

# Contract Notification

<b>CN No.</b>	<b>2019-22</b>	<b>Date:</b>	<b>13 Dec 2019</b>
<b>To:</b>	Chief Executive Officer or equivalent		
<b>Purpose:</b>	To set out requirements and provide a form for the reporting of Brokering Services in 2020		
<b>Scope:</b>	<ul style="list-style-type: none"> <li>• 2018-19 Standard VET Funding Contract (extended to 31 December 2020) (v3.0);</li> <li>• 2018-19 Restricted VET Funding Contract (extended to 31 December 2020) (v3.0);</li> <li>• 2018-19 VET Funding Contract (Non-Victorian Based Training Provider Delivering to a Enterprise) (extended to 31 December 2020) (v3.0);</li> <li>• 2018-19 TAFE VET Funding Contract (extended to 31 December 2020) (v3.0); and</li> <li>• 2018-19 Dual Sector VET Funding Contract (extended to 31 December 2020) (v3.0).</li> </ul>		
<b>Subject:</b>	<b>Mandatory reporting of Brokering Services</b>		

## Purpose

- To advise of the format for the reporting of Brokering Services to the Department of Education and Training.

## Background

- Brokering Services are defined as:
  - *The recruitment of individuals to participate in training that is to be subsidised under this VET Funding Contract, by an individual or organisation in exchange for payment from the Training Provider or the student, but excludes activities carried out by individuals who are employees of the Training Provider on the Training Provider's payroll, whose role includes the identification and recruitment of potential students.*
- As stipulated in:
  - Clause 7.12 of the 2018-19 Standard VET Funding Contract (extended to 31 December 2020)
  - Clause 7.12 of the 2018-19 Restricted VET Funding Contract (extended to 31 December 2020)
  - Clause 7.10 of the 2018-19 TAFE VET Funding Contract (extended to 31 December 2020)
  - Clause 7.10 of the 2018-19 Dual Sector VET Funding Contract (extended to 31 December 2020)
  - Clause 7.12 of the 2018-19 VET Funding Contract (Non-Victorian Based Training Provider Delivering to a National Enterprise) (extended to 31 December 2020)

*The Training Provider must provide the Department, in a format to be determined by the Department from time to time, with details of all third party arrangements for the delivery of Brokering Services on the Training Provider's behalf within 30 days of the Commencement Date of this VET Funding Contract, and thereafter within 30 days of entering into any such further arrangement.*

- Schedule 1, Clause 12.7 of all 2018-19 VET Funding Contracts (extended to 31 December 2020), requires that:
  - *If requested in writing by the Department, the Training Provider must promptly provide the Department with details of all third party arrangements for the delivery of Training Services (including determination of eligibility and enrolment processes, marketing and Brokering Services) on the Training Provider's behalf that have not already been notified to the Department pursuant to Clause 6.11(b) or Clause 7.10 / 7.12 of this VET Funding Contract.*

### **Main Points**

- The Department requires training providers to report, by no later than 28 February 2020, details of Brokering Services arrangements in place. The report should include all current 2020 Brokering Services, even if the arrangements were first established and/or reported in a prior year.
- This must be reported in a format determined by the Department. The Department published the format for this reporting requirement in 2018, and this can continue to be used in 2020. Training Providers are required to submit the reports via the Enquiries function of SVTS using the category "Skills First VET Funding Contract – Brokering Services".
- Where no Brokering Services are in place, no action is required.
- Training providers must report any future brokering arrangements within thirty days of entering into any such arrangement, pursuant to:
  - Clause 7.12 of the 2018-19 Standard VET Funding Contract (extended to 31 December 2020)
  - Clause 7.12 of the 2018-19 Restricted VET Funding Contract (extended to 31 December 2020)
  - Clause 7.10 of the 2018-19 TAFE VET Funding Contract (extended to 31 December 2020)
  - Clause 7.10 of the 2018-19 Dual Sector VET Funding Contract (extended to 31 December 2020)
  - Clause 7.12 of the 2018-19 VET Funding Contract (Non-Victorian Based Training Provider Delivering to a National Enterprise) (extended to 31 December 2020).
- Training providers are separately reminded of the ongoing requirement to publish on their website a list of the brokers they use, as per the 2018-19 VET Funding Contracts, Schedule 1, Clause 1.4.

### **Critical Dates**

- This Contract Notification is effective immediately. Reporting of Brokering Services forms must be lodged in accordance with the timelines described above.

### **Relevant Resources**

- The *2018 Reporting of Brokering Services* form – CN 2018-04 (available in the *Documents* section of SVTS).

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