

GUIDE TO CONTENT CHANGES IN THE 2023 CONTRACT AND GUIDELINES

What has changed and why?	Reference
STREAMLINING REQUIREMENTS	
<p>Enabling electronic signatures for Contract execution and Notices</p> <p>To improve efficiency, we've made changes to allow the use of electronic signatures for Contract execution and Notices. This means that all types of Notices can be signed electronically and sent by email, including when you need to send us a Dispute Notice. This has not removed the option to use mail as an alternative.</p>	<p>Clauses 10.14, 14.1, 14.2, 14.3, 14.4</p>
<p>Removed requirements for pre-and post-testing of Foundation Skills</p> <p>We removed the clauses describing the requirement for pre-and post-testing of Foundation Skills as we don't intend to reinstate the requirement for testing in 2023.</p>	<p>N/A</p>
<p>End of the Contract Term</p> <p>We simplified the clause that describes the Term of the Contract. The Term of the Contract begins on the Commencement Date and continues until all Skills First students who commenced training between the Commencement Date and 31 December 2023 have completed or withdrawn from training, or we terminate or otherwise agree in writing to end the Contract.</p> <p>We removed a more complex part of this clause that said the Term ends if there is no training activity reported for 12 months after the final data submission date, unless you notify us by 30 days before the end of that 12-month period that there are remaining Skills First students. We don't need this if we can confirm that all Skills First students have completed or withdrawn from training.</p>	<p>Clause 2.2</p>
REDUCING ADMINISTRATIVE BURDEN	
<p>Removed requirement to publish registration audit information</p> <p>We removed the requirement to publish a summary of your most recent registration audit information on your website. We no longer think this is the most useful consumer information to help students make decisions about training. ASQA's process for re-registrations has also changed, which means that not all training providers will go through the same process, so the information will not be consistent and comparable.</p>	<p>N/A</p>
<p>Simplified requirements for using attendance rolls as EOP for clustered delivery</p> <p>We removed the requirement to provide additional evidence (such as a timetable or lesson plan) showing which subjects were taught when you use an attendance roll as EOP for a subject delivered as part of clustered delivery. This is because in most cases, the attendance roll itself clearly shows the subjects delivered in the class. However, if this is not clear from the attendance roll, we may ask for additional evidence.</p>	<p>Clause 9.8(c)</p>

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<p>Relying on evidence of eligibility verified through the Document Verification Service (DVS)</p> <p>You can rely on evidence sighted and retained for a previous enrolment for subsequent enrolments, as long as the evidence has not expired. When using the DVS to verify evidence of eligibility, the transaction record from the Gateway Service Provider shows the type of document that was checked and that the details match a valid and current document in the DVS. But it does not include the expiry date of the evidence verified.</p> <p>To remove barriers to using the DVS, we'll now allow you to rely on evidence of eligibility verified through the DVS without retaining the expiry date for subsequent enrolments that occur within the same calendar year as the original DVS check.</p>	<p>Clause 2.8 of the Guidelines About Eligibility</p>
<p>CLARIFYING EXISTING REQUIREMENTS</p>	
<p>Evidence of Participation (EOP) for superseded and superseding subjects</p> <p>We added a new clause to clarify that you should treat superseded and superseding subjects as a single subject for the purposes of maintaining EOP. This means that when a student transfers from a superseded to a superseding subject, you need to maintain two points of EOP in the same way as you would for any other subject.</p>	<p>Clause 9.7 of Schedule 1</p>
<p>Using attendance rolls as EOP for withdrawn students</p> <p>We amended the wording in Clause 9.8(c) of Schedule 1 to clarify that where a student withdraws after attending only the first class of a program, you cannot use the attendance roll from that class as EOP unless you provide additional evidence to show that the class was not simply an induction or orientation. The amended wording is to avoid an interpretation that you need additional evidence for the first class of every subject in a program, rather than just the first class of the program.</p>	<p>Clause 9.8(c) of Schedule 1</p>
<p>Verifying dependents of card holders for concessions</p> <p>We provided some extra guidance to help you sight and retain evidence of concession when the student is a dependant child or spouse of a concession card holder. As well as recording the type of concession card verified for the primary card holder, you can also make a note on the student's file describing their relationship to the card holder.</p>	<p>Clause 3.9(d)(footnote) in the Guidelines About Fees</p>
<p>Eligibility for Foundation Skills</p> <p>We clarified that when you're enrolling a student in a Foundation Skills Program, their previous commencements should not be taken into account when determining the '2 at level in a lifetime' limit. This rule was mistakenly omitted from previous Guidelines.</p>	<p>Clause 1.12 of the Guidelines About Eligibility</p>

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<p>Fee concessions for skill sets</p> <p>We've clarified that students who are entitled to a fee concession can receive it when they enrol in a skill set.</p>	<p>Clauses 3.8 and 3.11(b) of the Guidelines About Fees</p>
<p>Apprenticeship and Traineeship requirements</p> <p>For Apprentices and Trainees, we clarified that:</p> <ul style="list-style-type: none"> the Training Plan must align to the TAS (or document and justify why it doesn't), consistent with non-Apprenticeship and Traineeship Training Plans (or you must document and justify why it doesn't) if an employer and their Apprentice or Trainee is applying to the VRQA to extend the Training Plan, the request for variation must be made before the nominal end date of the Training Contract you must keep a record of the four minimum contacts you make with an Apprentice or Trainee's employer. 	<p>Clause 6.16 of Schedule 1</p> <p>Clause 3.1 and 4.1 of the Guidelines About Apprenticeship/ Traineeship Training Delivery</p>
<p>Updated VCAL loading to VCE and VPC loading</p> <p>We changed the VCAL loading to the 'VCE and VPC loading' to update it for the new senior secondary arrangements in 2023. This means the loading can apply to students studying for either the Victorian Certificate of Education (VCE) or the Victorian Pathways Certificate (VPC).</p>	<p>Clause 11.2(c) of Schedule 1</p>
<p>UPDATED INITIATIVES AND PROGRAMS</p>	
<p>JobTrainer</p> <p>This initiative isn't included in the 2023 Contract or the Guidelines About Eligibility because it finishes at the end of 2022.</p> <p>We also updated the Free TAFE for Priority Courses initiative to reflect the removal of JobTrainer.</p>	<p>N/A</p>

What has changed and why?	Reference
<p>Construction Industry Skill Sets</p> <p>This initiative isn't included in the 2023 Guidelines About Eligibility because this initiative finishes at the end of 2022.</p>	<p>N/A</p>
ACCOUNTABILITIES	
<p>Web content accessibility</p> <p>To promote inclusion, the requirement to comply with the principles of the Web Content Accessibility Guidelines 2.0 applies to any learning materials published online, rather than just those materials used for training and assessment delivered online.</p>	<p>Clause 7.4 of Schedule 1</p>
<p>Notification of events affecting Apprenticeships and Traineeships</p> <p>To improve the oversight of Apprentices' and Trainees' welfare, we added some events affecting Apprenticeships and Traineeships that you must notify. To make notifications easier, we added email addresses for the Victorian Registrations and Qualifications Authority (VRQA) and Apprenticeships Victoria.</p> <p>You must notify:</p> <ul style="list-style-type: none"> • the VRQA and Apprenticeships Victoria immediately if an Apprentice or Trainee suffers a serious injury • the relevant Apprenticeship Network provider within two weeks if a Trainee loses their employment (consistent with Apprentices) • the VRQA within two weeks if you will continue training an Apprentice or Trainee while they are no longer employed <p>When you notify the Apprenticeship Network provider that an Apprentice or Trainee hasn't enrolled, hasn't started training or has withdrawn, you must now notify the employer at the same time.</p> <p>We've also clarified advice about how you should support both Apprentices and Trainees when they lose their employment, including referring them to the Retrenched Apprentices and Trainees Program which is no longer limited to Apprentices and Trainees that have been impacted by Covid.</p>	<p>Clauses 1.5, 5.1, 5.2, 5.6 and 5.7 of the Guidelines About Apprenticeship and Traineeship Training Delivery</p>

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<p>Practical placements</p> <p>We've updated the contract to reflect a regulatory change to insurance coverage for students on practical placements.</p> <p>As a result of amendments to the National Vocational Education and Training Regulator Regulations 2011, Skills First students at training providers registered with the Australian Skills and Quality Authority (ASQA) are covered by the department's WorkCover insurance policy while on practical placements. This is effective from 13 April 2022. Students at training providers registered with the Victorian Registration and Qualifications Authority (VRQA) are already, and continue to be, covered by the department's WorkCover insurance policy.</p> <p>Students on interstate practical placements may also be covered. For the purposes of insurance coverage, when a practical placement is taking place interstate the practical placement agreement must now:</p> <ul style="list-style-type: none"> • show that the duration of the placement will be no more than 6 months • state that the student is enrolled in training in Victoria, and as such the work undertaken during the placement is connected to Victoria. <p>The contract links to the updated Practical Placement Guidelines (7 October 2022) published on the department's website.</p>	<p>Clause 8.5 and 8.6 of Schedule 1</p>
ADMINISTRATIVE CHANGES	
<p>We made a number of minor changes for continuous improvement purposes. These administrative changes are to correct or clarify information, improve readability, and update terminology.</p> <p>Updated terminology includes changes to reflect the introduction of the new:</p> <ul style="list-style-type: none"> • VCE incorporating the VCE Vocational Major • Victorian Pathways Certificate. <p>Refer to the 'Guide to edits – Contract' and 'Guide to edits – Guidelines' documents for full details.</p>	<p>Clause 1.1</p> <p>Clause 2.4, 3.4, 6.6, 11.2(c), 11.15, 11.16, 11.18, 14.6, 17.5 of Schedule 1</p> <p>All Guidelines</p>