contract may apply for additional Commencement Allocations through the process outlined here, and only for the purposes of the courses listed here.

Lodging a request

- The request form for this process encompasses both Funded Scope and Allocation requests and can be found in the Documents section of SVTS under the title ‘2020 Contract Variation Request – NDIS and Family Violence Prevention and Response Workforce Initiatives’.
- Given the status of these seven courses as a government priority, the application process will be streamlined and tailored towards the requirements of the courses.
- Once completed, this form is to be lodged electronically via the Enquiries function of SVTS under the category “*Skills First* Funding Contract – Requests for Additional Commencements/Expanded Funded Scope”.
- Program Delivery Plans (PDPs) and Training and Assessment Strategies (TASs) are not required to be submitted for requests regarding these courses.

Assessment

- The Department will determine whether to approve all or part of the variation request in a manner consistent with the framework for other Contract Variation requests outlined in Contract Notification 2020-07, with consideration given to the following:
 - **Market need:** whether there is a demonstrable and genuine need for the expanded activity, and how the proposed new activity meets the job and training needs of Victoria, including consideration of the specific course(s), the delivery location, and the target cohort;
 - **Training provider capacity and capability:** the Department’s view of the training provider’s capacity and capability to expand their activity; and
 - **Program budget:** the impact of the request on the *Skills First* program budget.

- Noting that these courses have been identified as a Government priority, the focus of the Department's assessment will therefore be on training provider capacity and capability, with consideration of the *Skills First* program budget.

Resources

- This Contract Notification should be read in conjunction with:
 - **Contact Notification 2019-11** which provides details of the 'Victorian Government's industry plan for family violence prevention and response' in the context of the VET Funding Contract, including information about exemptions to certain *Skills First* eligibility criteria for participants in courses under the initiative.
 - **Fact Sheet: Victorian Accredited Courses for Skilling the Disability Workforce** which introduces the six new courses in relation to addressing skills gaps in the disability workforce.
 - **'2020 Contract Variation Request – NDIS and Family Violence Prevention and Response Workforce Initiatives' form**

Critical Dates

- Requests may be submitted from the date of this Contract Notification.

Greg Norton

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