

# Contract Notification

<b>CN No.</b>	<b>2020-16</b>	<b>Date:</b>	<b>30 November 2020</b>
<b>To:</b>	Chief Executive Officer or equivalent		
<b>Purpose:</b>	For information		
<b>Scope:</b>	All 2018-19 VET Funding Contracts (extended to 31 December 2020)		
<b>Subject:</b>	New Funding Source Identifier for Head Start enrolments		

## Purpose

- To inform training providers about a new Funding Source Identifier for students participating in Head Start.

## Background

- Head Start is an apprenticeship and traineeship pathway that allows school students to spend more time working while completing their vocational training and senior secondary qualification. It is distinct from, but does not replace, existing School-Based Apprenticeships and Traineeships (SBATs).
- Head Start is being delivered through ten clusters of Government schools across Victoria.
- A Head Start apprenticeship or traineeship has four key components:
  - Flexible delivery of VCAL and VCE to help maximise time on the job and have a strong focus on literacy and numeracy.
  - Quality training that supports the achievement of competencies and is delivered in a way that is aligned with time on the job.
  - A curated course list featuring over 40 qualifications targeting priority industries for Victoria.
  - Maximum time in employment to support a genuine progression through the apprenticeship or traineeship – with time on the job increasing each year. Depending on employer requirements, it is expected that the average student will undertake a minimum of:
    - one day a week paid employment in Year 10
    - two days a week paid employment in Year 11
    - three days a week paid employment in Year 12 (over two years if required).

## Main Points

- Following requests from training providers and the Department's Head Start Team, the Department has created a new Funding Source Identifier for students participating in Head Start.
- You must now report Head Start training activity via SVTS using the Funding Source Identifier:
  - HPL**
- This new Funding Source Identifier enables the Department to:
  - more easily identify the students who are participating in Head Start
  - review and assess the effectiveness of the Head Start program
  - monitor and report *Skills First* funding for Head Start.
- For questions about this new Head Start reporting requirement, please submit an SVTS enquiry using the category '*Skills First* VET Funding Contract – Apprenticeships and Traineeships'.

- For all other questions about Head Start, please contact Ms Bree Gauci, Manager, Head Start, Learning, Teaching and Pathways Division on (03) 7022 0172 or [head.start@education.vic.gov.au](mailto:head.start@education.vic.gov.au)

### Critical dates

- The requirement to use the new Funding Source Identifier takes effect from **Monday 14 December 2020**.

### Ryan Collins

Acting Executive Director  
Training Market Services