

Contract Notification

CN No.	2019-04	Date:	1 February 2019
To:	Chief Executive Officer or equivalent		
Purpose:	For information		
Scope:	2018-19 Standard VET Funding Contract 2018-19 Restricted VET Funding Contract		
Subject:	Invitation to training providers to request the addition of programs to their <i>Funded Scope</i> for 2019		

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 in 2019; and
 - framework for the Department's consideration of such requests.
- Please note that this Contract Notification pertains to requests for addition of programs to Funded Scope only. Requests for increases to Commencement Allocation will not be considered at this time.

Background

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;
 - **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, and the Department's view of whether a particular course is at risk of oversupply (consistent with the *Jobs and Training Needs Report*; information about market wide supply and demand obtained from *Program Delivery Plans*; monthly activity reporting; Departmental modelling; and industry consultation).
- 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 set a Qualification Allocation – ie 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 additions to *Funded Scope*, the training provider must:
 - lodge a ‘2019 Contract Variation Request – Addition to Funded Scope’ form, and
 - submit a *Program Delivery Plan* and a *Training and Assessment Strategy* for each course relevant to the request.
- The ‘2019 Contract Variation Request – Addition to Funded Scope’ form has been published in the ‘Documents’ section of SVTS.
- Separately, to assist in completing *Program Delivery Plans*, a copy of the “*Guide to the Program Delivery Plans*” that was published with the 2018-19 *Skills First* Provider Selection Process has been re-published in the Documents section of SVTS. Page four 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 and associated Training and Assessment Strategy must be lodged electronically via the Enquiries function of SVTS (under the category “*Skills First* Funding Contract – requests for Additional Commencements/Expanded Funded Scope”);
 - 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 “2018-19 Call for Expressions of Interest...” 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 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 date of the closure of this process will be advised by SVTS announcement.

Relevant Resources

- '2019 Contract Variation Request – Addition to Funded Scope' form (published in the 'Documents' Section of SVTS)
- *Guide to the Program Delivery Plans* (published in the 'Documents' Section of SVTS)

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