

Contract Notification

CN No	2023-09	Date: 10 August 2023
To:	Chief Executive Officer or equivalent	
Purpose:	General Information	
Scope:	2023 Standard VET Funding Contract (version 3.0) 2023 Dual Sector VET Funding Contract (version 3.0)	
Subject:	Fair Jobs Code implementation	

Purpose

This Contract Notification is to advise that the Victorian Government has introduced the Fair Jobs Code for suppliers and businesses contracting with it. You must apply for a Fair Jobs Code Pre-Assessment Certificate (Certificate) and submit a Fair Jobs Code Plan (if applicable) if you intend to seek a new VET Funding Contract (the Contract) once the 2023 Contract ends.

This requirement **does not** apply if you're a:

- TAFE
- Victorian government school
- training provider whose legal entity is a Victorian Government department or other Victorian Government-owned entity.

Background

The [Fair Jobs Code](#) (Code) came into effect from 1 December 2022 and ensures businesses and suppliers that are contracted by the Victorian Government are doing the right thing and putting workers first. The Code aims to:

- promote secure employment and fair labour standards, and
- ensure compliance with employment, workplace and industrial laws.

As a Victorian government agency with applicable procurement contracts, we have a responsibility to ensure you comply with the Code. Our VET funding contract process falls under the category of Standing Offer Arrangements.

Main points

Pre-Assessment Certificate

You must [apply for a Fair Jobs Code Pre-Assessment Certificate](#) through the Fair Jobs Code Portal. You will be required to submit details of your business and compliance history with workplace laws.

You'll be notified by the Fair Jobs Code Unit of the outcome within 30 business days of submitting your application. The Certificate is valid for 2 years from the date of issue. You must hold a valid Certificate throughout the term of your contract with us and renew your Certificate before expiry if it will expire during this period.

Due diligence check

As part of our 2024 Financial Assessment, the 2024 due diligence request form will include a question that confirms you have applied for, or hold, a current and valid Fair Jobs Code Pre-Assessment Certificate.

Fair Jobs Code Plan

Some training providers may also need to prepare a Fair Jobs Code Plan. This applies to you if the value of your Contract is expected to exceed \$20 million (excl. GST).

The Fair Jobs Code Plan seeks to demonstrate how you will deliver on the Code Standards:

- Standard 1: Comply with all applicable employment, industrial relations and workplace health and safety obligations.
- Standard 2: Promote secure employment and job security.
- Standard 3: Foster cooperative and constructive relationships between employers, employees and their representatives.
- Standard 4: Foster workplace equity and diversity.
- Standard 5: Promote supply chain compliance.

We will contact any training providers individually if you will be required to submit a Fair Jobs Code Plan.

Further information on preparing a Fair Jobs Code Plan and the template is available at www.buyingfor.vic.gov.au/prepare-fair-jobs-code-plan.

Resources

If you have any questions about the application process, please contact the [Fair Jobs Code Unit](#).

Critical dates

We encourage you to submit your application as soon as possible.

Further information about the timelines and process for the next cycle of contracting will be provided in due course.

Ryan Collins

Executive Director
Training Market Services