For all RTO staff

Purpose

- In accordance with Clauses 1.3(h) and 4.2(a) of the VET Funding Contracts, this Contract Notification varies relevant clauses and related Guidelines to support automotive supply chain employees to undertake training at the same or a lower level as a qualification they may already hold.

Background

- The automotive supply chain industry is being supported by the Victorian Government through a two year $30 million investment to extend the training entitlement and provide support to affected employees.

- In addition, from September 2014 employees working in the automotive supply chain industry will have access to Workforce Development Centres (drop in support centres) and targeted professional careers advice to align training with job outcomes.

- The Automotive Supply Chain Training Initiative will ensure Victoria’s training system supports individuals transitioning during major changes to Victoria’s automotive manufacturing sector.

- For further information see the related Fact Sheet in the Documents section of SVTS.

Main Points

Changes to eligibility for the Victorian Training Guarantee – Automotive Supply Chain Training Initiative

- From 1 July 2014, individuals that are referred to training under the Automotive Supply Chain Training Initiative will not be required to meet the upskilling criterion of the Victorian Training Guarantee. All other eligibility criteria will continue to apply.

- This expanded entitlement to training allows referred workers to reskill at the same (or lower) level as any qualification they already hold.

- This Contract Notification varies VET Funding Contracts to add the following subclause (f) to Clause 2.13 of Schedule 1 of the VET Funding Contracts:

  To be considered an Eligible Individual for the purpose of this Schedule 1, individuals undertaking training under the following arrangements must present the relevant Referral Form to the RTO prior to enrolment:

  f) Automotive Supply Chain Participants
This Contract Notification also varies the Guidelines about Determining Student Eligibility and Supporting Evidence to add the following new Clauses 2.11-2.14:

Automotive Supply Chain Training Initiative

2.11 Individuals referred to training under the Automotive Supply Chain Training Initiative must meet all Victorian Training Guarantee eligibility criteria except the ‘upskilling’ requirement set out at Clause 2.6(b)(v) of Schedule 1 of the VET Funding Contract.

2.12 Referred individuals must commence training within twelve months of the date of Department representative’s signature in Part A of the referral form.

2.13 RTOs must retain the original completed referral form for audit or review purposes and return a copy to:

Mr Andrew Williamson  
DEECD  
Training Participation and Facilitation Division  
Level 3, 2 Treasury Place  
East Melbourne VIC 3002

2.14 Individuals referred under this initiative that do not meet the ‘upskilling’ requirement must be reported to the Department through the use of the Eligibility Exemption Indicator field in the monthly Student Statistical Reports to be provided under the VET Funding Contract.

Referral process

- Individuals in Victorian automotive supply chain firms identified by the Department will be able to access the expanded entitlement through a referral process.
- Referrals will only be made by the Department’s Regional Market Facilitation Managers or authorised Department representatives in the first instance. A list of Regional Market Facilitation Managers is available online at www.education.vic.gov.au/training/employers/industry/Pages/rmfm
- Prior to enrolment, individuals must present an Automotive Supply Chain Training Initiative Referral Form to the RTO. For reference, a sample Referral Form has been published in the Documents section of SVTS.
- RTOs must retain the original completed Referral Form for audit or review purposes. Reporting requirements
- RTOs should be aware that the cohort referred under this initiative will include individuals that wish to upskill in accordance with the usual Victorian Training Guarantee eligibility requirements, and those that wish to reskill at the same or a lower level.
- Regardless of whether the individual is upskilling or not, RTOs must report all students referred to training as an Automotive Supply Chain Participant using the relevant Funding Source Identifier – State Training Authority set out below:
  - AEP - Automotive Supply Chain Training Initiative (General, non-Apprentice/Trainee)
  - AEL - Automotive Supply Chain Training Initiative (Apprentice/Trainee)
- Individuals referred under this initiative that are not upskilling must also be reported to the Department through the use of the Eligibility Exemption Indicator field in the monthly Student Statistical Reports to be provided under the VET Funding Contract.
- The Department stresses the importance of correctly reporting all individuals referred under this initiative, which may be tested at audit. The 2014 Victorian VET Student Statistical Collection Guidelines will be updated to include this new reporting requirement shortly.

Critical Dates

- This Contract Notification is effective immediately and applies to enrolments from 1 July 2014.

Lee Watts  
Executive Director  
Training Market Operations