

Contract Notification

CN No.	2022-20	Date: 20 December 2022
To:	Chief Executive Officer or equivalent	
Purpose:	Advice on Contract requirement	
Scope:	All 2023 VET Funding Contracts (version 1.0)	
Subject:	2023 fact sheets, templates and other guidance, including the prescribed 2023 online service standards	

Purpose

This Contract Notification is to advise you that new and updated fact sheets, templates and other guidance information is available in SVTS to help you understand the 2023 VET Funding Contract (the Contract).

We will publish the fact sheets and 'Questions and answers about the VET Funding Contract' on the [department's website](#).

This Contract Notification also notifies you about the prescribed 2023 online service standards.

Background

We published the 2023 contracts (version 2) on SVTS on 19 December 2022.

We publish fact sheets on specific topics to help you better understand your obligations under the contract. We expect you to read them and refer to them as a first step in answering any queries you might have. Lodge an enquiry on SVTS if you need clarification or have further questions.

Main points

Factsheets and other guidance

We have a new fact sheet and two significantly revised guides:

- Fact sheet: Payments under Skills First
- Guide to superseding training products
- Guide to withdrawals.

We updated all our existing fact sheets and guidance materials to reflect the 2023 contract changes. We continued to make our products easier to understand by writing in clear and concise language. We also added new design elements, such as icons, tables and flow charts, and restructured some content for greater readability.

In the 2022 training provider survey you told us that sometimes it can be difficult to find the information you need. To help you, we've created a single reference document titled '2023 fact sheets' that combines all our fact sheets and guidance in one place. You can access this in the Documents section of SVTS.

The tables on the following pages describe our fact sheets and guidance materials and outline the changes we made for 2023.

Topic and description	Document title in SVTS	Date published
New fact sheet		
<p>Payments under Skills First</p> <p>We've created a new fact sheet to clearly explain how payments work under Skills First.</p> <p>It includes information about subsidies, loadings, tuition fees, and advice about submitting your data to SVTS to get paid.</p>	Fact sheet: Payments under Skills First	December 2022
Revised guidance documents		
<p>Guide to superseding training products</p> <p>We've reworked this guide to help you understand the transition to superseding or replacement training products under Skills First.</p>	Guide to superseding training products	December 2022
<p>Guide to withdrawals</p> <p>We reworked and combined our previous two fact sheets – Withdrawn subject enrolments and Withdrawn (and deferred) program enrolments – into a single simple and concise guide.</p>	Guide to withdrawals	December 2022
Updated fact sheets		
<p>Concessions</p> <p>This factsheet helps you understand your obligations relating to concessions.</p> <ul style="list-style-type: none"> • We added advice about using file notes to evidence specific aspects of concession that you can't see by checking a card or using the DVS. • We added advice about reporting concessions for asylum seekers and indigenous students. • We removed references to JobTrainer. 	Fact sheet: Concessions	December 2022

Topic and description	Document title in SVTS	Date published
<p>Eligibility – Student eligibility for Skills First</p> <p>This fact sheet explains how you should apply the Skills First eligibility requirements and limits.</p> <ul style="list-style-type: none"> • We created a step-by-step flow chart at the end of the fact sheet to help you decide whether a prospective student is eligible for Skills First. • We removed references to the upskilling requirement, proof of age, '2 at level' in a lifetime limit and the Eligibility Exemptions Initiative to reflect recent changes to the eligibility settings. • We removed the programs and initiatives that will not be continuing in 2022. • We updated the 'overview' section to give a more comprehensive description of the eligibility rules. • We updated the terminology for the new VCE Vocational Major. 	Fact sheet: Student eligibility for Skills First	December 2022
<p>Eligibility – Sighting and retaining evidence of eligibility</p> <p>This fact sheet explains what you must sight and retain when you check a student's evidence of eligibility for Skills First.</p> <ul style="list-style-type: none"> • We updated the fact sheet to reflect that you can now re-use evidence validated via the DVS for enrolments in the same year as the DVS check. • We removed references to proof of age and associated documents to reflect recent changes to the eligibility settings. 	Fact sheet: Sighting and retaining evidence of eligibility	December 2022
<p>Evidence of participation</p> <p>This factsheet is designed to help you meet our expectations for Evidence of participation (EOP).</p> <ul style="list-style-type: none"> • We updated the fact sheet to reflect that you no longer need to keep extra evidence when you use an attendance roll for EOP for clustered delivery. 	Fact sheet: Evidence of participation	December 2022
<p>Quality in online delivery</p> <p>This fact sheet summaries how you must promote quality in online learning, training and assessment.</p> <ul style="list-style-type: none"> • We updated the fact sheet to reflect that the WCAG principles now apply to all learning materials you provide online – not just those used for online training and assessment. 	Fact sheet: Quality in online delivery	December 2022

Topic and description	Document title in SVTS	Date published
Recordkeeping requirements This fact sheet gives an overview of key recordkeeping requirements in the contract. <ul style="list-style-type: none"> We updated content about electronic recordkeeping and electronic signatures. 	Fact sheet: Recordkeeping requirements	December 2022
Students under 17 This fact sheet explains what you need to know before enrolling a student under 17 in Skills First training. <ul style="list-style-type: none"> We updated the factsheet to clarify that students under 17 do not need an exemption if they have finished Year 12. We included scenarios to help you put the requirements into context. 	Fact sheet: Students under 17	December 2022
Understanding skill sets This fact sheet explains arrangements for delivering skill sets under Skills First skill sets. <ul style="list-style-type: none"> We removed references to the upskilling requirement, and '2 at level' in a lifetime limit to reflect recent changes to the eligibility settings. 	Fact sheet: Understanding skill sets	December 2022
Key features of the VET Funding Contract This fact sheet gives a simple overview of the main features of the Contract. <ul style="list-style-type: none"> We removed references to the upskilling requirement to reflect recent changes to the eligibility settings. 	Fact sheet: Key features of the VET Funding Contract	December 2022
Updated guidance documents		
Questions and answers about the VET Funding Contract This comprehensive Q&A answers over one hundred common questions about the contract and guidelines. <ul style="list-style-type: none"> We removed references to the upskilling requirement, proof of age, '2 at level' in a lifetime limit and the Eligibility Exemptions Initiative to reflect recent changes to the eligibility settings. We redesigned the structure of the Q&As to make them easier to find and read. We made minor updates to reflect the changes to the 2023 contract. 	Questions and answers about the VET Funding Contract	December 2022

Topic and description	Document title in SVTS	Date published
<p>Compliance expectations under the VET Funding Contract</p> <p>This guidance document explains our approach to ensuring compliance with the terms of the contract, and how we respond when a concern or issue arises.</p> <ul style="list-style-type: none"> We made no substantive changes to our compliance approach. We clarified that we can refer training providers to IBAC when we've found a compliance issue. 	Compliance expectations under the VET Funding Contract	December 2022
<p>Our commitment to engaging with you</p> <p>This document details our commitment to actively engage with you. It includes some mutual expectations, the types of activities we do to support your work, and our principles of engagement.</p> <ul style="list-style-type: none"> We referenced our further engagement work, such as Inside Enquiries and the annual training provider survey. We updated our engagement focus to 3 commitments – we support, we relate, we share. 	Our commitment to engaging with you	December 2022
<p>Evidence of Eligibility and Student Declaration Form</p> <p>In response to your feedback in the 2022 training provider survey, we're developing a separate Word version of this form to make it easier to customise. We will publish it soon.</p> <ul style="list-style-type: none"> We will simplify the form to reflect recent changes to the eligibility settings. 	Evidence of Eligibility and Student Declaration Form	December 2022
Unchanged fact sheets		
<p>Change in control and other significant changes</p> <p>This fact sheet helps you understand the requirements for notifying us about a change in control and other significant changes to your organisation, such as changes to CEO, ownership or operations.</p>	Fact sheet: Change in control and other significant changes	December 2022
<p>Disallowed persons</p> <p>This fact sheet helps you understand and comply with the disallowed person requirements in the contract.</p>	Fact sheet: Disallowed persons	December 2022

Topic and description	Document title in SVTS	Date published
<p>How to consider literacy and numeracy skills</p> <p>This fact sheet explains how you should consider a student's literacy and numeracy as part of a pre-training review.</p>	Fact sheet: How to consider literacy and numeracy skills	December 2022
Unchanged guidance documents		
<p>Student information and protection</p> <p>This fact sheet summarises the rules about the type of information you must give students at various stages in their training – as they move from prospective students through to completing their training.</p>	Fact sheet: Student information and protection	December 2022
<p>Using electronic signatures</p> <p>This factsheet explains how we expect you to use electronic signatures, including a table to show the common methods for obtaining electronic signatures and some practical example scenarios.</p>	Fact sheet: Using electronic signatures	December 2022
<p>Skills First Quality Charter</p> <p>This charter describes the 6 principles you must follow in your provision of Skills First training. It places an emphasis on serving the public interest and remaining accountable.</p>	Skills First Quality Charter	25 November 2022
<p>Skills First Program Audit and Review Strategy</p> <p>This publication describes our approach to funding assurance and quality assurance.</p>	Skills First Program Audit and Review Strategy	2 May 2018
<p>Skills First pre-training review template</p> <p>We've provided an example template that you may choose to use to record the outcomes of a pre-training review. While the template is not mandatory under the contract, we encourage you to use it or a similar template. It draws together the inputs that feed into the pre-training review process, and helps you clearly document how you decided that a program was suitable for each student.</p>	2023 pre-training review template	December 2022

2023 online service standards

This Contract Notification prescribes the items you must include in your online service standards.

Topic and description	Document title in SVTS	Date published
<p>Online service standards</p> <p>Where any training or assessment is delivered online, you must publish your 'online service standards' in a prominent place on your website (Clause 1.3 (e) of Schedule 1).</p> <p>The online service standards help students make an informed choice about what delivery mode and training provider will best suit their training needs.</p> <p>We've provided a sample of a completed online service standards for your reference. This is now easier to read. We made no substantive changes.</p>	2023 online service standards	December 2022

Resources

We've published the materials referred to in this Contract Notification in the Documents section of SVTS.

We will also publish the fact sheets and 'Questions and answers about the VET Funding Contract' on the [department's website](#).

If you want to know about changes to the contract for 2023, you can read our guides published in the Documents section of SVTS on 25 November 2022:

- Guide to content changes
- Guide to edits – contract
- Guide to edits – guidelines.

You should also refer to CN-2022-19 to understand the changes for version 2 of the 2023 contract.

Critical dates

1 January 2023.

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