

# CONTRACT NOTIFICATION

<b>CN No.</b>	<b>2021-16</b>	<b>Date: 22 September 2021</b>
<b>To:</b>	Chief Executive Officer or equivalent	
<b>Purpose:</b>	General Information	
<b>Scope:</b>	All 2021 VET Funding Contracts (version 3.0)	
<b>Subject:</b>	<b>Release of Foundation Skills Assessment Guidelines – 2022 Contracting Process</b>	

## Purpose

This Contract Notification is to advise training providers about the release of the Foundation Skills Assessment Guidelines as part of the broader 2022 contracting process.

## Background

On 31 August 2021, the Department of Education and Training (the Department) published CN 2021-14, which provided details about the 2022 contracting process and the timetable for eligible training providers to take up the offer of a one-year Skills First VET Funding Contract for 2022.

In the **Guide to Program Delivery Plans Process for Training Providers holding a 2021 VET Funding Contract Skills First Program**, training providers were advised that further guidance on the application process for those seeking inclusion on the Foundation Skills Approved List would be provided.

## Main Points

The Department has engaged the VET Development Centre to administer the assessment and evaluation process for eligible training providers who:

- are not already on the Foundation Skills Approved List to apply to be considered for inclusion(s); and
- other providers to seek to add an additional Domain.

Training providers who are already listed on the Foundation Skills Approved List will continue to be included for the same Domain, provided that they submit a Program Delivery Plan for at least one program in each of those Domains and if a program is successfully added to their 2022 Funded Scope for each of those Domains.

The decision for a training provider to be included on the Foundation Skills Approved List or to have an additional Domain added remains at the absolute discretion of the Department, including (but not limited to) the Department being satisfied with the results of the assessment and evaluation to be undertaken by the VET Development Centre.

Inclusion on the Foundation Skills Approved List is an optional initiative for training providers as part of the broader 2022 contracting process.

Note: Training providers will be required to submit the required documentation associated with the Foundation Skills assessment process directly to the VET Development Centre via the dedicated application website: [www.vdc.edu.au/fs](http://www.vdc.edu.au/fs).

## Resources

Training providers wishing to participate in the Foundation Skills assessment and evaluation process need to refer to the following documents:

- Skills First Foundation Skills Approved Provider List: Guide to making an application for 2022.
- Skills First Foundation Skills Approved Provider List: Pre-application self-assessment planning.
- Skills First Foundation Skills Approved Provider List: Training Provider Checklist.
- Skills First Foundation Skills Approved Provider List: Application Form.

These documents have been published in the 'Documents' section of Skills Victoria Training System.

## Critical Dates

Category	Date
Foundation Skills assessment process opens	2:00pm (AEST) Thursday, 23 September 2021
Foundation Skills assessment process closes	5:00pm (AEST) Friday, 22 October 2021

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A/g Executive Director  
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