

**2018-19  
SKILLS FIRST VET  
FUNDING CONTRACT  
(EXTENDED TO 31  
DECEMBER 2020)**

**GUIDE TO PROGRAM DELIVERY  
PLANS - 2020 ALLOCATIONS AND  
FUNDED SCOPE**

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Melbourne August 19

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# Purpose of the Program Delivery Plans (PDPs)

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## General

Program Delivery Plans (**PDP**) submitted by Training Providers will provide the Department with important information that will assist in further improving the training system and in understanding the type of training to be on offer and how it will be delivered.

**PDPs are not to be submitted for delivery the Training Provider intends to be fee-for-service.**

## Literacy and Numeracy Support

Depending on learner needs and delivery contexts, Literacy and Numeracy Support is designed to enable the selection and use of approved Literacy and Numeracy Support units to address the individual needs of learners to aid completion of a vocational qualification under the Skills First program.

Literacy and Numeracy Support is specifically designed for learners requiring literacy and numeracy skills to support the achievement of vocational competence. As such, commencements in Literacy and Numeracy Support will not be counted towards any initial allocations.

The Department remains committed to the acquisition of full foundation skill qualifications where appropriate to the learner and where they appear on the Approved Foundation Skills List.

In line with the above, PDPs must NOT be submitted for Literacy and Numeracy Support.

See more: <http://www.education.vic.gov.au/Documents/training/providers/rto/currlnsupportlitnum.pdf>

## Multiple PDPs for a single program

While Training Providers must complete at least one PDP for each Program they anticipate delivering, there are circumstances where they must complete more than one PDP for the same Program, such as if:

- The Program will be delivered using more than one enrolment type, i.e.:
  - Apprenticeship
  - Traineeship
  - Non-Apprenticeship/Traineeship;
- The Program is to be offered as both a standalone and as part of a dual qualification;
- The Program is to be offered as part of more than one dual qualification Program;
- The Program consists of distinct streams, more than one of which will be delivered; and
- The Program will be offered in more than one way that represents significant differences in aspects within the PDP, such as (but not limited to):
  - alignment with Objectives of the VET Sector in Victoria (see: <http://www.education.vic.gov.au/skillsfirst/Pages/about.aspx>);
  - the duration and intensity of the course; and
  - the methods and modes of training and assessment.

**Note:** In this *Guide to PDPs – 2020 Allocations and Funded Scope (Guide)*, any references to the 2018-19 VET Funding Contract refer to the latest version issued by the Department in SVTS. If there is any conflict or inconsistency between this Guide and the VET Funding Contract, the VET Funding Contract takes precedence.

# What's New in the 2020 Program Delivery Plans

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## Contact details

Once you have selected the 2020 PDP application from the drop down menu, contact details fields will appear above your list of PDPs.

These are prepopulated with details entered by your organisation in the Expressions of Interest Process run in 2017 for the 2018-19 Contract, and should be updated to reflect the best contact person in your organisation regarding 2020 set of PDPs. This is the person the Department will call with any questions or concerns regarding the submitted PDPs.

## Questions removed

To streamline the process of submitting PDPs, the Department made the decision to remove two questions.

These are:

1. the free text question that required an 'Overview of process for determining if this specific training is suitable and appropriate'; and
2. the tick box that indicated whether or not your organisation intends to subcontract any part of the delivery of the program.

## Duplicate button

To help make it easier when submitting PDPs for several different streams of the same program, where most of the information might be the same but with a few small differences, we have introduced the 'duplicate' button.

Clicking this button, either in the PDP list screen or at the bottom of a PDP, will create a second PDP exactly the same in draft, for you to edit and submit. Note that this will not copy attachments, so you will need to attach any files you wish to include.

## Extra validation rules

To assist with the Department's data analysis, SVTS will now ensure that the correct type of answer (e.g. integers) are entered in some questions that did not previously have a validation.

For example, in the question that asks for delivery areas and the percentage of delivery expected in them, if you write 'majority', you will get a validation message when you try to submit the plan that requests a valid integer be entered (e.g. 70).

## Prepopulated draft PDPs

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Pre-populated draft PDPs have been created based on PDPs successfully submitted by your organisation for delivery in 2019 (both through the process run in 2018 for determining 2019 Funded Scope, and through Contract Variations). Only PDPs for programs that were successful, i.e. were included in your organisation's 2019 Funded Scope, have been replicated.

### Note:

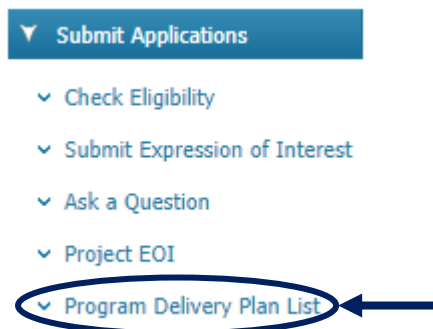
- Attachments were not copied, so please take care to attach any supporting documents you wish to include.
- The Department expects these to be updated to reflect an accurate forecast of your intended training in 2020.
- You must click 'submit' for a PDP to be formally received by the Department. Any PDPs with the status 'draft' at the close of the PDP process will be assumed to have been deliberately not submitted, and will not be assessed for inclusion on your organisation's 2020 Funded Scope.

# Finding and navigating the Program Delivery Plan section of SVTS

## Find the PDP location

**Login** to the Skills Victoria Training System (SVTS) via <http://www.education.vic.gov.au/svts/>. If there are difficulties with accessing the system, please access the *SVTS Login User Guide* from the login screen.

**Click** the 'Submit Applications' left side bar menu, and then **click** 'Program Delivery Plan List'.

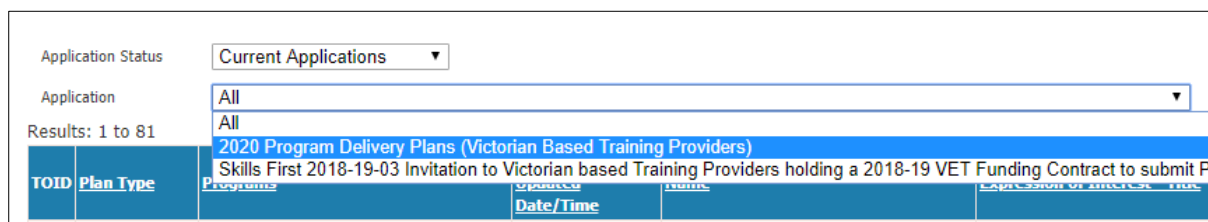


## Select the correct Application form

Use the Application Status field to show only applications that are currently open for submissions ('Current Applications').

**Select** the appropriate Application from the drop down. For the 2020 PDP process this will be one of the following:

- '2020 Program Delivery Plans (Victorian Based Training Providers)' or
- '2020 Program Delivery Plans (Non-Victorian Based Training Providers)'



**Note:** The option to create a PDP will only be present once an application has been selected.

Once an application has been selected, you will be able to see the following:

- **Contact details fields** will appear for you to fill in. These should reflect the best person for the Department to contact with any questions regarding your organisation's 2020 Program Delivery Plans. Update the details and click 'Save Contact'.
- **'Commencement Limit', 'Total Commencements Forecast (submitted)', and 'Total Commencement Forecast (draft)** - these tell you the maximum limit of Commencements you are able to submit PDPs for under this framework, and how many are reflected in the PDPs you have submitted and those you have in draft, respectively.
- A list of all your organisation's PDPs in draft or submitted under this application framework.

## Navigate around (basic)

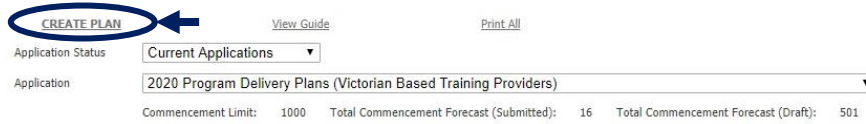
From here you can do the following:

- **Create Plan:** Allows the creation of PDPs, as per the below
- **View Guide:** Launches this guide
- **Print All:** Creates a PDF report for all PDPs created under this application.

- Open an existing plan and edit it or submit it

## Create a new PDP

To start a new PDP **click** 'CREATE PLAN'.



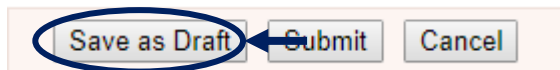
SVTS will now have open an empty draft PDP for you to complete. See 'Fields and Questions in a Program Delivery Plan' for assistance in how to fill one in.

## Save as Draft, Submit or Cancel PDPs

**Please remember to save PDPs often and always!**

The PDP has a set of options at the bottom of the page. These can be **clicked** to trigger these actions:

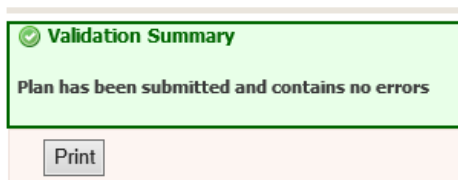
- **Save as Draft:** Allows the current plan to be saved, and runs a validation check.
- **Submit:** Runs a validation check and, if this passes with no errors, submits the plan.
- **Cancel:** Leaves the screen without saving changes or updating a plan



This can be done at any stage.

## Submit a PDP

Once finished developing a PDP, it must be submitted in order for it to be considered. A PDP cannot be submitted with errors (see 'Errors: Validation Summary' below). Once all errors are resolved, the PDP can be successfully submitted.




Once submitted, a PDP can be edited and resubmitted if necessary, or deleted at any time before the close of the 2020 PDP Process. If you click 'Save as Draft' on a submitted PDP, it will change the PDP status from 'Submitted' to 'Draft' and would then need to be submitted again to be considered as final.

## Errors: Validation Summary

The PDP template has a number of validations included within to assist Training Providers with ensuring that all information is complete and correct.

If SAVE is selected but the form is not complete or has errors, the below validation summary will appear at the top of the screen, showing the errors.

To navigate to error, click any of the category headings.

 **Validation Summary**

Plan has been saved, but contains the following errors

PLAN INFORMATION

- Plan Name must be provided

PROGRAM DETAILS

- At least one Program must be selected.

ALIGNMENT

- 'Alignment with Objectives for the VET Sector of Victoria' must be provided.
- 'Overview of process for determining if this specific training is suitable and appropriate' must be provided.

PARTICIPATION

- 'Participation – Expected Commencements Q1' must be a valid integer.
- 'Participation – Expected Commencements Q2' must be a valid integer.
- 'Participation – Expected Commencements Q3' must be a valid integer.
- 'Participation – Expected Commencements Q4' must be a valid integer.

DURATION AND INTENSITY


- 'Expected Duration' must be provided. The value must be zero or whole number
- 'Expected PUSH Hours' must be provided. The value must be zero or whole number

DELIVERY MODE

- 'Face to Face' share must be a valid integer.
- 'Real-time remote' share must be a valid integer.
- 'Self-paced remote' share must be a valid integer.
- 'Other' share must be a valid integer.

Despite the errors, the PDP will save, and once the errors are resolved, the PDP will save with the below message:

## Program Delivery Plan 2019

 **Validation Summary**

Plan has been saved and contains no errors

Print

## Move between PDPs

The next time the PDP list page is entered, your new PDP will appear, along with a note on the commencement numbers and any errors associated.

TOID	Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Option
	Detailed Plan	Certificate III in Hospitality (Restaurant Front of House) (SIT30716)	06/08/2018 10:05	Test plan b	Skills First 2018-19 Mini-EOI for Victorian based Training Providers	Draft	StandAlone Qualification	110	0	<a href="#">View</a> <a href="#">Print</a> <a href="#">Delete</a>
	Detailed Plan	Advanced Diploma of Hospitality Management (SIT60316)	03/08/2018 15:02	Test plan a	Skills First 2018-19 Mini-EOI for Victorian based Training Providers	Draft	StandAlone Qualification	180	0	<a href="#">View</a> <a href="#">Print</a> <a href="#">Delete</a>

This list will grow as more PDPs are created.

## Returning to a PDP (to review or edit)

To go back to a PDP, simply click **View** in the list screen.

## Deleting a PDP

To delete a PDP, click **Delete**

TOID	Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Option
	Detailed Plan	Certificate I in General Education for Adults (22236VIC)	10/07/2018 15:35	New plan abc	Skills First 2018-19-01 Mini-EOI for Victorian based Training Providers	Draft	StandAlone Qualification	0	0	<a href="#">View</a> <a href="#">Print</a> <a href="#">Delete</a>
	Detailed Plan	Certificate I in EAL (Access) (22250VIC)	10/07/2018 14:49	Test plan a	Skills First 2018-19-01 Mini-EOI for Victorian based Training Providers	Draft	StandAlone Qualification	0	0	<a href="#">View</a> <a href="#">Print</a> <a href="#">Delete</a>

**Note:** Once deleted PDPs cannot be retrieved.

## Duplicate a PDP

To create a duplicate copy of a PDP (for example in order to create a new PDP for a slightly different stream of a program based on one you have already created), click the 'Duplicate' button.

Display: 400 ▼

Program Type	Commencement Forecast	Number Errors	Option
StandAlone Qualification	16	0	<a href="#">View</a> <a href="#">Print</a> <a href="#">Delete</a> <a href="#">Duplicate</a>
StandAlone Qualification	16	0	<a href="#">View</a> <a href="#">Print</a> <a href="#">Delete</a> <a href="#">Duplicate</a>



## Print a PDP

To print an individual PDP, simply click **Print**.

TOID	Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Option
	Detailed Plan	Certificate I in EAL (Access) (22250VIC)	10/07/2018 14:49	Test plan-a	Skills First 2018-19-01 Mini-EOI for Victorian based Training Providers	Draft	StandAlone Qualification	0	0	View Print Delete

## Print all PDPs

In the main PDP area, once an application is selected a Print All hyperlink can be seen. Clicking this prints off a PDF copy of ALL PDPs related to the application, including their current status.

[CREATE PLAN](#)
[View Guide](#)
[Print All](#)

Application: Skills First 2018-19-01 Mini-EOI for Victorian based Training Providers

## Fields and Questions in a Program Delivery Plan

The sections below are intended to provide an indicative guide to the types of information required for a PDP.

To open an existing PDP, click the view button (or to create a new PDP click the button at the top of the screen).

TOID	Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Option
	Detailed Plan	Certificate I in EAL (Access) (22250VIC)	10/07/2018 14:49	Test plan-a	Skills First 2018-19-01 Mini-EOI for Victorian based Training Providers	Draft	StandAlone Qualification	0	0	View Print Delete

Once a PDP is open, the followed sections will be visible.

### Expression of Interest

This sections shows the name of the EOI and year for which you are applying.

#### EXPRESSION OF INTEREST

Name:	2020 Program Delivery Plans (Victorian Based Training Providers)
Year:	2020

### Status

This shows details of the PDP opened, including the status, the date it was created and the date it was last submitted to SVTS (saved or submitted).

#### STATUS

PDP Status:	Draft
Created:	10/07/2018 2:48:37 PM by
Last Submitted:	10/07/2018 2:49:49 PM by

## Applicant Provider Details

In this section of the PDP, SVTS shows the Training Provider's TOID and Legal Name.

### APPLICANT PROVIDER DETAILS

TOID:		Legal Name:
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## PDP Information

This has been provided to help quickly differentiate between multiple PDPs.

### PLAN INFORMATION

Name:	Plan Two
Description:	Loving it

## Program Details

Here one or two Program(s) intended for delivery should be selected. For 2020 PDPs, the list of available programs includes those that are both on the 2020 Funded Courses List and on your organisation's scope of registration as reflected on <http://www.training.gov.au>.

### PROGRAM DETAILS

Please select a Program(s) from the list below:

Program (Course)	Enrolment Type
Certificate I in EAL (Access) (22250VIC) ▼	Non-Apprenticeship/Traineeship ▼
▼	▼

Type of Program:

**Note:** The Department treats these PDPs as meaning not only the code listed but also any relevant superseding or superseded versions (funded for new commencements in 2020).

The Training Provider is required to identify the type of training to be delivered. If the program is being delivered as a dual qualification and another program is added to the program list, the 'Type of Program' field will update automatically to reflect 'Dual Qualification'.

Please select a Program(s) from the list below:

Program (Course)	Enrolment Type
Certificate I in EAL (Access) (22250VIC) ▼	Non-Apprenticeship/Traineeship ▼
Certificate I in General Education for Adults (22236VIC) ▼	Non-Apprenticeship/Traineeship ▼

Type of Program:

## Alignment

In this section of the PDP a concise outline of how the training intending to be delivered aligns to one or more of the objectives of the training and TAFE system in Victoria is required.

These objectives are:

- 1) Delivering quality training that meets current and future industry needs;
- 2) Growing employment and further education outcomes; and
- 3) Promoting equity and addressing disadvantage.

### ALIGNMENT

Alignment with Objectives for the VET Sector of Victoria
<i>Please concisely outline how this program aligns with one or more of the following objectives of VET in Victoria:</i>
1) Delivering quality training that meets current and future industry needs. (Please provide evidence of industry linkages) 2) Growing employment and further education outcomes 3) Promoting equity and addressing disadvantage
<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">           Description 1             Description 2             Description 3         </div>

Not every Program will align with all three objectives; however, each Program should align with **at least one** of the above objectives.

**Note:** If the Training Provider responded to **objective 1** 'Delivering quality training that meets current and future industry needs', please provide evidence of industry linkages. This can be provided through uploading up to two short documents to flesh out this alignment.

Supporting Documentation (up to two files may be uploaded)	
Document:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload File"/>

## Participation

In this section of the PDP Training Providers should estimate the number of funded commencements across 2020 in this instance of this program.

PARTICIPATION	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)
How many students are anticipated to commence the program in 2019?	<input type="text" value="50"/>	<input type="text" value="30"/>	<input type="text" value="40"/>	<input type="text" value="30"/>

Additionally, this section of the PDP requests information on tuition and other fees intended to be charged to students undertaking the Program.

What is the average total tuition fee charged to an Eligible Individual for the program?	<input type="text" value="100"/>
What is the average total of other non-tuition fees charged to an Eligible Individual for the program?	<input type="text" value="1000"/>

The Department requires indicative information on:

- What the average total tuition fee charged to an Eligible Individual will be for the Program;
- What the average total of other fees charged to an Eligible Individual will be for the Program. For the purpose of this guide, other fees may include, but are not limited to: Administration fees, Enrolment fees, Credit transfers, RPL enrolment and Training material.

**Note:** For the 'Average total tuition fee' and 'Average total of other fees' sections please insert whole numbers only by rounding up or down to the nearest dollar.

Please do not use a comma or full stop to delineate between dollars and cents, as cents should not be indicated. For instance, if the average total amounts to \$2343.11, round this figure down to the nearest dollar which becomes \$2343.

## Duration and Intensity

This section of the PDP requires information on the expected duration and intensity of the Program. For definitions of the *Program Commencement Date* and the *Program Supervised Teaching Activity End Date* refer to the *Victorian VET Student Statistical Collection Guidelines* published in SVTS.

### DURATION AND INTENSITY

What is the expected duration, (days) of the Program for the majority of students?	40
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For the purpose of this Guide, the duration of training is the time of the engagement with the student, including supervised study and assessment.

To clearly articulate the expected duration of the Program for the majority of students, Training Providers should use the expected number of days between the *Program Commencement Date* and the *Program Supervised Teaching Activity End Date*.

What is the expected number of Program Unique Supervised Hours, (PUSH) for most students? (For dual qualifications, you should indicate the unique number of hours from a student's perspective)	275
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It is important that the *PUSH* indicate the unique number of hours from a student's perspective.

If there are significant differences in the possible duration or *PUSH* for students within the program (due to factors such as different streams within the program), then a separate PDP must be completed to outline the different delivery.

## Delivery Mode

In this Section of the PDP, Training Providers must indicate how prevalent a mode of student interaction is for the program. The sum of these must equal 100.

Modes of student interaction include:

- Face to face (e.g. time spent by student in a classroom or in a workplace with an educator physical present);
- Real-time remote (e.g. time spent by the student supervised by a remote educator);
- Self-paced remote (e.g. time spent by the student undertaking online tasks with no real-time engagement required in training or assessment); and
- Other.

### DELIVERY MODE

Delivery by mode of interaction (share of total):	%
Face to Face	100
Real-time remote	0
Self-paced remote	0
Other	0

## Victorian Delivery Location(s)

Regardless of the intended delivery mode (see above) the Training Provider is required to outline where the delivery of training (or assessment) is intended to occur. This must be done for each location that a significant portion (25% or more) of the activity is intended to occur.

Please ensure that the *'Percentage of program delivery expected'* add up to 100.

If this is not known, a blank value can be selected with the location set as "Other".

### Victorian Delivery Location(s)

Location Type	Local Government Area	Percentage of program delivery expected
Provider leased ▼	Baw Baw ▼	50
Provider leased ▼	South Gippsland ▼	50
<input type="button" value="Add"/>		

## Further Supporting Documents

**Note:** If there are any supporting documents for the delivery plan you have entered, this final section of the form allows you to upload these documents.

### Supporting Documents

Document:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload File"/>
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## Glossary

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**Apprentice** means a person whom an employer has undertaken to train under a training contract.

**Assessment** is a process to determine a student's achievement of expected learning outcomes and may include a range of written and oral methods and practice or demonstration.

**Commencement** means a new enrolment by a student in a course at a Training Provider within a specified year.

**Department** means the State of Victoria acting through the Department of Education and Training (or its successor from time to time).

**Dual Qualification** is used to describe a situation where two separate program/qualifications are commenced in by one individual at a provider in the same year as part of a single arrangement.

**Duration** means the period from the Course Commencement Date until the Program Supervised Teaching Activity Completion Date, being a measure of the length of time that a student is engaged in training and assessment from the student's perspective.

**Eligible Individual** means an individual who is eligible for training subsidised through the *Skills First* Program in accordance with the eligibility requirements specified in this VET Funding Contract.

**Enrolments** mean the qualifications and courses in which students are enrolled in a given period. For students enrolled in multiple courses, all courses are counted. The term 'enrolments' covers both new and continuing students and is based on the number of courses in which students are enrolled.

**Funded Courses List** is a list that comprises of courses with strong job outcomes, including apprenticeships and high-value traineeships linked to Government priorities that are of greatest value to the Victorian economy.

**Initial Qualification Allocation** means the number of commencements for a specified qualification that the Department may fund under this VET Funding Contract (subject to all other eligibility and funding restrictions), as specified in the Contract Offer.

**Initial Allocation** means the number of commencements for a specified qualification that the Department will fund under the VET Funding Contract (subject to all other eligibility and funding restrictions), as specified in the Contract Offer.

**Literacy and Numeracy Support** means the program of that name designed to enable the selection and use of approved Literacy and Numeracy Support units to address individual needs of vocational learners to facilitate completion of a vocational qualification under the Skills First program.

**Program** means the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the National Training Package. The term: 'program' and 'course' is used synonymously with the term 'qualification'.

**Program Commencement Date** is a training activity/delivery date, not an administrative enrolment or admission date. It is defined as the date of the first scheduled training for the first subject towards the completion of the program in which the student has enrolled.

**Program Supervised Teaching Activity End Date** means the date of final scheduled training or assessment for the final module towards the completion of the qualification in which the student has enrolled.

**Program Unique Supervised Hours** means the total number of unique (non-overlapping) hours of supervised training and assessment activity undertaken by a student for his or her enrolment in a course or qualification.

**Real Time** includes web-based resources, computer-based resources, online interactions both on or off campus including radio, television, videoconference, audio-conference or any other means that sees the student able to interact with the trainer and any other learners in real time (without significant delay)

**Scope of registration** includes all training programs listed on the Scope of Registration certificate issued to the registered training organisation by the relevant authority, e.g. VRQA or ASQA.

**Self-paced Remote** includes web-based resources, computer-based resources, online interactions both on or off campus including radio, television, videoconference, audio-conference or any other means where the student may access training material and assessment tasks at their own pace.

**Student** means an individual who is formally engaged in learning at a Training Provider.

**Training** means training whether by way of course, instruction or practical training in the knowledge and skills required for a vocation.