

Contract Notification

CN No.	2022-07	Date: 5 May 2022
To:	Chief Executive Officer or equivalent	
Purpose:	Advice on Contract requirement	
Scope:	All 2022 VET Funding Contracts (version 1.0)	
Subject:	Requests for additions to 2022 Funded Scope and increase to Commencement Allocations	

Purpose

This Contract Notification is to advise Training Providers that the Department of Education and Training has now opened the process for lodging requests for:

- additions to Funded Scope in 2022 for *Skills First* and JobTrainer programs (both AQF qualifications and Skill Sets);
- an increase to *Skills First* skill sets Commencement Allocation;
- an increase to the JobTrainer Commencement Allocation for Training Providers delivering Aged Care and Digital Skills programs or skill sets under this initiative; and
- consideration to be added to the Foundation Skills Approved Provider List or add a Domain.

Main Points

Requests to increase Commencement Allocations

- The department will not consider requests to increase a Training Provider's Commencement Allocation unless these refer to:
 - JobTrainer Commencement Allocation to deliver Aged Care and Digital Skills programs; or
 - *Skills First* skill sets.
- If you currently do not have a Commencement Allocation to deliver *Skills First* skill sets or Aged Care and Digital Skills programs under the JobTrainer initiative, the department will consider your request and may grant one.
- The department will continue monitoring training provision and may announce changes to this process if required.

Framework for considering requests

- In assessing a Training Provider's request for an addition to their Funded Scope, 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; and

- **Training provider capacity and capability:** the Department's view of the training provider's capacity and capability to expand their activity.
- **Program budget:** the impact of the request on the program budget.
- In assessing market need, the department will consider information submitted by the Training Provider alongside the department's own data and analysis.
- 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.
- Training Providers are reminded that in assessing additions to Funded Scope, the Department places a strong emphasis on a history of relevant delivery, whether in the program itself or in the same Training Package or other relevant area.
- 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.
- Training Providers may only lodge requests in relation to courses that are on both their Scope of Registration and (as applicable) on
 - the [Skills First Funded Course List 2022](#), or
 - the [Skills First Funded Skill Set List 2022](#), or
 - the 2022 JobTrainer Funded Courses Report (published in the documents section of SVTS).
- Where the Funded Course List, Funded Skill Set List, or JobTrainer Funded Courses Report 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 addition to Funded Scope, the Training Provider must submit:
 - a '2022 Contract Variation Request Form – Funded Scope' (published in the Documents section of SVTS); and
 - for Funded Scope requests in relation to full qualifications, Program Delivery Plans (PDPs) detailing the planned training delivery and a Training and Assessment Strategy (TAS) for each new program or delivery type you seek to add; and
 - 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).
- Where a Training Provider is requesting a program that is already on Funded Scope but for a different delivery type, PDPs are not required. TAS are only required in this circumstance if you do not currently have the enrolment type on Funded Scope at all. For example, if non-traineeship delivery is being added for a program you already have on Funded Scope for traineeship delivery, and you do not currently have non-traineeship delivery on Funded Scope for any other program, a TAS must be submitted.

- Required components of requests are summarised in the table below.

Type of request	Request form required?	PDP required?	TAS required?	support /testifying to demand from employers/industry groups required?
Add different enrolment type for program already on Funded Scope	Yes	No	Yes- if enrolment type is not already on Funded Scope for other programs	Encouraged, especially for Skills First AQF qualifications.
Add AQF qualification	Yes	Yes	Yes	
Add skill set	Yes	Yes	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.
Add additional allocations (requests only accepted for: JobTrainer AQF Programs and Skill Sets and Skills First Skill Sets)	Yes	No	No	

JobTrainer – Aged Care and Digital Skills programs

The Department is also receiving requests from Training Providers requesting to increase its JobTrainer commencement allocations, however these will only be considered where they are required to deliver Aged Care and Digital Skills JobTrainer programs.

If you currently do not have a JobTrainer Commencement Allocation but wish to deliver Aged Care and/or Digital Skills Programs under this initiative, you may lodge a request via this process for the Department’s consideration.

In both instances, please ensure to include the relevant details in Parts 2 and 4 of the 2022 Contract Variation Form.

Foundation Skills Approved Provider List

Training Providers that are not currently on the Approved Provider List, considering an application to be an Approved Provider of government subsidised Foundation Skills training under Skills First from 2022, or Training Providers wishing to add an extra Domain, will require to lodge a request for the department’s consideration.

The department will publish guidance on this application process in the coming weeks. In the meantime, you may submit PDPs for Foundation Skills Programs which will be considered pending your inclusion on the Foundation Skills Approved Provider List for the relevant Domain.

Training Providers are also required to submit a Program Delivery Plan in line with the 2022 Guide to Program Delivery Plans – Requests for Addition to Funded Scope.

Monitoring of training provision

Through the monitoring of training provision, the Department may decide to not grant additions to Funded Scope for Skills First AQF qualifications or introduce Program Allocations to manage any risk of oversupply.

When requesting additions to Funded Scope for *Skills First* AQF qualifications, Training Providers are encouraged to submit comprehensive information of their planned delivery including, where possible, evidence of local need, industry demand or an established cohort of students seeking to train. This will help inform the department's decisions in relation to your request.

Resources

- 2022 Contract Variation Request Form – Funded Scope (published in the Documents section of SVTS)
- 2022 Guide to Program Delivery Plans – Requests for Addition to Funded Scope (published in the Documents section of SVTS)
- 2022 Jobs and Training Needs Reports (published on 31 August 2021 in the Documents section of SVTS)

Critical Dates

- Requests may be lodged from the date of this Contract Notification. The PDP frameworks '2022 Program Delivery Plans (Qualifications)' and '2022 Program Delivery Plans (Skill Sets)' are now open.
- The date of the closure of this process will be advised by SVTS announcement.

Ryan Collins
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