2021 SKILLS FIRST VET FUNDING CONTRACT

GUIDE TO 2021 PROGRAM DELIVERY PLAN (PDP) PROCESS

THE **EDUCATION** STATE

VICTORIA
State
Government

Contents

Section 1: 2021 PDP process

Overview

THE PDP PROCESS

The Department is seeking information from all currently contracted training providers (including TAFE institutes and dual sector universities) about their anticipated training delivery in 2021 in the form of Program Delivery Plans (PDPs).

The Department will use this information to review forecast training delivery in the context of forecast employment and training demand, delivery in Government priority areas, and regional coverage. On the basis of this analysis, determinations will be made as to individual training providers' Funded Scope, Commencement Allocations and Qualification Allocations (if required).

It is therefore important that training providers submit PDPs that reflect as accurately as possible the nature and quantity of training they plan to deliver in 2021.

Training providers are strongly encouraged to consider their anticipated delivery with reference to the Government's objective to align training supply with employment demand. The 2021 Jobs and Training Needs Reports and the 2021 Funded Course List will be important points of reference in forecasting your training and have been published in the Documents section of SVTS.

Nothing contained in this document or in the PDP process more broadly should be understood as a final indication of a training provider's 2021 Funded Scope, Commencement Allocation, or Qualification Allocation. The Department will determine these settings following consideration of net forecast training delivery as expressed through the PDPs. Decisions regarding Funded Scope, Commencement Allocations and Qualification Allocations remain at the absolute discretion of the Department.

TIMEFRAMES

The 2021 PDP Process will open in SVTS at 12pm (Australian Eastern Standard Time) on Friday 18 September 2020.

The 2021 PDP Process will close at 5pm (Australian Eastern Daylight Time) on Friday 16 October 2020. Any PDP sought to be submitted after the closing time will not be considered, except where, at the Department's discretion, there are found to have been exceptional circumstances and the integrity of the 2021 PDP Process will not be compromised.

It is the Department's intention to notify the majority of training providers of their 2021 Contract status including Funded Scope, Commencement Allocations and Qualification Allocations (if any) by early December 2020. Notification will be made through an SVTS enquiry, and will include a 'Schedule 2' to the 2021 VET Funding Contract to commence 1 January 2021.

Enquiries about the PDP process will close at 5pm (Australian Eastern Daylight Time) on Wednesday 14 October 2020 to enable all enquiries to be responded to prior to the closing time (with the exception of enquiries relating to any technical issues experienced in SVTS).

ENQUIRIES

Enquiries about the 2021 PDP Process must be made via the Skills Victoria Training System (SVTS) using the category '2021 Skills First Contracting'.

Requirements for submission of 2021 PDPs

PDPS REQUIRED

A PDP must be submitted for each Training Package Qualification and/or Nationally Accredited Course in which the training provider wishes to commence students under the *Skills First* program in the 2021 calendar year. In circumstances such as the following, where a single program is being delivered in different modes, separate PDPs must be submitted:

- The program will be delivered using more than one enrolment type, i.e. separate PDPs must be submitted for apprenticeship, traineeship, and non-apprenticeship/traineeship delivery;

- The program is to be offered as both a standalone and as part of a dual qualification;

- The program is to be offered as part of more than one dual qualification;

- The program consists of distinct streams, more than one of which will be delivered; and

- The program will be offered in more than one way that represents significant differences in aspects within the PDP, such as (but not limited to):

    o Alignment with objectives of the *Skills First* program;

    o The duration and intensity of the program; and

    o The methods and modes of training and assessment.

Any PDPs with a status of 'Draft' after the closing date/time will be deemed not submitted.

SCOPE OF REGISTRATION

PDPs may be submitted for any program that is on the training provider's scope of registration and is also on the 2021 Funded Course List.

Please note that if a qualification comes onto your scope of registration during the PDP process, there may be a delay in SVTS picking it up from training.gov.au. Please lodge an SVTS enquiry if you are unable to create a PDP for such a program.

If a program was added to your scope of registration on training.gov.au after 5pm Wednesday 14 October, you will not be able to submit a PDP for it as part of this process. You may be able to apply to add the program to your Funded Scope during 2021 if the Department opens a process through which additions can be requested.

LITERACY AND NUMERACY SUPPORT

Depending on learner needs and delivery contexts, Literacy and Numeracy Support is designed to enable the selection and use of approved Literacy and Numeracy Support units to address the individual needs of learners to aid completion of a vocational qualification under the *Skills First* program.

Literacy and Numeracy Support is specifically designed for learners requiring literacy and numeracy skills to support the achievement of vocational competence. As such, commencements in Literacy and Numeracy Support will not be counted towards any initial allocations.

The Department remains committed to the acquisition of full foundation skill qualifications where appropriate to the learner and where they appear on the Approved Foundation Skills List.

In line with the above, PDPs must NOT be submitted for Literacy and Numeracy Support.

See more: http://www.education.vic.gov.au/Documents/training/providers/rto/currlnsupportlitnum.pdf

If a training provider submits a PDP for a program in which they have not reported *Skills First* subsidised delivery, in either 2019 or 2020, the training provider must include a copy of the relevant Training and Assessment Strategy (TAS) as an attachment.

Letters of support from employers and industry groups are not mandatory. However, where a training provider is submitting a PDP for a new program (i.e. one that is not on its funded scope in 2020), letters demonstrating connection with industry and local demand for the program will be considered in assessing the program for inclusion on 2021 Funded Scope.

As was the case in the 2020 PDP process, the Department will create some pre-populated draft PDPs for providers based on:

- PDPs submitted by the training provider as part of the 2020 PDP process, for programs that were successfully included on the training provider's 2020 Funded Scope; and

- PDPs submitted by the training provider as part of a successful 2020 Contract Variation Request.

Training providers should review and update these PDPs as required before submitting them.

Please note that if you do not see a draft PDP for a program that does not mean you cannot submit a PDP for that program – you will simply need to create a new one (see Section 2 for instructions).

Note that the provision of pre-populated PDPs by the Department does not constitute approval by the Department of the training delivery contained therein, nor does it constitute an agreement between the Department and the training provider, or create any other form of contractual or promissory rights, and should not be relied upon in this regard.

It is the sole responsibility of the training provider to ensure that the content of the PDPs is accurate and to review and update each PDP prior to submission. The Department will not be liable for any errors or omissions therein.

You must click 'submit' for a PDP to be formally received by the Department. Any PDPs with the status 'draft' at the close of the PDP process will be assumed to have been deliberately not submitted, and will not be assessed for inclusion on your organisation's 2021 Funded Scope.

Additional requirements for prospective holders of a 2021 Non-Victorian Contract

Under the 2021 VET Funding Contract (Non-Victorian based Training Provider delivering to a National Enterprise) (Non-Victorian Contract), training providers must have in place a legally binding agreement with a National Enterprise under which the training provider will deliver accredited training to:

- at least 50 Victorian employees of that National Enterprise per calendar year; and

- at least 50 employees of that National Enterprise in Australian States or Territories other than Victoria per calendar year.

As part of the PDP process for 2021, training providers must submit an updated Training Provider Declaration and National Enterprise Declaration demonstrating that they have an agreement meeting

the above requirements in place for 2021. The forms to be used for these declarations can be found in the Documents section of SVTS.

Training providers are requested to submit both declarations by SVTS enquiry, using the category '2021 Skills First Contracting' and the subject line 'National Enterprise Declarations'.

2021 Funded Scope

ASSESSMENT OF FUNDED SCOPE

As was the case in last year's process, any program for which a training provider submits a 2021 PDP that is already on their Funded Scope in 2020 will be approved for inclusion in their Funded Scope for 2021, provided the program is included in the 2021 Funded Course List and remains on the training provider's scope of registration.

2021 PDPs for programs that are not on the training provider's 2020 Funded Scope (as at 16 October 2020) will undergo a risk assessment and will be considered on a case-by-case basis for inclusion on the training provider's 2021 Funded Scope. Note that it is the Department's strong preference that a training provider have a history of *Skills First* and or Fee-For-Service delivery, prior to a program being added to the provider's approved Funded Scope. A history of delivery of other programs in the relevant training package will also be considered.

If a training provider fails to submit a PDP for a program or enrolment type (e.g. apprenticeship, traineeship, non-apprenticeship/traineeship), the Department will deem that the training provider does not intend to commence students in that program or enrolment type in 2021 and will not include it on the training provider's Funded Scope for 2021.

It is at the Department's absolute discretion whether to include a program or enrolment type on a training provider's Funded Scope.

FOUNDATION SKILLS APPROVED PROVIDER LIST

There will be no opportunity as part of the 2021 PDP Process to apply for inclusion on the Foundation Skills Approved Provider List. This includes applications for additional Domains.

Training providers who are already on the Foundation Skills Approved Provider List will be automatically rolled over in their Domain/s for the 2021 calendar year.

SUPERSEDED / SUPERSEDING PROGRAMS AND FUNDED SCOPE

Unless otherwise advised by the Department via a Contract Notification or Notice, where a program identified in the training provider's Funded Scope:

- is superseded (as applies to programs that are Training Package Qualifications), or

- is deleted as a result of reaching its expiration date and is subsequently re-accredited (as applies to Nationally Accredited Courses),

the superseding Training Package Qualification (or re-accredited Nationally Accredited Course, as applicable) will automatically be added to the training provider's Funded Scope once the program has been added to both the training provider's Scope of Registration (as identified on training.gov.au) and the Funded Courses Report.

In these instances the superseding (or re-accredited, as applicable) program will retain the same Restrictions (i.e. Enrolment Type, 'Effective for Program Commencement Dates from', and 'Effective for Program Commencement Dates to' characteristics as the superseded (or deleted, as applicable) program as indicated in Schedule 2 Part B. This includes retention to the same Qualification Allocation (if any).

To assist training providers, the Department has sought to normalise these programs for the purpose of the 2021 PDP Process. For the purposes of assessing whether a program will be automatically approved for inclusion on 2021 Funded Scope on the basis of having been on a training provider's 2020 Funded Scope, superseded/superseding qualifications will be taken into account.

2021 Allocations

COMMENCEMENT ALLOCATIONS

The Department will determine 2021 Commencement Allocations after reviewing net forecast training delivery as expressed through PDPs, including advice from TAFE institutes and dual sector universities.

To inform the PDP process, SVTS will limit training providers to a Commencement Limit the same as their 2020 initial Commencement Allocation. The total number of commencements included in submitted 2021 PDPs should not exceed that number.

Training providers who formerly held a restricted contract will be limited to an initial Commencement Limit of 200 for the purpose of PDP submission.

To be clear, the Commencement Limit displayed in SVTS should not be taken to be the training provider's 2021 Commencement Allocation, as this will be determined by the Department after reviewing all training providers' PDPs.

Regardless of the Commencement Limit displayed in SVTS, training providers should endeavour to provide as accurate a forecast as possible of training delivery in 2021, i.e. expected commencements should be realistic, not inflated to meet the remaining Commencement Limit. This is essential in order for the Department to form an accurate picture of net forecast training delivery in 2021.

QUALIFICATION ALLOCATIONS

The Department will determine if any Qualification Allocations (limits on Commencements in particular programs) are necessary in 2021 following analysis of all PDP data, including advice from TAFE institutes and dual sector universities.

Section 2: Guide to submitting PDPs in SVTS

Finding and navigating the PDP section of SVTS

FIND THE PDP LOCATION

Login to the Skills Victoria Training System (SVTS) via https://www.education.vic.gov.au/svts/. If there are difficulties with accessing the system, please access the *Access the SVTS page* from the login screen.

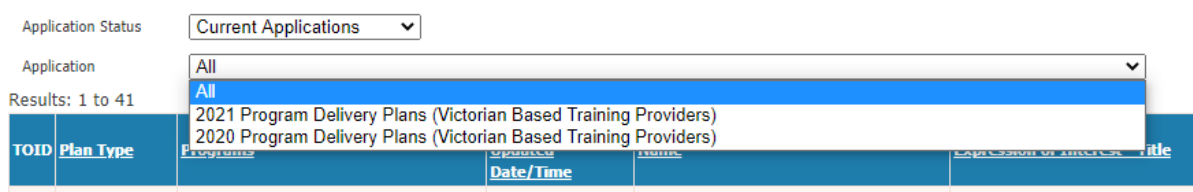**Click** the 'Submit Applications' left side bar menu, and then **click** 'Program Delivery Plan List'.
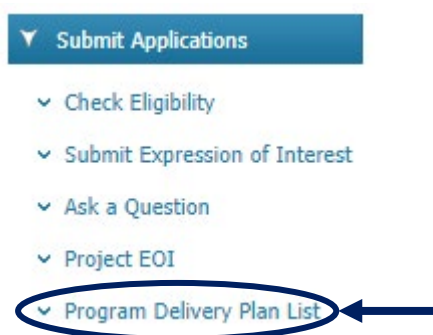
SELECT THE CORRECT APPLICATION FORM

Use the Application Status field to show only applications that are currently open for submissions ('Current Applications').

Select the appropriate Application from the drop down. For the 2021 PDP process this will be one of the following:

- '2021 Program Delivery Plans (Victorian Based Training Providers)' or
- '2021 Program Delivery Plans (Non-Victorian Based Training Providers)'

Note: The option to create a PDP will only be present once an application has been selected.

Once an application has been selected, you will be able to see the following:

- **Contact details fields** will appear for you to fill in. These should reflect the best person for the Department to contact with any questions regarding your organisation's 2021 Program Delivery Plans. Update the details and click 'Save Contact'.
- **'Commencement Limit', 'Total Commencements Forecast (submitted)', and 'Total Commencement Forecast (draft) -** these tell you the maximum limit of Commencements you are able to submit PDPs for under this framework, and how many are reflected in the PDPs you have submitted and those you have in draft, respectively.
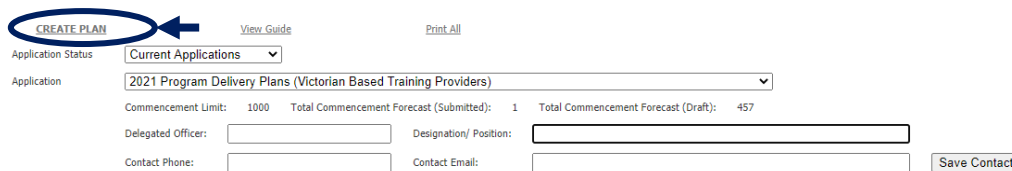- A list of all your organisation's PDPs in draft or submitted under this application framework.

NAVIGATE AROUND (BASIC)

From here you can do the following:

- Create Plan: Allows the creation of PDPs, as per the below
- View Guide: Launches this document
- Print All: Creates a PDF report for all PDPs created under this application.
- Open an existing plan and edit it or submit it

GUIDE TO 2021 PDP PROCESS

CREATE A NEW PDP

To start a new PDP **click** 'CREATE PLAN'.

SVTS will now have open an empty draft PDP for you to complete. See 'Fields and Questions in a Program Delivery Plan' for assistance in how to fill one in.

SAVE AS DRAFT, SUBMIT OR CANCEL PDPS

Please remember to save PDPs often and always!

The PDP has a set of options at the bottom of the page. These can be **clicked** to trigger the following actions:

- **Save as Draft:** Allows the current plan to be saved, and runs a validation check. You will be able to save an incomplete draft as long as the following basic details have been filled in: plan name, program, and enrolment type. You can of course edit these fields later.
- **Submit:** Runs a validation check and, if this passes with no errors, submits the plan.
- **Cancel:** Leaves the screen without saving changes or updating a plan

This can be done at any stage.

SUBMIT A PDP

Once finished developing a PDP, it must be submitted in order for it to be considered. A PDP cannot be submitted with errors (see 'Errors: Validation Summary' below). Once all errors are resolved, the PDP can be successfully submitted.
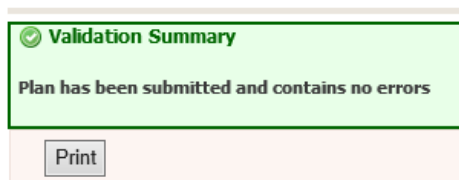
Once submitted, a PDP can be edited and resubmitted if necessary, or deleted at any time before the close of the 2021 PDP Process. If you click 'Save as Draft' on a submitted PDP, it will change the PDP status from 'Submitted' to 'Draft' and would then need to be submitted again to be considered as final.

ERRORS: VALIDATION SUMMARY

The PDP template has a number of validations included within to assist training providers in ensuring that all information is complete and correct.

If SAVE is selected but the form is not complete or has errors, the below validation summary will appear at the top of the screen, showing the errors.

To navigate to error, click any of the category headings.

Despite the errors, the PDP will save (as long as you have entered a plan name and selected a program and enrolment type) as an incomplete draft, and once the errors are resolved, the PDP will save with the below message:

MOVE BETWEEN PDPS

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

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 Hospitality (Restaurant Front of House) (SIT30716)	09/09/2020 10:56	EXAMPLE PLAN 2	2021 Program Delivery Plans (Victorian Based Training Providers)	Draft	StandAlone Qualification	30	1	View Print Delete Duplicate
Detailed Plan	Advanced Diploma of Hospitality Management (SIT60316)	09/09/2020 10:56	EXAMPLE PLAN	2021 Program Delivery Plans (Victorian Based Training Providers)	Draft	StandAlone Qualification	1	0	View Print Delete Duplicate

This list will grow as more PDPs are created.

RETURNING TO A PDP (TO REVIEW OR EDIT)

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

DELETING A PDP

To delete a PDP, click **Delete**

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 Hospitality (Restaurant Front of House) (SIT30716)	09/09/2020 10:56	EXAMPLE PLAN 2	2021 Program Delivery Plans (Victorian Based Training Providers)	Draft	StandAlone Qualification	30	1	View Print Delete Duplicate
Detailed Plan	Advanced Diploma of Hospitality Management (SIT60316)	09/09/2020 10:56	EXAMPLE PLAN	2021 Program Delivery Plans (Victorian Based Training Providers)	Draft	StandAlone Qualification	1	0	View Print Delete Duplicate

Note: Once deleted, PDPs cannot be retrieved.

DUPLICATE A PDP

To create a duplicate copy of a PDP (for example in order to create a new PDP for a slightly different stream of a program based on one you have already created), click the 'Duplicate' button.

Status	Program Type	Commencement Forecast	Number Errors	Option
Draft	StandAlone Qualification	30	1	View Print Delete Duplicate
Draft	StandAlone Qualification	1	0	View Print Delete Duplicate

PRINT A PDP

To print an individual PDP, simply click **Print**.

	Status	Program Type	Commencement Forecast	Number Errors	Option
	Draft	StandAlone Qualification	30	1	View Print Delete Duplicate
	Draft	StandAlone Qualification	1	0	View Print Delete Duplicate

PRINT ALL PDPS

In the main PDP area, once an application is selected a Print All hyperlink can be seen. Clicking this prints off a PDF copy of ALL PDPs related to the application, including their current status.

Program Delivery Plan List

CREATE PLAN   View Guide   Print All

Application Status   Current Applications

Application   2021 Program Delivery Plans (Victorian Based Training Providers)

Fields and Questions in a PDP

The sections below are intended to provide an indicative guide to the types of information required for a PDP.

To open an existing PDP, click the view button (or to create a new PDP click the button at the top of the screen).

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 Hospitality (Restaurant Front of House) (SIT30716)	09/09/2020 10:56	EXAMPLE PLAN 2	2021 Program Delivery Plans (Victorian Based Training Providers)	Draft	StandAlone Qualification	30	1	View Print Delete Duplicate
Detailed Plan	Advanced Diploma of Hospitality Management (SIT60316)	09/09/2020 10:56	EXAMPLE PLAN	2021 Program Delivery Plans (Victorian Based Training Providers)	Draft	StandAlone Qualification	1	0	View Print Delete Duplicate

Once a PDP is open, the following sections will be visible.

EXPRESSION OF INTEREST

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

EXPRESSION OF INTEREST

Name:	2021 Program Delivery Plans (Victorian Based Training Providers)
Year:	2021

STATUS

This shows details of the PDP opened, including the status, the date it was created and the date it was last submitted to SVTS (saved or submitted).

STATUS

PDP Status:	Draft
Created:	25/08/2020 9:58:56 AM by SVTS2-1011 Pre-Load
Last Submitted:	9/09/2020 10:56:44 AM by ECSTOI5J

APPLICANT PROVIDER DETAILS

In this section of the PDP, SVTS shows the Training Provider's TOID and Legal Name.

APPLICANT PROVIDER DETAILS

TOID:		Legal Name:	

PDP INFORMATION

This has been provided to help quickly differentiate between multiple PDPs.

PLAN INFORMATION

Name:	EXAMPLE PLAN 2
Description:	Certificate III in Hospitality (Restaurant Front of House) (Restaurant Stream)

PROGRAM DETAILS

Here one or two Program(s) intended for delivery should be selected. For 2021 PDPs, the list of available programs includes those that are both on the 2021 Funded Courses List and on your organisation's scope of registration as reflected on http://www.training.gov.au.

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

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Note: The Department treats these PDPs as meaning not only the code listed but also any relevant superseding or superseded versions (funded for new commencements in 2021).

The training provider is required to identify the type of training to be delivered. If the program is being delivered 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'.

ALIGNMENT

In this section of the PDP a concise outline of how the training intending to be delivered aligns with one or more of the objectives of the training and TAFE system in Victoria is required.

These objectives are:

1) Delivering quality training that meets current and future industry needs;

2) Growing employment and further education outcomes; and

3) Promoting equity and addressing disadvantage.

Not every Program will align with all three objectives; however, each Program should align with **at least one** of the above objectives.

Note: If the training provider responded to **objective 1** 'Delivering quality training that meets current and future industry needs', please provide evidence of industry linkages. This can be provided through uploading up to two short documents to flesh out this alignment.

PARTICIPATION

In this section of the PDP training providers should estimate the number of funded commencements across 2021 in this instance of this program.

Additionally, this section of the PDP requests information on tuition and other fees intended to be charged to students undertaking the Program.

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

The Department requires indicative information on:

- What the average total tuition fee charged to an Eligible Individual will be for the Program;

- What the average total of other fees charged to an Eligible Individual will be for the Program. For the purpose of this guide, other fees may include, but are not limited to: Administration fees, Enrolment fees, Credit transfers, RPL enrolment and Training material.

Note: For the 'Average total tuition fee' and 'Average total of other fees' sections please insert whole numbers only by rounding up or down to the nearest dollar.

Please do not use a comma or full stop to delineate between dollars and cents, as cents should not be indicated. For instance, if the average total amounts to $2343.11, round this figure down to the nearest dollar which becomes $2343.

DURATION AND INTENSITY

This section of the PDP requires information on the expected duration and intensity of the Program. 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.

DURATION AND INTENSITY

What is the expected duration, (days) of the Program for the majority of students?	40

For the purpose of this Guide, the duration of training is the time of the engagement with the student, including supervised study and assessment.

To clearly articulate the expected duration of the Program for the majority of students, training providers should use the expected number of days between the *Program Commencement Date* and the *Program Supervised Teaching Activity End Date*.

What is the expected number of Program Unique Supervised Hours, (PUSH) for most students? *(For dual qualifications, you should indicate the unique number of hours from a student's perpective)*	275

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

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

DELIVERY MODE

In this Section of the PDP, Training Providers must indicate how prevalent a mode of student interaction is for the program. The sum of these must equal 100.

Modes of student interaction include:

- Face to face (e.g. time spent by student in a classroom or in a workplace with an educator physical present);

- Real-time remote (e.g. time spent by the student supervised by a remote educator);

- Self-paced remote (e.g. time spent by the student undertaking online tasks with no real-time engagement required in training or assessment); and

- Other.

DELIVERY MODE

Delivery by mode of interaction (share of total):	%
Face to Face	100
Real-time remote	0
Self-paced remote	0
Other	0

VICTORIAN DELIVERY LOCATION(S)

Regardless of the intended delivery mode (see above) the training provider is required to outline where the delivery of training (or assessment) is intended to occur. This must be done for each location that a significant portion (25% or more) of the activity is intended to occur.

Please ensure that the *'Percentage of program delivery expected'* add up to 100.

If this is not known, a blank value can be selected with the location set as "Other".

Victorian Delivery Location(s)

Location Type	Local Government Area	Percentage of program delivery expected
Provider leased ▼	Baw Baw ▼	50
Provider leased ▼	South Gippsland ▼	50

Add

FURTHER SUPPORTING DOCUMENTS

Note: If there are any supporting documents for the delivery plan you have entered, this final section of the form allows you to upload these documents.

Supporting Documents

Document:		Browse...	Upload File