

# Contract Notification

<b>CN No.</b>	<b>2019-06</b>	<b>Date:</b>	<b>6 February 2019</b>
<b>To:</b>	Chief Executive Officer or equivalent		
<b>Purpose:</b>	General Information		
<b>Scope:</b>	All 2018-19 VET Funding Contracts		
<b>Subject:</b>	Reminder of key contractual obligations for 2019 calendar year		

For all Training Provider staff

## Purpose

- This Contract Notification is to remind training providers of key contractual obligations at the start of the 2019 calendar year and to provide information about reporting templates and guidance to support compliance.

## Background

- The 2018-19 VET Funding Contract includes a number of reporting requirements and/or requirements for documentation with prescribed elements for which the Department of Education and Training (the Department) has provided templates. The Department confirms these templates can continue to be used in 2019.
- In addition, the Department has published a number of guidance documents throughout the 2018 calendar year, and the Department confirms these can also continue to be used in 2019.
- This Contract Notification also provides a reminder to training providers of key contract provisions related to Evidence of Participation.

## Main Points

- Training providers are reminded of the following key contractual provisions with reporting requirements and/or documentation requirements with prescribed elements, for which the Department of Education and Training (the Department) has provided templates in 2018. The 2018 templates and documents listed below can continue to be used in 2019 and the table provides information to assist with locating them in the 'Documents' section of SVTS.

Clause Reference <sup>1</sup>	Contract requirement	Title and date of publication in SVTS
Clause 7.12 Clause 1.4 c) of Schedule 1	<p><i>Reporting use of Brokering Services</i></p> <p>Training providers must provide the Department with details of all third party arrangements for the delivery of Brokering Services on the training provider's behalf within 30 days of entering into any such further arrangement.</p> <p>This <b>must be reported in a format determined by the Department</b>. The Department published the format for this reporting requirement in 2018, and this can continue to be used in 2019.</p> <p>Training providers are also reminded of the requirement to publish a list of all Brokering Services they use in a prominent place on their website.</p>	<p>'Reporting of Brokering Services Form - CN 2018-04'</p> <p>(see also: CN 2018-04, in the 'Memo's' section of SVTS for further information)</p> <p>24 January 2018</p>

<sup>1</sup> All Clause references based on 2018-19 VET Funding Contract (version 2.0)

Clause 12.8 of Schedule 1	<p><i>Register of Trainer and Assessors</i></p> <p>Training providers must establish and maintain an up to date Register of Trainers and Assessors, detailing the information about each individual <i>Skills First</i> Teacher set out at Clause 12.8 of Schedule 1.</p> <p>The Department has provided a sample template for training providers that includes all required information. It is <b>not mandatory</b> to use this template, however if training providers use a different format, they must be able to provide the information readily to the Department on request.</p>	<p>'Sample 2018-19 Register of Trainers and Assessors'</p> <p>15 January 2018</p>
Clause 1.4 d) of Schedule 1	<p><i>Online service standards</i></p> <p>Where training and/or assessment is delivered online, training providers must publish 'online service standards' in a prominent place on their websites.</p> <p>The online service standards are an important tool to assist students to make an informed choice of which delivery mode and training provider will suit their individual needs and best help them to achieve the outcomes they seek from training.</p> <p>The Department has <b>prescribed the items to include</b> in these online service standards, but <b>has not prescribed any minimum requirements for each item</b>, recognising these may vary depending on the training provider and/or cohort.</p>	<p>'Prescribed online service standards'</p> <p>22 February 2018</p>
Clause 5.1 of Schedule 1	<p><i>Pre-Training Review</i></p> <p>Training providers must conduct a Pre-Training Review, as part of enrolment, or prior to the commencement of training, to ascertain a suitable, and the most suitable, course for each individual student to enrol in. Clause 5.1 of Schedule 1 lists the specific items that must be addressed in the Pre-Training Review.</p> <p>The Department has provided a sample template for recording the outcomes of a Pre-Training Review.</p> <p>It is <b>not mandatory</b> to use this specific template, however training providers are encouraged to consider using this or a similar template to draw together the inputs feeding in to their own Pre-Training Review process, and document clearly how it was decided that a course or qualification was suitable for an Eligible Individual.</p>	<p>'Skills First Pre-Training Review – Sample Template 2018'</p> <p>23 March 2018</p>

*Guidance documents published in 2018 that remain current in 2019*

- The Department published a range of reference and guidance documents on SVTS in 2018. Training providers are advised that the following documents published in 2018 remain current in the 2019 calendar year and provides information to assist with locating them in the 'Documents' section of SVTS.
- Training providers are encouraged to refer to these documents for information about key contractual requirements and to continue to monitor SVTS for new guidance published in 2019.

Title and description	Date of publication in SVTS
<p><b>'Skills First Quality Charter'</b></p> <p>Provides information about the Department's expectations of training providers in the provision of key aspects of Training Services</p>	19 February 2018
<p><b>'Factsheet: Online Learning'</b></p> <p>Provides information about requirements in the VET Funding Contracts in relation to online learning</p>	22 February 2018
<p><b>'Skills First Program Audit and Review Strategy'</b></p> <p>Details the Department's approach to assuring funding and quality under the VET Funding Contracts.</p>	2 May 2018

<p><b>‘Fact Sheet: Disallowed Persons’</b></p> <p>Provides information on the Disallowed Persons requirements in VET Funding Contracts</p>	7 June 2018
<p><b>Consumer Awareness and Protection factsheet (version 2.0)</b></p> <p>Provides information about requirements to publish and/or provide information to students to enable them to make an informed choice about training</p>	24 July 2018
<p><b>‘Records and Record Keeping Requirements Fact sheet V2.0’</b></p> <p>Provides an overview of key record keeping requirements in the VET Funding Contracts</p>	24 August 2018
<p><b>‘Fact Sheet - Withdrawn (and Deferred) Program Enrolments (V1.1)’</b></p> <p>Clarifies the definitions, processes and reporting requirements relating to withdrawn Program Enrolments. This is a companion fact sheet to the Fact Sheet - Withdrawn Subject Enrolments.</p>	15 November 2018 (revised version as at 23 November 2018)
<p><b>‘Fact Sheet - Withdrawn Subject Enrolments V1.1’</b></p> <p>Clarifies the definitions, processes, evidence and reporting requirements relating to withdrawn subject enrolments. This is a companion fact sheet to the Fact Sheet - Withdrawn (and deferred) Program Enrolments</p>	15 November 2018 (revised version as at 6 December 2018)

*Reminder of other key contractual provisions – Evidence of Participation*

- Training providers are reminded of the following particular requirements in relation to Evidence of Participation (EoP) and are encouraged to review their business practices to ensure they meet these requirements.
  - Training providers must maintain documented evidence of engagement by the Eligible Individual in the learning and/or assessment activity.
  - To be valid, evidence must contain the Eligible Individual's name or identification number, a unit of competency identifier and a date. The Department will determine if the evidence provided is sufficient to substantiate the claim that the Eligible Individual participated in training.
  - Clause 11.5 a) to g) are the only EoP that are accepted under the VET Funding Contract.
  - Please also note the different EoP requirements depending on the period of time between the Activity Start Date and Activity End date of the unit of competency:

<b>Period of time between the Activity Start Date and Activity End Date of the unit of competency</b>	<b>EoP requirement</b>
One month or less (inclusive)	<b>One point</b> of EoP per unit of competency must be provided
Greater than one month	<p><b>Two points</b> of EoP per unit of competency must be provided, and</p> <ul style="list-style-type: none"> <li>• one point must be within the <b>first month</b> and one point within <b>the last month</b> of training delivery and/or assessment as identified by the reported Activity End Date.</li> <li>• The two points of EoP provided must be in <b>two different forms</b></li> <li>• an auditor would consider the time elapsed between the start and end date (or withdrawal) of the unit of competency and use discretion as to a reasonable demonstration of ongoing engagement by an individual in learning and/or assessment activity across the unit of competency.</li> </ul>

## Resources

- Templates and guidance documents published in the 'Documents' section of SVTS, as outlined in the Main Points section of this Contract Notification.
- CN 2019-03 - providing the Internal Audit checklist.

## Critical Dates

- 6 February 2019.

## Greg Norton

Executive Director  
Training Market Services