

# Contract Notification

<b>CN No.</b>	<b>2022-22</b>	<b>Date: 22 December 2022</b>
<b>To:</b>	Chief Executive Officer or equivalent	
<b>Purpose:</b>	Advice on Contract requirement	
<b>Scope:</b>	All 2023 VET Funding Contracts	
<b>Subject:</b>	<b>Mandatory reporting of Brokering Services</b>	

## Purpose

This Contract Notification is to advise training providers on how and when they must report Brokering Services to the Department of Education and Training (the department).

## Background

Brokering Services are when you engage a person or another organisation to recruit students into Skills First training, and either you or the student pays for this service. This is a form of subcontracting. This doesn't include any activities carried out by your payroll employees whose job it is to identify and recruit students (clause 1.1 of the VET Funding Contract (the Contract)).

As Brokering Services is a form of subcontracting, you must follow the subcontracting requirements under the Contract

You have 30 days from the start of your Contract to report the details of all the Brokering Services you're using to the department. After this, you must report any new Brokering Services to us within 30 days of making the Brokering Services agreement (clause 7.2 of the Contract).

## Main Points

### How to report Brokering Services

You must use our '2023 Reporting Brokering Services Form' to tell us about a Brokering Service. This form is available in the Documents section of SVTS.

You should submit the completed form to us via SVTS using the enquiry category 'Skills First VET Funding Contract – Brokering Services'.

If you don't use a Brokering Service, then you don't need to report anything to us.

### Due date for reporting current Brokering Services

You must report the details of the Brokering Services you're using by 30 January 2023. You should include all your current 2023 Brokering Services, even those you established or reported in a previous year.

### Due date for reporting future Brokering Services

You must report all new Brokering Services to us within 30 days of making the Brokering Services agreement. You should use the '2023 Reporting Brokering Services Form' and submit it to us via SVTS using the enquiry category 'Skills First VET Funding Contract – Brokering Services'.

### Publication on your website

You must publish a list of all your providers of Brokering Services in an easy-to-find place on your website (clause 1.3, Schedule 1 of the Contract).

## Resources

2023 Reporting Brokering Services Form

## Critical Dates

You must submit your 2023 Reporting Brokering Services Form to us by 30 January 2023.

Meena Naidu  
Acting Executive Director  
Training Market Services

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