

# Contract Notification

<b>CN No.</b>	<b>2020-19</b>	<b>Date:</b>	<b>4 December 2020</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 2021		
<b>Scope:</b>	<ul style="list-style-type: none"> <li>• 2021 Standard VET Funding Contract</li> <li>• 2021 Dual Sector VET Funding Contract</li> <li>• 2021 TAFE VET Funding Contract</li> <li>• 2021 VET Funding Contract (Non-Victorian based Training Provider delivering to a National Enterprise)</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 Skills First subsidised training in exchange for payment from the Training Provider or the student. It 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 7.2 of the:
  - 2021 Standard VET Funding Contract
  - 2021 Dual Sector VET Funding Contract
  - 2021 TAFE VET Funding Contract
  - 2021 VET Funding Contract (Non-Victorian based Training Provider delivering to a National Enterprise)

*The Training Provider must provide the Department, in a format determined by the Department, details of each subcontract arrangement it has entered into for the delivery of Brokering Services as follows:*

- *a) details of any subcontract arrangements entered into prior to the Commencement Date, within 30 days of the Commencement Date; and*
- *b) details of any further subcontract arrangement, within 30 days of entering into that arrangement.*

## Main Points

- The Department requires training providers to report, by no later than 28 February 2021, details of Brokering Services arrangements in place. The report should include all current 2021 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 has published the 2021 Reporting Brokering Services Form in the Documents section of SVTS. 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 7.2 of the:
  - 2021 Standard VET Funding Contract
  - 2021 Dual Sector VET Funding Contract
  - 2021 TAFE VET Funding Contract
  - 2021 VET Funding Contract (Non-Victorian based Training Provider delivering to a National Enterprise)
- Training providers are separately reminded of the ongoing requirement to publish on their website a list of the brokers they use, as per the 2021 VET Funding Contracts, Schedule 1, Clause 1.3.

## 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 *2021 Reporting of Brokering Services* form – CN 2020-19 (available in the *Documents* section of SVTS).

## Ryan Collins

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