

# Contract Notification

<b>CN No.</b>	<b>2020-07</b>	<b>Date:</b>	<b>07 July 2020</b>
<b>To:</b>	Chief Executive Officer or equivalent		
<b>Purpose:</b>	For information		
<b>Scope:</b>	2018-19 Standard VET Funding Contract (extended to 31 December 2020) 2018-19 Restricted VET Funding Contract (extended to 31 December 2020)		
<b>Subject:</b>	<b>Invitation to training providers to request the addition of programs to their Funded Scope and to request additional Commencement Allocations for 2020</b>		

## Purpose

- The purpose of this Contract Notification is to advise non-TAFE training providers of the:
  - process for lodging requests for additions to Funded Scope and increases to Commencement Allocations in 2020; and
  - framework for the Department's consideration of such requests.

## Main Points

### *Framework for considering requests*

- In assessing a training provider's request for an addition to their Funded Scope and/or for an increase to its Commencement Allocations, the Department will consider the following:
  - **Market need:** whether there is a demonstrable and genuine need for the expanded activity, and how the proposed new activity meets the job and training needs of Victoria, including consideration of the specific course(s), the delivery location, and the target cohort;
  - **Training provider capacity and capability:** the Department's view of the training provider's capacity and capability to expand their activity; and
  - **Program budget:** the impact of the request on the *Skills First* program budget.
- In assessing market need, the Department will consider information submitted by the training provider alongside the Department's own data and analysis.
- Requests for additional Commencement Allocations should be accompanied by demonstration of market need for the training activity. This can take the form of letters from industry groups or employers testifying to the need for graduates with the qualification in question, or any other third party endorsement of the need for your proposed training activity.
- Training providers with a 2018-19 Restricted VET Funding Contract (extended to 31 December 2020) are unable to request additional Commencement Allocations under the terms of their contract.

- The Department recognises rapidly evolving job and training needs as a result of the COVID-19 pandemic. The Department strongly encourages training providers to submit supporting documents in order to clearly demonstrate arising and/or genuine training needs in light of COVID-19.
- In assessing a training provider's capacity and capability, the Department will consider the information submitted by the training provider, the nature of program(s) sought, the training provider's history of delivery, and intelligence from a range of Departmental information sources, including but not limited to data and previous audits or reviews. In some instances, the Department may commission a formal audit or review prior to making a determination.
- Where concerns are identified in relation to market need, training provider capacity and capability, or program budget, the Department may refuse the request for an addition to Funded Scope or an increase to Commencement Allocation, or set a Qualification Allocation – i.e. a limit on funded commencements in the program in question within the provider's overall Commencement Allocation.
- Training providers may only lodge requests in relation to courses that are on both their *Scope of Registration* and on the *Skills First Funded Course List*. Where the Funded Course List restricts the *Enrolment Type* (apprenticeship, traineeship or non-apprenticeship/traineeship) for a particular course, requests must be consistent with these limitations.

### *Process for lodging requests*

- In order for the Department to consider a request for an increase to Commencement Allocation and/or additions to *Funded Scope*, the training provider must submit:
  - a '2020 Contract Variation Request – Addition to Funded Scope and/or Increase to Commencement Allocation' form; and
  - a *Program Delivery Plan* and a *Training and Assessment Strategy* for each course relevant to the request.
  - Where possible, documentation supporting demand for the expanded training activity (for example, letters from employers or industry groups testifying to the demand for the qualification).
- The '2020 Contract Variation Request – Addition to Funded Scope and/or Increase to Commencement Allocation' form has been published in the 'Documents' section of SVTS.
- The PDP framework '2020 Program Delivery Plans (Victorian Based Training Provider)' is now open.
- Separately, to assist in completing *Program Delivery Plans*, a copy of the "2020 Guide to the Program Delivery Plans" that was published with the 2020 Allocations and Funded Scope Process has been re-published in the Documents section of SVTS. Page five of this document provides specific instructions on how to access the *Program Delivery Plan* on SVTS.
- Requests may be lodged from the date of this Contract Notification.
- Requests must be lodged as follows:
  - The request form, associated Training and Assessment Strategy (TAS), and any supporting documentation must be lodged as attachments to an enquiry via the Enquiries function of SVTS (under the category "Skills First Funding Contract – Requests for Additional Commencements/Expanded Funded Scope"); and
  - The associated *Program Delivery Plans* must be lodged via SVTS in accordance with the instructions in the "Guide to the Program Delivery Plans". Please note that, when lodging a Program Delivery Plan on SVTS, training providers should generate a new plan on the system by logging in to SVTS, and clicking on the following links: *Submit Applications > Program Delivery Plan List*, then select "2020 Program Delivery Plans (Victorian Based Training Provider)" from the drop-down list. Once this selection has been made, click the "Create Plan" link which will appear towards the top of the screen. Please note a new plan must be created for each request – providers should not open and edit details of an existing Program Delivery Plan.

- It is the Department's intention to respond to training provider requests within three weeks of receipt of all required information, noting that if further information is required more time will be required. Further time may also be required where the Department elects to undertake quality assurance activity prior to finalising a decision. Training providers will be advised of the outcome of any request via correspondence from the Department and, if approved, an updated 'Schedule 2' to the applicable VET Funding Contract will be issued.

*Note regarding superseded/superseding courses and Funded Scope*

- As detailed in Schedule 2 of VET Funding Contracts, training providers are reminded that, unless otherwise advised by the Department via a Contract Notification or Notice, where a course identified in the training provider's *Funded Scope*:
  - is superseded (as applies to programs that are Training Package Qualifications); or
  - is deleted as a result of reaching its expiration date and is subsequently re-accredited (as applies to Nationally Accredited Courses);

the superseding Training Package Qualification (or re-accredited Nationally Accredited Course, as applicable) will automatically be deemed added to the training provider's Funded Scope once the course has been added to both the training provider's *Scope of Registration* (as identified on training.gov.au) and the *Funded Courses Report*.

- In these instances the superseding (or re-accredited, as applicable) course will retain the same restrictions (i.e. Enrolment Type, 'Effective for Course Commencement Dates (CCD) from', and 'Effective for Course Commencement Dates (CCD) to' characteristics as the superseded (or deleted, as applicable) course as indicated in Schedule 2 Part B. This includes retention to the same *Qualification Allocation* (if relevant). For example, if the superseded (or re-accredited) course has a *Qualification Allocation* of 100 commencements, then the superseded and superseding (or accredited and re-accredited) courses will have a combined *Qualification Allocation* of 100 commencements.

### Critical Dates

- Requests may be lodged from the date of this Contract Notification. The PDP framework '2020 Program Delivery Plans (Victorian Based Training Provider)' is now open.
- The date of the closure of this process will be advised by SVTS announcement.

### Relevant Resources

- '2020 Contract Variation Request – Addition to Funded Scope and/or Increase to Commencement Allocation' form (published in the 'Documents' Section of SVTS).
- 2020 Guide to the Program Delivery Plans (published in the 'Documents' Section of SVTS).

### Greg Norton

Executive Director, Training Market Services