

# Guide to submitting 2023 Program Delivery Plans

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# About this guide

## Terminology

In this document:

'we', 'us' 'our' or 'the department' means the Department of Education and Training

'you' means a training provider that holds a 2022 Standard VET Funding Contract (2022 Contract holder) OR a training provider applying for a 2023 Standard VET Funding Contract (EOI applicant).

## Who should use this guide?



Use this guide if you:

- hold a 2022 Contract with a conditional offer of a 2023 Contract
- are applying for a new 2023 Contract as part of our 2023 limited expression of interest process.

## Overview

To receive an offer for a 2023 VET Funding Contract (the Contract), you must submit Program Delivery Plans (PDPs) for all training you want to deliver in 2023. We use PDPs to assess your capacity and capability to deliver the program as well as to forecast the training delivery expected for 2023. So, it's important your PDPs accurately reflect the nature and quantity of training you plan to deliver next year.

This guide explains the PDP process and how to submit your PDPs via the Skills Victoria Training System (SVTS).



**If you are an EOI applicant, you must read this Guide to PDPs in conjunction with the 2023 limited expression of interest document and ensure you understand the full rules of the EOI process**

## Important information

<b>2023 PDP process opens</b>		Tuesday 6 September 2022, 2:00pm AEST
<b>Enquiries about the PDP process close (except those about technical issues with SVTS)</b>	 	Thursday 29 September 2022 5.00 pm AEST Submit an SVTS enquiry using the category '2023 Skills First Contracting'
<b>2023 PDP process closes</b>		Monday 3 October 2022 5:00 pm AEDT
<b>No late submissions accepted</b>		We will not consider any PDP submitted after the closing time
<b>No draft PDPs accepted</b>		We will not accept any PDPs in 'draft' status

# Section one: the PDP process

## Step 1: check what you can submit

I'm a 2022 Contract holder	I'm an EOI applicant
<p><b>I held a Contract in 2021</b></p> <p>You may submit a PDP for any program on the 2023 funded course list that is also on your scope of registration.</p>	<p>You may <b>only</b> submit a PDP for a program that is on the 2023 priority programs list and also on your scope of registration.</p>
<p><b>I received a 2022 Contract via the limited EOI process</b></p> <p>You may <b>only</b> submit a PDP for a program on your 2022 funded scope OR on the 2023 priority programs list, and also on your scope of registration.</p>	



If a program is added to your scope of registration during the PDP process, there may be a delay in SVTS picking it up from training.gov.au. Please submit an SVTS enquiry if you can't create a PDP for such a program.

## Step 2: decide what to submit

It's important that the training you intend to deliver aligns with jobs and training needs in Victoria. Your training must also align with the Skills First objectives. You'll need to consider this in deciding what you plan to deliver and briefly address how you will do this in your PDP form.

### Victorian Skills Plan

We encourage you to read the [Victorian Skills Plan for 2022 into 2023](#) to help you develop your PDPs. It outlines a 'skills roadmap' that uses comprehensive data and analysis – tested with industry and other stakeholders – and reliable occupational forecasts, to detail the occupations and skills that industry and workers need.

### Jobs and training needs portal

The [Jobs and training needs portal](#) replaces the Jobs and Training Needs Reports published in previous years. The portal draws on VET, industry, employment, and other data gathered by the Victorian Skills Authority to provide insights about Victoria's future training needs by region. Consider this information when deciding what and how much training you intend to deliver.

## Step 3: prepare your PDPs

This section includes important information about how to create your PDPs and what you need to include in them. Take note of the differences depending on whether you are a 2022 Contract holder or an EOI applicant.

### Submit PDPs for all programs

You must submit a PDP for each program you are seeking to deliver in 2023. Submit separate PDPs for:

- different enrolment types for the same AQF qualification (apprenticeship, traineeship or non-apprenticeship/traineeship)
- skill sets on the funded skill set list
- programs that are part of a dual qualification

- programs that you deliver with more than one stream
- programs that are offered in more than one way, such as differences in the:
  - alignment with objectives of Skills First
  - duration and intensity of the program
  - the methods and modes of training and assessment.


### No PDPs required for literacy and numeracy support units

We offer a program that allows you to deliver approved Literacy and Numeracy Support units to address the individual needs of learners, helping them to complete a vocational qualification. You don't have to submit a PDP for these units. If you're eligible, these will be added to your funded scope automatically.



For more information, read the [Skills First Literacy and Numeracy Support implementation guide](#).

### How to create your PDPs in SVTS

I'm a 2022 Contract holder	I'm an EOI applicant
<p>1. Use the pre-populated PDPs we've created based on your 2022 PDPs and funded scope</p> <p>Review and update any pre-populated PDPs before submitting them. You must ensure the information is accurate. We're not liable for any errors or mistakes</p> <p> <b>Pre-populated PDPs don't constitute our approval of them.</b></p> <p>2. You can also create new PDPs</p>	<p>You must create a new PDP for every program you seek to deliver</p>

### Supporting information

I'm a 2022 Contract holder	I'm an EOI applicant
<b>Required: training and assessment strategy (TAS)</b>	
<p>You <b>must</b> include the program's TAS with each PDP if you haven't reported any Skills First training in the program since 1 January 2022</p>	<p>You <b>must</b> include the program's TAS with each PDP you submit.</p>
<b>Optional: letters of support</b>	
<p>We highly encourage you to submit letters of support from employers and industry groups to show your connection with industry and local demand for a program. We consider these letters when deciding whether to include the program on your 2023 funded scope.</p>	

## Foundation skills programs

I'm a 2022 Contract holder	I'm an EOI applicant
<p>We will roll over the 2022 Foundation Skills Approved Provider List.</p> <p>If you want to be added to the Foundation Skills Approved Provider list, or to add a domain, you must submit PDPs for the programs you seek to deliver, and we will assess and advise whether we approve.</p>	<p>You must be added to the Foundation Skills Approved Provider list if you want to deliver any foundation skills programs on the 2023 priority programs list.</p> <p>Submit PDPs for any foundation skills programs and we will assess and advise whether we approve adding you to this list.</p>

## Practical placements

You must indicate if the training has a practical placement. Check training package requirements via [training.gov.au](https://training.gov.au) for programs that have a mandatory practical placement. Where applicable, you must describe your process to support students to source and arrange the placement.

## Additional information for 2022 Contract holders

### How we consider your 2022 funded scope

If you submit a PDP for a program on your 2022 funded scope (as at Monday 3 October 2022), we'll include it on your 2023 funded scope provided it's on:

- the 2023 funded course list and
- your scope of registration.

If you submit a PDP for a program that isn't on your 2022 funded scope, we prefer that you have a history of delivering it under Skills First or as fee-for-service. We'll also consider your history of delivery of other programs in the relevant training package.

If you don't submit a PDP for a program that's on your current 2022 funded scope (including a PDP for delivery in a different enrolment type), then we'll assume you don't intend to deliver it in 2023.



**You should run the RTO funded scope report in the 'Reports' section of SVTS to check if a program code and enrolment type has been added to your funded scope**

### Superseded and replaced programs

We treat your PDPs as meaning not only the program code listed, but also any relevant superseding or superseded versions (funded for new commencements in 2023). If a program you seek to deliver is superseded or its accreditation period has ended, you can still submit a PDP for it, provided:

- the superseded course is on your scope of registration and the transition period to the superseding program has not expired
- the non-current accredited course was on your scope of registration at the time the accreditation period ended.

If you're unsure whether you meet these requirements, submit an SVTS enquiry as soon as possible.

## Step 4: after you submit your PDPs

We use PDPs to assess your capacity and capability to deliver the program, as well as to forecast the training delivery expected for 2023. This includes whether it meets anticipated employment and training demand, government priorities and regional coverage. PDP data guides our decisions about your funded scope, commencement allocations and any program allocations for 2023.



**All decisions about funded scope, commencement allocations and program allocations are at our absolute discretion**

# Section two: how to submit your PDPs in SVTS

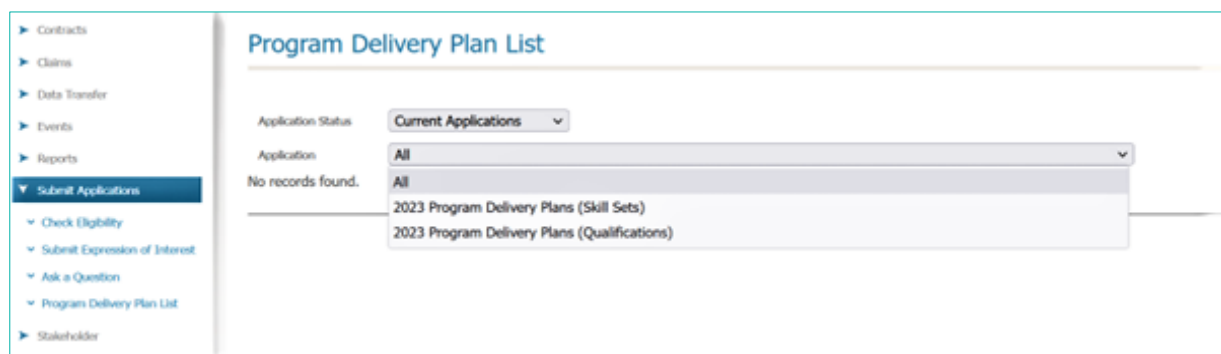
This section provides detailed instructions on how to fill out your 2023 PDPs and some useful tips to navigate drafting, saving, deleting, and duplicating your PDPs.

If you have difficulty accessing or navigating the PDPs on SVTS, please submit an enquiry via SVTS using the category '2023 Skills First Contracting'.

## Navigating around the PDP form

### Find the PDP location

1. **Log in to Skills Victoria Training System (SVTS)** via [www.education.vic.gov.au/svts](http://www.education.vic.gov.au/svts). If you can't log in, go to the 'Access the SVTS page' from the log in screen.
2. Click the **Submit Applications** left side bar menu, and then click **Program Delivery Plan List**.
3. Select **Current Applications** from the drop-down 'Application Status' menu.



4. Select the appropriate application from the drop down. EOI applicants should select: **2023 Program Delivery Plans (Qualifications)**.
5. Enter your **Contact details** and click **Save Contact**. These details should reflect the best person for us to contact with any questions about your PDPs.
6. **Commencement Limit, Total Commencements Forecast (submitted), and Total Commencement Forecast (draft)** – these state the maximum commencements for which you can submit PDPs, how many commencements are reflected in the PDPs you have submitted, and those commencements you have in draft.



**The commencement limit displayed in SVTS should not be taken to be your 2023 commencement allocation, as we will determine this after reviewing all PDPs**

## Create a new PDP

### 1. Click **Create Plan**.

### Program Delivery Plan List

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

Application Status: Current Applications

Application: 2023 Program Delivery Plans (Qualifications)

Commencement Limit: 1000    Total Commencement Forecast (Submitted): 0    Total Commencement Forecast (Draft): 243

Delegated Officer:     Designation/ Position:

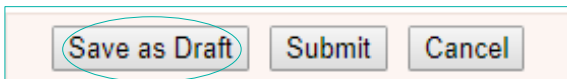
Contact Phone:     Contact Email:

SVTS will now open an empty draft PDP for you to complete. Read '[Fields and questions in a Program Delivery Plan](#)' to help you complete this information.

### 2. **Save as draft, Submit** or **Cancel** PDPs.

You'll see the following options at the bottom of the page:

- **Save as draft:** saves the plan and runs a validation check. You can save an incomplete draft if you've completed the following details – plan name, program, and enrolment type.
- **Submit:** runs a validation check and, if there's no errors, submits the plan.
- **Cancel:** leaves the screen without saving changes or updating a plan.



**Please remember to save PDPs frequently!**

**You must click 'submit' for us to formally receive your PDP. Any PDP with the status 'draft' at the close of the PDP process will not be assessed for inclusion in your 2023 funded scope.**

You can edit and resubmit, or delete a PDP at any time before the close of the PDP process.



**If you click 'Save as draft' on a submitted PDP, it will change the PDP status from 'Submitted' to 'Draft' and you will need to submit it again for it to be considered final.**

## Move between PDPs

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

Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Options
Detailed Plan	Certificate II in Kitchen Operations (SIT20416)	12/08/2022 06:57	Example Plan 1	2023 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	10	11	View, Print, Delete, Duplicate
Detailed Plan	Certificate III in Individual Support (CHC33015)	12/08/2022 07:35	Example Plan 2	2023 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	61	0	View, Print, Delete, Duplicate

## Return to a PDP to review or edit

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



## Delete a PDP

To delete a PDP, click **Delete**



Once deleted, PDPs cannot be retrieved.

## Duplicate a PDP

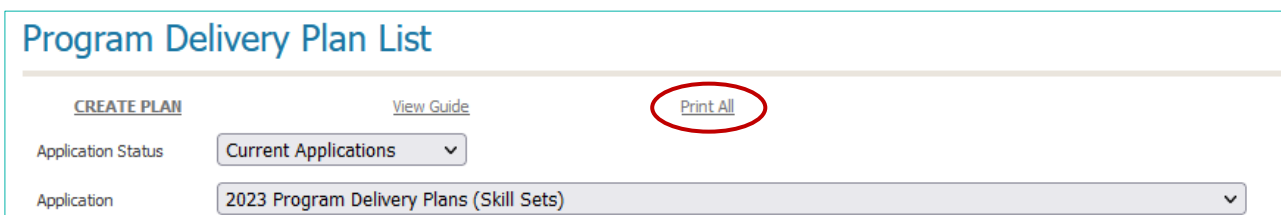
Click **Duplicate** to create a duplicate copy of a PDP. For example, to create a new PDP for a different stream of a program based on one you have already created.

## Print a PDP

Click **Print** to print an individual PDP.

## Print all PDPs

Click **Print All** to print all your PDPs. In the main PDP area, select an application and print a PDF of all your PDPs, including their current status.



The screenshot shows the 'Program Delivery Plan List' interface. At the top left, there is a 'CREATE PLAN' link. In the center, there is a 'View Guide' link. On the right, the 'Print All' button is circled in red. Below these links, there are two dropdown menus: 'Application Status' set to 'Current Applications' and 'Application' set to '2023 Program Delivery Plans (Skill Sets)'.

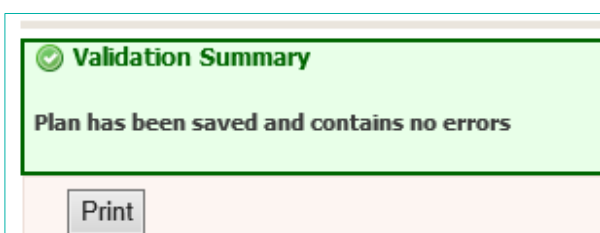
## Errors and validation summary

The PDP template has error validations to ensure that all information entered is complete and correct

If you **Save** but the form is not complete or has errors, the **validation summary** will appear at the top of the screen. To navigate to an error, click any of the category headings.

Despite the errors, the PDP will save as an incomplete draft (as long as you entered a plan name and selected a program and enrolment type)

Once you've resolved the errors, the PDP will save with this message:



The screenshot shows a green message box with a checkmark icon. The text inside reads: 'Validation Summary' followed by 'Plan has been saved and contains no errors'. Below the message box is a 'Print' button.

## Fields and questions in a PDP

This section provides a guide to the types of information required in a PDP.

To open an existing PDP, click the **view** button:

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 Individual Support (CHC33015)	12/08/2022 06:58	Example Plan 2	2023 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	61	0	View Print Delete Duplicate
Detailed Plan	Certificate II in Kitchen Operations (SIT20416)	12/08/2022 06:57	Example Plan 1	2023 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	10	11	View Print Delete Duplicate

### Expression of interest

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

EXPRESSION OF INTEREST	
Name:	2023 Program Delivery Plans (Qualifications)
Year:	2023

### Status

This shows the status, the date it was created and the date it was last saved or submitted.

STATUS	
PDP Status:	Draft
Created:	11/08/2022 4:22:25 PM by ECSTOI32
Last Submitted:	12/08/2022 6:58:25 AM by ECSTOI32

### Applicant provider details

This shows your TOID and Legal Name.

### Plan information

You can add free text to the **Name** and **Description** fields to identify and distinguish between your PDPs.

PLAN INFORMATION	
Name:	Example Plan 2
Description:	CHC33015 - Certificate III in Individual Support

### Program details

In this section, you can select your **program** and **enrolment type**.

- If you're a 2022 Contract holder and held a Contract in 2021, the list of available programs and enrolment types are on both the 2023 funded course list and your scope of registration.
- If you're a new 2022 Contract holder (contracted through the 2022 Limited EOI), available programs and enrolment types are those that are on your 2022 funded scope or the 2023 priority programs list (provided they are on your scope of registration).
- If you're an EOI applicant, available programs and enrolment types are those that are both on the 2023 priority programs list and on your scope of registration.



If a program is added to your scope of registration during the PDP process, there may be a delay in SVTS picking it up from [training.gov.au](https://training.gov.au). Please submit an SVTS enquiry if you can't create a PDP for such a program.

**PROGRAM DETAILS**

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

Program (Course)	Enrolment Type
Certificate III in Hospitality (Restaurant Front of House) (SIT30716) ▼	Apprenticeship ▼

Add      Type of Program:      StandAlone Qualification



**We treat these PDPs as meaning not only the code listed but also any relevant superseding or superseded versions that are funded for new commencements in 2023.**

If you intend to deliver a program 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 III in Hospitality (Restaurant Front of House) (SIT30716) ▼	Non-Apprenticeship/Traineeship ▼
Certificate IV in Commercial Cookery (SIT40516) ▼	Non-Apprenticeship/Traineeship ▼

Add      Type of Program:      **Dual Qualification**

## Practical placements

You need to indicate if practical placements are part of the training. This includes when the programs have a mandatory practical placement as part of the training package, or when you offer them.

Where applicable, you need to provide a description of any processes in place to support students to source and arrange the placement.

## Alignment to the Skills First objectives

You need to provide a short outline of how the intended training aligns with aspects of the Skills First objectives. These objectives are that training is provided to students to:

- enable them to obtain the required skills to make them job-ready
- assist them to undertake further education
- promote and enable participation in training for disadvantaged learners.

Not every program will align with all three of these objectives. However, each program should align with **at least one** of the above objectives.

## Anticipated commencements and student fees

This is your quarterly estimate of 2023 funded commencements and the tuition and other fees you charge for this program.

**ANTICIPATED COMMENCEMENTS AND STUDENT FEES**

	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)
How many students are anticipated to commence the program?	10	5	6	0
What is the average total tuition fee charged to an Eligible Individual for the program?				100
What is the average total of other non-tuition fees charged to an Eligible Individual for the program?				1000

We require indicative information about:

- the average total tuition fee charged to a Skills First Student for the program
- the average total of other fees charged to a Skills First Student for the program. Other fees may include any other applicable fees, such as student services, amenities, goods or materials.



Round the fee amounts up or down to the nearest dollar and do not use a comma or full stops to delineate between dollars and cents. For instance, if the average total amounts to \$2343.11, round this figure down to \$2343.

## Duration and intensity

This is the expected duration (days) and intensity (Program Unique Supervised Hours or 'PUSH') of the program.

For program duration, you should use the expected number of days between the Program Commencement Date and the Program Supervised Teaching Activity End Date.

- 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.

It is important that the PUSH indicate the unique number of hours from a student's perspective.

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

DURATION AND INTENSITY	
What is the expected duration, (days) of the Program for the majority of students?	<input type="text" value="300"/>
What is the expected number of Program Unique Supervised Hours, (PUSH) for most students? <i>(For dual qualifications, you should indicate the unique number of hours from a student's perspective)</i>	<input type="text" value="210"/>

## Delivery mode

You must indicate how prevalent a mode of student interaction is for the program. The sum of these must equal 100. Use a '0' for any blank fields.

Modes of student interaction include:

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

DELIVERY MODE	
Delivery by mode of interaction (share of total):	%
Face to Face	<input type="text" value="45"/>
Real-time remote	<input type="text" value="45"/>
Self-paced remote	<input type="text" value="10"/>
Other	<input type="text" value="0"/>

## Victorian delivery locations

You need to indicate the anticipated percentage of commencements per location type and local government area. You must include any location for which a significant proportion (25% or more) of the activity is intended to occur.



If you don't know the 'Percentage of program delivery expected', then select a blank value and set the location as 'Other'. Please ensure that the 'Percentage of program delivery expected' adds up to 100.

### 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

This is where you upload your:

- **Training and assessment strategy (TAS)** documents (if required)
- **Letters of support** (where applicable)

### Supporting Documents

Document:

No file chosen