

Contract Notification

CN No.	2015-06	Date:	25 March 2015
To:	Chief Executive Officer or equivalent		
Purpose:	Advice to RTOs		
Scope:	All VET Funding Contracts		
Subject:	Foundation Skills Assessment Reporting – Exemption for LNSupport		

For all RTO staff

Purpose

- This Contract Notification advises RTOs of an amendment to reporting assessments of Foundation Skills for Eligible Individuals, removing the requirement to report for individuals undertaking the Literacy and Numeracy Support Program (course code LNSUPPORT).

Background

- Part B, Clause 11.9 of the VET Funding Contract requires RTOs to measure an eligible individual's skill level at commencement and completion of/withdrawal from a qualification in Domain A and B of the Approved Foundation Skills List.
- Clause 4.4 of the VET Funding Contract states that the delivery of Literacy and Numeracy Support (LNSUPPORT) is not limited to RTOs on the Foundation Skills Approved Provider List.

Main Points

- Consultation with RTOs and the VET Development Centre has informed the decision to remove Literacy and Numeracy Support from the reporting requirement around pre- and post-assessment of eligible students by RTOs on the Foundation Skills Approved Provider List.
- RTOs on the Foundation Skills Approved Provider List are still required to report pre- and post-assessment of government funded students enrolled in Domain A and Domain B Approved Foundation Skills Courses.

Critical Dates

- This Contract Notification is effective immediately.

Relevant Resources

- Key information supporting this reporting is available in the 'Documents' section of SVTS, including:
 - *Foundation Skills Reporting User Guide* – outlining how to report via the online facility;

- An updated *Fact Sheet: Foundation Skills - reporting student outcomes*; and
- *Frequently Asked Questions: reporting foundation skills gain*.
- The VET Development Centre has been engaged to deliver training and support on this reporting requirement. Information about training sessions, a webinar and help desk support is available at:
www.vetcentre.vic.edu.au/professional-development.
- Enquiries regarding reporting of data should be lodged under the Category 'Foundation Skills Reporting' via SVTS.

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