

# Contract Notification

<b>CN No.</b>	<b>2017-09</b>	<b>Date:</b>	<b>3 March 2017</b>
<b>To:</b>	Chief Executive Officer or equivalent		
<b>Purpose:</b>	Contract variation		
<b>Scope:</b>	All 2017 VET Funding Contracts		
<b>Subject:</b>	<b>2017 Register of Trainers and Assessors</b>		

## For all Training Provider staff

### Purpose

- This Contract Notification is to notify Training Providers of a variation to Clause 12.9 of Schedule 1 of the 2017 VET Funding Contracts.

### Background

- Delivery of high quality training and assessment is one of four key areas the Government committed to addressing following the Review of Quality Assurance in Victoria's VET System (the Quality Review).
- The Department has introduced a range of reforms to lift the integrity and quality of training and assessment as part of the Government's response to the Quality Review.
- One such reform is the requirement in the VET Funding Contracts for Training Providers to establish and maintain a Register of Trainers and Assessors (Register). This requirement aims to ensure that Training Providers only employ suitably qualified and experienced people as *Skills First* Teachers.
- In response to feedback from Training Providers, the Department has decided to reduce the administrative burden associated with this contractual requirement in 2017, by streamlining the items to be included in the Register and removing the requirement for the Register to be established and maintained in a prescribed format.
- The Department has reduced the number of items to be recorded in the Register and made improvements to ensure the items are clearer and align more closely with the requirements of the *Standards for Registered Training Organisations (RTOs) 2015*.
- Training Providers can now establish and maintain the Register in a format of their choosing, provided that it contains the required items. Training Providers are reminded they must provide the Register accurately and in a timely manner if it is requested by the Department.
- The Department has provided a sample template for use by Training Providers to illustrate compliance, but it is not mandatory to use this template in 2017.
- As such, Clause 12.9 of Schedule 1 of the 2017 VET Funding Contracts is varied as follows, with immediate effect:

12.9 The Training Provider must establish and maintain an up to date Register of Trainers and Assessors detailing, for each Skills First Teacher:

- a) The individual's name
- b) whether the Training Provider engages the individual as a trainer or assessor or both
- c) the title of the highest qualification in training and assessment that the individual has obtained and the date on which it was obtained
- d) for which qualification/s the individual will be delivering training and/or assessment;
- e) details of the individual's vocational competencies for each industry area in which they will deliver qualifications, either:
  - i) the title of the highest qualification in each industry area that the individual has obtained that is at least of the level being delivered, and the date on which it was obtained; or
  - ii) confirmation that their vocational competencies have been mapped and determined to be equivalent to the level being delivered;
- f) details of the individual's current industry skills that are directly relevant to the training and/or assessment being delivered;
- g) details of the individual's participation in professional development, including:
  - i) in the fields of the knowledge and practice of vocational training, learning and assessment, including competency based training and assessment; and
  - ii) the individual's participation in professional development related to online delivery pursuant to Clause 7.21 of this Schedule

## Main Points

- This Contract Notification notifies Training Providers of a contract variation to:
  - a) amend the list of items required in the Register of Trainers and Assessors that Training Providers are required to establish under Clause 12.9 of Schedule 1 the 2017 VET Funding Contracts.
  - b) amend the requirement that Training Providers establish and maintain the Register in a format specified by the Department.
- An Excel spreadsheet is available in the 'Documents' section of SVTS titled 'Sample 2017 Register of Trainers and Assessors'. This is provided as an example for information and to illustrate how to provide information for each of the items required, but it is not mandatory to use this spreadsheet.
- Training Providers are reminded that they must make the Register available to the Department at any time if requested. If Training Providers choose to use a format other than the example provided by the Department to establish and maintain their Register, they should ensure the information can be provided readily if it is requested by the Department.
- Training Providers are also reminded that they must sight and retain copies of documentary evidence (such as transcripts, testamurs and/or industry association membership cards) confirming the information entered on the Register.

## Critical Dates

- Effective Immediately.

## Relevant Resources

- **Attachment A** – Sample 2017 Register of Trainers and Assessors

**Greg Norton**  
 Executive Director  
 Training Market Quality