

# Contract Notification

|                 |  |                               |
|-----------------|--|-------------------------------|
| <b>CN No.</b>   | <b>2022-15</b>   | <b>Date: 6 September 2022</b> |
| <b>To:</b>      | Chief Executive Officer or equivalent  |                               |
| <b>Purpose:</b> | General Information  |                               |
| <b>Scope:</b>   | All 2022 VET Funding Contracts (version 3.0)                                   |                               |
| <b>Subject:</b> | <b>Key dates for 2023 Contracting process and release of associated guides</b> |                               |

## Purpose

This Contract Notification is to advise training providers of the timeframes for the 2023 Contracting process and the publication of the following guidance materials in the Documents section of SVTS.

- 2023 Funded Course List
- Fact Sheet: 2023 Funded Course List
- 2023 priority programs list
- Guide to submitting 2023 Program Delivery Plans
- Guide to 2023 financial assessments
- Due Diligence Request Form.

The Department of Education and Training (the department) has also published the Draft 2023 VET Funding Contracts, Guidelines and associated guides in the Documents section of SVTS. See CN 2022-14 for more information.

## Background

On 11 August 2022, the department announced it would offer a conditional one-year Skills First VET Funding Contract for 2023 (the 2023 contract) for currently contracted training providers holding a 2022 VET Funding Contract, without the need to take part in a full expression of interest process.

## Main Points

### What you must do

To be considered for a 2023 Contract offer, you must:

1. submit Program Delivery Plans (PDP) in accordance with the Guide to submitting 2023 Program Delivery Plans.
2. take part in an independent financial assessment as explained in the Guide to 2023 financial assessment – unless exempt.

You do not have to participate in the independent financial assessment if you are a:

- TAFE
- dual sector university
- Victorian Government senior secondary provider
- legal entity that is a Victorian Government department or other Victorian Government-owned entity, including those owned by local councils.

The department's offer of a 2023 Contract remains at our absolute discretion, including us being satisfied with the outcomes of the independent financial assessment and participation in the PDP process. If you do not participate in either of these processes, you will be deemed to not to have taken up the offer of a 2023 Contract and will not be able to commence students in Skills First-subsidised training in 2023.

We will not offer a 2023 Contract to a training provider that has serious compliance or performance issues under the Contract.

## Resources

We strongly encourage you to read the following resources in SVTS and the department's website.

### Guide to submitting 2023 Program Delivery Plans

This guide explains:

- the 2023 PDP process
- how to submit your PDP via SVTS
- how we consider your 2023 Funded Scope.
- how to be included on the Foundations Skills Approved Provider List for 2023. You should review this information carefully if you're seeking to deliver foundation skills programs.

### Guide to 2023 financial assessment

This guide explains the independent financial assessment process and the mandatory documents you must submit.

### 2023 Funded Course List

This is the list of programs that are subsidised by the Victorian Government under Skills First. The 2023 Funded Course List has about 600 qualifications and 100 skill sets.

We encourage you to read our Fact Sheet: 2023 Funded Course List as it explains how we decide what programs to include on the list, how we update the list with superseded programs and what that means for you, and how you can nominate new programs for the list.

### 2023 priority programs list

The priority programs list is a list of programs in areas of Government priority that will provide Victorians with in-demand skills to meet the future needs of industry and employers, and that we have identified may require additional supply in 2023.

## Victorian Skills Plan

The Victorian Skills Plan for 2022 into 2023 provides a skills roadmap for Victoria. It uses comprehensive data and analysis – tested with industry and other stakeholders – and reliable occupational forecasts, to outline the actions to be taken in response to the skilling challenges Victoria faces.

[www.vic.gov.au/victorian-skills-plan](http://www.vic.gov.au/victorian-skills-plan)

## Jobs and training needs portal

The Jobs and training needs portal replaces the Jobs and Training Needs Reports published in previous years. The portal draws on VET, industry, employment, and other data gathered by the Victorian Skills Authority to provide insights about Victoria’s future training needs. You should use the dashboard together with the 2023 Funded Course List and 2023 priority programs list to help you better align your proposed delivery with the training needs for Victoria and your local area.

[www.vic.gov.au/jobs-and-training-needs-reports](http://www.vic.gov.au/jobs-and-training-needs-reports)

## Critical Dates

| Category   | Date                                       |
|--|--|
| PDP submission and financial assessment opens          | 2pm (AEST) Tuesday, 6 September 2022       |
| Enquiries about PDPs close                             | 5:00pm (AEST) Wednesday, 28 September 2022 |
| 2023 PDP submission close                              | 5:00pm (AEST) Friday, 30 September 2022    |
| 2023 Financial assessment closes                       | 5:00pm (AEDT) Friday, 14 October 2022      |
| Most outcomes (including 2023 Schedule 2) communicated | Early December 2022                        |
| 2023 Contract commences                                | 1 January 2023                             |

**Ryan Collins**  
 Executive Director  
 Training Market Services