

2023 GUIDE TO SUBMITTING PROGRAM DELIVERY PLANS (PDP)

PROCESS FOR TRAINING
PROVIDERS SEEKING TO EXPAND
THEIR 2023 FUNDED SCOPE OR
INCREASE COMMENCEMENT
ALLOCATIONS



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Section One: About this guide

Terminology

In this document:

'we', 'us' 'our' or 'the department' means the Department of Jobs, Skills, Industry and Regions

'you' means a training provider that holds a 2023 Standard VET Funding Contract (2023 Contract holder).

'priority program provider' means a training provider who entered the Skills First program through a limited expression of interest in 2021 or 2022 and are limited to delivering programs on the priority program list.

Overview

This guide explains how to submit program delivery plans (PDP) via the Skills Victoria Training System (SVTS).

PDPs are required when you are seeking to add the following program types to your Funded Scope:

- AQF programs
- Skill sets
- Foundation Skills programs

We use PDPs to assess your capacity and capability to deliver the program as well as to forecast the training delivery expected for 2023. This includes whether it meets anticipated employment and training demand, government priorities and regional coverage. PDP data guides our decisions about your funded scope, commencement allocations and any program allocations for 2023.

Details of the department's assessment framework and the process for lodging requests are outlined in Contract Notification CN 2023-04.

Section Two: the PDP process

Step 1: check what you need to submit

I received a 2022 or 2023 Contract via the limited EOI process held in 2021 or 2022

You may **only** submit a PDP for a program that is on the 2023 priority programs list and also on your scope of registration.

I held a Contract in 2021

You may submit a PDP for any program on the 2023 funded course list that is also on your scope of registration.



If a program is added to your scope of registration during the PDP process, there may be a delay in SVTS picking it up from training.gov.au. Please submit an SVTS enquiry if you can't create a PDP for such a program.

Step 2: decide what to submit

It's important that the training you intend to deliver aligns with jobs and training needs in Victoria. Your training must also align with the Skills First objectives. You'll need to consider this in deciding what you plan to deliver and briefly address how you will do this in your PDP form.

Victorian Skills Plan

We encourage you to read the [Victorian Skills Plan for 2022 into 2023](#) to help you develop your PDPs. It outlines a 'skills roadmap' that uses comprehensive data and analysis – tested with industry and other stakeholders – and reliable occupational forecasts, to detail the occupations and skills that industry and workers need.

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 by region. Consider this information when deciding what and how much training you intend to deliver.

Step 3: prepare your PDPs

This section includes important information about how to create your PDPs and what you need to include in them. Take note of the differences depending on whether you received a Contract through a limited EOI process or you held a 2021 Contract.

Submit PDPs for all programs

You must submit a PDP for each program you requested in Part 2 of the request form. Submit separate PDPs for:

- different enrolment types for the same AQF program (apprenticeship, traineeship, or non-apprenticeship/traineeship)
- skill sets on the funded skill set list
- programs that are part of a dual qualification
- programs that you deliver with more than one stream
- programs that are offered in more than one way, such as differences in the:
 - alignment with objectives of Skills First

- duration and intensity of the program
- the methods and modes of training and assessment.

No PDPs required for literacy and numeracy support units

We offer a program that allows you to deliver approved Literacy and Numeracy Support units to address the individual needs of learners, helping them to complete a vocational qualification. You don't have to submit a PDP for these units. If you're eligible, these will be added to your funded scope automatically.



For more information, read the [Skills First Literacy and Numeracy Support implementation guide](#).

Supporting information

Supporting documentation requirements will vary, according to the type of request you are submitting.

Use the table below to identify when you need to submit supporting documentation with your PDP.

Note: you will need to complete a request form regardless of the type of request. You will find the form in the documents section of SVTS.

Type of request	Sections of Request Form to be completed	PDP required?	TAS required?	Support /testifying to demand from employers/ industry groups required?
Add different enrolment type for program already on funded scope	Part 2.1 Part 4	No	Yes – if enrolment type is not already on funded scope for other programs	Encouraged. Letters should describe demand for training and be as specific as possible.
Add AQF program	Part 2.1 Part 4	Yes	Yes	
Add skill set	Part 2.1 Part 4	Yes	No	
Addition to Foundation Skills Approved Provider List or new domains*	Part 2.2 Part 4	Yes	Yes	Encouraged
Add allocations	Part 3 Part 4	No	No	Encouraged, especially where allocation requested is larger than delivery in previous years. Letters should describe demand for training and be as specific as possible.

*Note that additional documents are required, as outlined on the request form.

Practical placements

You must indicate if the training has a practical placement. Check training package requirements via training.gov.au for programs that have a mandatory practical placement. Where applicable, you must describe your process to support students to source and arrange the placement.

Superseded and replaced programs

You do not have to submit a request for a superseding version of a program that you already have on your funded scope.

If a program you seek to deliver is superseded or its accreditation period has ended, this will be automatically added to your funded scope, provided:

- the superseding program is on your scope of registration
- the superseding program (and applicable enrolment type) is funded as indicated on the Funded Programs Report

Step 4: after you submit your PDPs

We use PDPs to assess your capacity and capability to deliver the program, as well as to forecast the training delivery expected for 2023. This includes whether it meets anticipated employment and training demand, government priorities and regional coverage. PDP data guides our decisions about your funded scope, commencement allocations and any program allocations for 2023.



All decisions about funded scope, commencement allocations and program allocations are at our absolute discretion.

Section three: how to submit your PDPs in SVTS

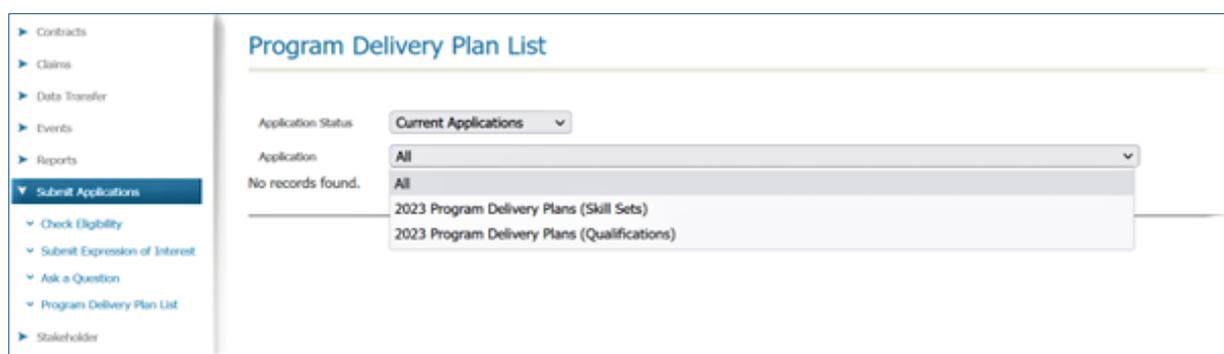
This section provides detailed instructions on how to fill out your PDPs and some useful tips to navigate drafting, saving, deleting, and duplicating your PDPs.

If you have difficulty accessing or navigating the PDPs on SVTS, please submit an enquiry via SVTS using the category 'Skills First VET Funding Contract – Requests for Additional Commencements/Expanded Funded Scope'.

Navigating around the PDP form

Find the PDP location

1. **Log in to Skills Victoria Training System (SVTS)** via www.education.vic.gov.au/svts. If you can't log in, go to the 'Access the SVTS page' from the log in screen.
2. Click the **Submit Applications** left side bar menu, and then click **Program Delivery Plan List**.
3. Select **Current Applications** from the drop-down 'Application Status' menu.



4. Select the appropriate application from the drop down.
5. Enter your **Contact details** and click **Save Contact**. These details should reflect the best person for us to contact with any questions about your PDPs.
6. **Commencement Limit, Total Commencements Forecast (submitted), and Total Commencement Forecast (draft)** – these state the maximum commencements for which you can submit PDPs, how many commencements are reflected in the PDPs you have submitted, and those commencements you have in draft.

Create a new PDP

1. Click Create Plan.

Program Delivery Plan List

[CREATE PLAN](#) [View Guide](#) [Print All](#)

Application Status: Current Applications ▼

Application: 2023 Program Delivery Plans (Qualifications) ▼

Commencement Limit: 1000 Total Commencement Forecast (Submitted): 0 Total Commencement Forecast (Draft): 243

Delegated Officer: Designation/ Position:

Contact Phone: Contact Email: Save Contact

SVTS will now open an empty draft PDP for you to complete. Read '[Fields and questions in a Program Delivery Plan](#)' to help you complete this information.

2. Save as draft, Submit or Cancel PDPs.

You'll see the following options at the bottom of the page:

- **Save as draft:** saves the plan and runs a validation check. You can save an incomplete draft if you've completed the following details – plan name, program, and enrolment type.
- **Submit:** runs a validation check and, if there's no errors, submits the plan.
- **Cancel:** leaves the screen without saving changes or updating a plan.



Please remember to save PDPs frequently!

You must click 'submit' for us to formally receive your PDP. Any PDP with the status 'draft' at the close of the PDP process will not be assessed for inclusion in your 2023 funded scope.

You can edit and resubmit, or delete a PDP at any time before the close of the PDP process.



If you click 'Save as draft' on a submitted PDP, it will change the PDP status from 'Submitted' to 'Draft' and you will need to submit it again for it to be considered final.

Move between PDPs

The next time you enter the PDP list page, your new PDP will appear, along with a note on the commencement numbers and any associated errors.

Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Options
Detailed Plan	Certificate II in Kitchen Operations (SIT20416)	12/08/2022 06:57	Example Plan 1	2023 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	10	11	View, Print, Delete, Duplicate
Detailed Plan	Certificate III in Individual Support (CHC33015)	12/08/2022 07:35	Example Plan 2	2023 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	61	0	View, Print, Delete, Duplicate

Return to a PDP to review or edit

To go back to a PDP, click **View** in the list screen.

Delete a PDP

To delete a PDP, click **Delete**



Once deleted, PDPs cannot be retrieved.

Duplicate a PDP

Click **Duplicate** to create a duplicate copy of a PDP. For example, to create a new PDP for a different stream of a program based on one you have already created.

Print a PDP

Click **Print** to print an individual PDP.

Print all PDPs

Click **Print All** to print all your PDPs. In the main PDP area, select an application and print a PDF of all your PDPs, including their current status.

The screenshot shows the 'Program Delivery Plan List' interface. At the top left, there is a 'CREATE PLAN' button and a 'View Guide' link. Below these are two dropdown menus: 'Application Status' set to 'Current Applications' and 'Application' set to '2023 Program Delivery Plans (Skill Sets)'. On the right side, the 'Print All' button is circled in red.

Errors and validation summary

The PDP template has error validations to ensure that all information entered is complete and correct

If you **Save** but the form is not complete or has errors, the **validation summary** will appear at the top of the screen. To navigate to an error, click any of the category headings.

Despite the errors, the PDP will save as an incomplete draft (as long as you entered a plan name and selected a program and enrolment type)

Once you've resolved the errors, the PDP will save with this message:

The screenshot shows a green message box with a checkmark icon. The text inside reads: 'Validation Summary' followed by 'Plan has been saved and contains no errors'. Below the message box is a 'Print' button.

Fields and questions in a PDP

This section provides a guide to the types of information required in a PDP.

To open an existing PDP, click the **view** button:

Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Option
Detailed Plan	Certificate III in Individual Support (CHC33015)	12/08/2022 06:58	Example Plan 2	2023 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	61	0	View Print Delete Duplicate
Detailed Plan	Certificate II in Kitchen Operations (SIT20416)	12/08/2022 06:57	Example Plan 1	2023 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	10	11	View Print Delete Duplicate

Expression of interest

This shows the name of the EOI and year for which you are applying.

EXPRESSION OF INTEREST	
Name:	2023 Program Delivery Plans (Qualifications)
Year:	2023

Status

This shows the status, the date it was created and the date it was last saved or submitted.

STATUS	
PDP Status:	Draft
Created:	11/08/2022 4:22:25 PM by ECSTOI32
Last Submitted:	12/08/2022 6:58:25 AM by ECSTOI32

Applicant provider details

This shows your TOID and Legal Name.

Plan information

You can add free text to the **Name** and **Description** fields to identify and distinguish between your PDPs.

PLAN INFORMATION	
Name:	Example Plan 2
Description:	CHC33015 - Certificate III in Individual Support

Program details

In this section, you can select your **program** and **enrolment type**.

- If you held a Contract in 2021, the list of available programs and enrolment types are on both the 2023 funded course list and your scope of registration.
- If you received a 2022 or 2023 Contract through the limited EOI process), available programs and enrolment types are those that are both on the 2023 priority programs list and on your scope of registration.



If a program is added to your scope of registration during the PDP process, there may be a delay in SVTS picking it up from training.gov.au. Please submit an SVTS enquiry if you can't create a PDP for such a program.

PROGRAM DETAILS

Please select a Program(s) from the list below:

Program (Course)	Enrolment Type
Certificate III in Hospitality (Restaurant Front of House) (SIT30716) ▼	Apprenticeship ▼

Add Type of Program: StandAlone Qualification



We treat these PDPs as meaning not only the code listed but also any relevant superseding or superseded versions that are funded for new commencements in 2023.

If you intend to deliver a program as a dual qualification and another program is added to the program list, the **Type of Program** field will update automatically to reflect **Dual Qualification**.

Please select a Program(s) from the list below:

Program (Course)	Enrolment Type
Certificate III in Hospitality (Restaurant Front of House) (SIT30716) ▼	Non-Apprenticeship/Traineeship ▼
Certificate IV in Commercial Cookery (SIT40516) ▼	Non-Apprenticeship/Traineeship ▼

Add Type of Program: **Dual Qualification**

Practical placements

You need to indicate if practical placements are part of the training. This includes when the programs have a mandatory practical placement as part of the training package, or when you offer them.

Where applicable, you need to provide a description of any processes in place to support students to source and arrange the placement.

Alignment to the Skills First objectives

You need to provide a short outline of how the intended training aligns with aspects of the Skills First objectives. These objectives are that training is provided to students to:

- enable them to obtain the required skills to make them job-ready
- assist them to undertake further education
- promote and enable participation in training for disadvantaged learners.

Not every program will align with all three of these objectives. However, each program should align with **at least one** of the above objectives.

Anticipated commencements and student fees

This is your quarterly estimate of 2023 funded commencements and the tuition and other fees you charge for this program.

ANTICIPATED COMMENCEMENTS AND STUDENT FEES				
	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)
How many students are anticipated to commence the program?	<input type="text" value="10"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="0"/>
What is the average total tuition fee charged to an Eligible Individual for the program?				<input type="text" value="100"/>
What is the average total of other non-tuition fees charged to an Eligible Individual for the program?				<input type="text" value="1000"/>

We require indicative information about:

- the average total tuition fee charged to a Skills First Student for the program
- the average total of other fees charged to a Skills First Student for the program. Other fees may include any other applicable fees, such as student services, amenities, goods or materials.



Round the fee amounts up or down to the nearest dollar and do not use a comma or full stops to delineate between dollars and cents. For instance, if the average total amounts to \$2343.11, round this figure down to \$2343.

Duration and intensity

This is the expected duration (days) and intensity (Program Unique Supervised Hours or 'PUSH') of the program.

For program duration, you should use the expected number of days between the Program Commencement Date and the Program Supervised Teaching Activity End Date.

- For definitions of the Program Commencement Date and the Program Supervised Teaching Activity End Date refer to the **Victorian VET Student Statistical Collection Guidelines** published in SVTS.

It is important that the PUSH indicate the unique number of hours from a student's perspective.

If there are significant differences in the duration or PUSH for students in a program (due to factors such as different streams within the program), then a separate PDP must be completed to outline the different delivery.

DURATION AND INTENSITY	
What is the expected duration, (days) of the Program for the majority of students?	<input type="text" value="300"/>
What is the expected number of Program Unique Supervised Hours, (PUSH) for most students? <i>(For dual qualifications, you should indicate the unique number of hours from a student's perspective)</i>	<input type="text" value="210"/>

Delivery mode

You must indicate how prevalent a mode of student interaction is for the program. The sum of these must equal 100. Use a '0' for any blank fields.

Modes of student interaction include:

- Face-to-face (time spent by the student in a classroom or in a workplace with an educator physically present)
- Real-time remote (time spent by the student supervised by a remote educator)
- Self-paced remote (time spent by the student undertaking online tasks with no real-time engagement required in training or assessment)
- Other.

DELIVERY MODE	
Delivery by mode of interaction (share of total):	%
Face to Face	<input type="text" value="45"/>
Real-time remote	<input type="text" value="45"/>
Self-paced remote	<input type="text" value="10"/>
Other	<input type="text" value="0"/>

Victorian delivery locations

You need to indicate the anticipated percentage of commencements per location type and local government area. You must include any location for which a significant proportion (25% or more) of the activity is intended to occur.



If you don't know the 'Percentage of program delivery expected', then select a blank value and set the location as 'Other'. Please ensure that the 'Percentage of program delivery expected' adds up to 100.

Victorian Delivery Location(s)

Location Type	Local Government Area	Percentage of program delivery expected
Provider leased ▼	Baw Baw ▼	<input type="text" value="50"/>
Provider leased ▼	South Gippsland ▼	<input type="text" value="50"/>
<input type="button" value="Add"/>		

Further supporting documents

This is where you upload your:

- **Training and assessment strategy (TAS)** documents (if required)
- **Letters of support** (where applicable)

Supporting Documents	
Document:	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Upload File"/>