

# Contract Notification

<b>CN No.</b>	<b>2018-14</b>	<b>Date:</b>	<b>30 May 2018</b>
<b>To:</b>	Chief Executive Officer or equivalent		
<b>Purpose:</b>	General Information		
<b>Scope:</b>	All 2018-19 VET Funding Contracts		
<b>Subject:</b>	<b>Record Keeping Requirements, Consumer Awareness and Protection</b>		

**For all Training Provider staff**

## Purpose

- This Contract Notification advises training providers of the publication on the Skills Victoria Training System (SVTS) of fact sheets on '*Consumer Awareness and Protection*' and '*Records and Record Keeping Requirements*'.

## Background

- The Department of Education and Training (the Department) is committed to supporting training providers in maximising voluntary compliance with their contractual obligations, including by providing information about the policy rationale or reasons that underlie various aspects of the 2018-19 VET Funding Contracts (the Contracts).
- In light of our commitment, the Department regularly issues fact sheets about various aspects of the Contracts.

## Main Points

- The '*Consumer Awareness and Protection*' and '*Records and Record Keeping Requirements*' fact sheets are now available in the 'Documents' section of SVTS.
- The '*Consumer Awareness and Protection*' fact sheet details the relevant contractual requirements for informing prospective students about government funded courses prior to their enrolment. This fact sheet also highlights how to best provide this information to potential students.
- The '*Records and Record Keeping Requirements*' fact sheet provides guidance on record keeping under the Contracts. This fact sheet defines Records, and aims to assist training providers with potential questions surrounding records and record keeping.

## Resources

- Refer to the following publications in the 'Documents' section of SVTS:
  - *'Records and Record Keeping Requirements'*
  - *'Consumer Awareness and Protection'*

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