

CONTRACT NOTIFICATION

CN No.	2021-13	Date: 25 August 2021
To:	Chief Executive Officer or equivalent	
Purpose:	Advice on Contract requirement	
Scope:	All 2021 VET Funding Contracts (version 3.0)	
Subject:	Flexibility in checking evidence of eligibility and concession during extended restrictions due to coronavirus (COVID-19).	

Purpose

This Contract Notification is to advise training providers about arrangements to support continued training activity during the current COVID-19 restrictions on reasons to leave the home.

Main Points

Given the current situation in Victoria of restrictions on reasons to leave the home and the uncertainty of the duration of these restrictions, we acknowledge there are impacts on students' ability to interact with you and on your capacity to operate in a business-as-usual manner.

The Department expects you to make all reasonable efforts to continue to comply with all requirements of the Contract and associated Guidelines.

However, until further notice, the Department will allow flexibility in relation to sighting and retaining:

- evidence of eligibility
- evidence of concession entitlement.

We expect that if you subscribe to the Commonwealth Government Document Verification Service or Centrelink e-Confirmation Services, you will continue to use these services wherever possible to check evidence remotely.

Where this is not possible, you may sight and retain uncertified electronic copies of documents (for example, a scan or image of the original document sent via email).

For **concession entitlement**, the uncertified copy must include:

- the customer reference number of the card
- the student's name

And you must retain a declaration and attach it to the student file along with the electronic copy of the concession card, including:

- name of the authorised delegate who sighted the digital concession card
- date the digital concession card was sighted.

Ryan Collins

A/g Executive Director
Training Market Services