

Contract Notification

CN No.	2020-14	Date:	18 September 2020
To:	Chief Executive Officer or equivalent		
Purpose:	Advice on Contract requirement		
Scope:	<ul style="list-style-type: none"> • 2018-19 Standard VET Funding Contract (extended to 31 December 2020) • 2018-19 Restricted VET Funding Contract (extended to 31 December 2020) • 2018-19 VET Funding Contract (Non-Victorian based Training Provider delivering to a National enterprise) (extended to 31 December 2020) 		
Subject:	PDP and Financial Assessment Requirements for 2021 VET Funding Contracts		

Purpose

- To advise all non-TAFE training providers who hold a Skills First 2018-19 VET Funding Contract (extended to 31 December 2020) of the Program Delivery Plan (PDP) and Financial Assessment Requirements for taking up the offer of a 2021 Skills First VET Funding Contract (2021 Contract).
- To advise that the following documents have been published in the documents section of SVTS:
 - Guide to the 2021 PDP Process
 - Guide to Financial Assessment of Training Providers
 - 2021 Funded Course List
 - Fact Sheet – 2021 Funded Course List
 - 2021 Jobs and Training Needs Reports
 - 2021 Free TAFE List
 - 2021 Training Provider and National Enterprise Declaration forms (relevant to Non-Victorian Contract holders only)

Background

- On 17 July 2020 the Department announced that 2021 Skills First VET Funding Contracts (2021 Contracts) would be offered to training providers holding a 2018-19 VET Funding Contract (extended to 31 December 2020), conditional on participating in a financial assessment process with results to the Department's satisfaction.
- In order for the Department to forecast subsidised training delivery and determine Funded Scope, Commencement Allocations, and Qualification Allocations (if required) for 2021, training providers are required to submit PDPs.
- This is separate process to the that through which training providers can currently request increases to Allocations and/or additions to Funded Scope for the 2020 calendar year (as per Contract Notifications 2020-

07 and 2020-09). The Department will continue to accept requests under the 2020 Contract Variation process until further notice.

Main Points

- The offer of a 2021 Contract offers remain at the absolute discretion of the Department, including (but not limited to) the Department being satisfied with the results of the financial assessment and participation in the PDP process.
- Specifically training providers must:
 - undergo financial assessment as set out in the **Guide to Financial Assessment of Training Providers** (unless exempt from this requirement as outlined below), and
 - submit at least one Program Delivery Plan in accordance with the **Guide to 2021 PDP Process**.
- Note: the following training providers are exempt from financial assessment:
 - Victorian Government-owned TAFE and dual sector institutes
 - Victorian Government schools, and
 - training providers whose legal entity is a Victorian Government department or other Victorian Government-owned entity (including those owned by local councils).
- The **Guide to Financial Assessment of Training Providers** sets out the requirements and instructions for participating in the required financial assessment process.
- The **Guide to the 2021 PDP Process** sets out the requirements for 2021 PDPs and also contains guidance as to how the Department will determine 2021 Funded Scope, Commencement Allocations, and Qualification Allocations (if any).
- As part of the PDP process for 2021, training providers seeking to hold a 2021 VET Funding Contract (Non-Victorian based Training Provider delivering to a National enterprise) (Non-Victorian Contract) must also submit a Training Provider Declaration and National Enterprise Declaration for 2021. Details are contained in the **Guide to the 2021 PDP Process**.
- Training providers who do not participate in the financial assessment (unless exempt) or the PDP process will be deemed not to have taken up the offer of a 2021 Contract and will not be able to commence students in Skills First subsidised training in 2021.
- Enquiries about the 2020 PDP process and financial assessment must be made via the Skills Victoria Training System (SVTS) using the category '2021 Skills First Contracting'.
- Enquiries about the PDP process and financial assessment will close at 5pm (Australian Eastern Daylight Time) on Wednesday 14 October 2020 to enable all enquiries to be responded to prior to the closing time (with the exception of enquiries relating to any technical issues experienced in SVTS).

Resources (in the Documents section of SVTS)

- Guide to the 2021 PDP Process
- Guide to the Financial Assessment of Training Providers
- 2021 Funded Course List
- Fact Sheet – 2021 Funded Course List
- 2021 Free TAFE List
- 2021 Jobs and Training Needs Reports
- 2021 Training Provider and National Enterprise Declaration forms (relevant to Non-Victorian Contract holders only)

- Draft 2021 Skills First VET Funding Contracts, Guidelines and associated guides were published on 24 August 2020 in the Documents section of SVTS. See CN 2020-12 in the Memos section of SVTS for more information.

Critical Dates

PDP submissions open	12pm (AEST) Friday 18 September 2020
Enquiries re: PDP Process and Financial Assessment close	5pm (AEDT) Wednesday 14 October 2020
PDP submissions close	5pm (AEDT) Friday 16 October 2020
Financial Assessment submissions close	5pm (AEDT) Friday 16 October 2020
Outcomes (including 2021 Schedule 2) communicated	Early December 2020

Ryan Collins
 A/Executive Director
 Training Market Services