2021 Guide to Program Delivery Plans

Requests for Addition to Funded Scope

Contents

Guide to submitting PDPs in SVTS

Overview

Program Delivery Plans (PDPs) are required to be submitted where a training provider is requesting the addition of a program to their Funded Scope, unless that program is a skill set.

For further information on the other requirements for submitting a request to add a course to Funded Scope, please see Contract Notification CN 2021-11 in the Memo section of SVTS.

The following guide provides technical instructions on how to access the PDPs in SVTS, and how to complete a PDP.

Finding and navigating the PDP section of SVTS

Find the PDP section

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 'Submit Applications' in the 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 2021 Funded Scope requests this will be: '2021 Program Delivery Plans (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 new 2021 Program Delivery Plans. Update the details and click 'Save Contact'.
- A list of all your organisation's PDPs previously 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 (note you cannot edit a plan submitted in 2020 as part of the original 2021 PDP process)

Create a new PDP

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

SVTS will now 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.

Validation Summary

Plan has been submitted and contains no errors

[Print]

Once submitted, a PDP can be edited and resubmitted if necessary, or deleted at any time. 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 (the example below is what would be triggered if you tried to save an entirely empty form – ie is showing all the errors).

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

Validation Summary

Plan has been saved, but contains the following errors

PLAN INFORMATION
- **Plan Name must be provided**

PROGRAM DETAILS
- **At least one Program must be selected.**

ALIGNMENT
- **'Alignment with Objectives for the VET Sector of Victoria' must be provided.**
- **'Overview of process for determining if this specific training is suitable and appropriate' must be provided.**

PARTICIPATION
- **'Participation – Expected Commencements Q1' must be a valid integer.**
- **'Participation – Expected Commencements Q2' must be a valid integer.**
- **'Participation – Expected Commencements Q3' must be a valid integer.**
- **'Participation – Expected Commencements Q4' must be a valid integer.**

DURATION AND INTENSITY
- **'Expected Duration' must be provided. The value must be zero or whole number**
- **'Expected PUSH Hours' must be provided. The value must be zero or whole number**

DELIVERY MODE
- **'Face to Face' share must be a valid integer.**
- **'Real-time remote' share must be a valid integer.**
- **'Self-paced remote' share must be a valid integer.**
- **'Other' share must be a valid integer.**

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 creates a print ready 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 CREATE PLAN button at the top left 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
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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

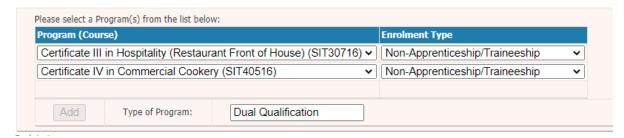| Name:	EXAMPLE PLAN 2
Description:	Certificate III in Hospitality (Restaurant Front of House) (Restaurant Stream)

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'.
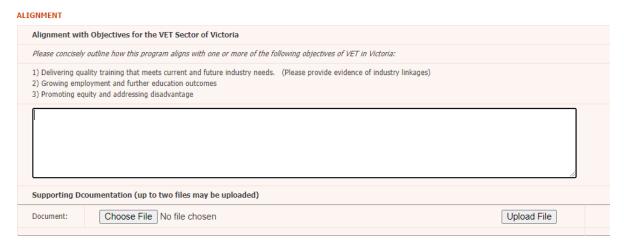
Please select a Program(s) from the list below:

Program (Course)	Enrolment Type
Certificate III in Hospitality (Restaurant Front of House) (SIT30716) ⌄	Non-Apprenticeship/Traineeship ⌄
Certificate IV in Commercial Cookery (SIT40516) ⌄	Non-Apprenticeship/Traineeship ⌄

Add	Type of Program:	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.

ALIGNMENT

Alignment with Objectives for the VET Sector of Victoria

Please concisely outline how this program aligns with one or more of the following objectives of VET in Victoria:

1) Delivering quality training that meets current and future industry needs. (Please provide evidence of industry linkages)
2) Growing employment and further education outcomes
3) Promoting equity and addressing disadvantage

Supporting Dcoumentation (up to two files may be uploaded)
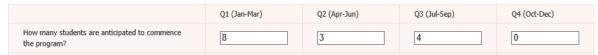
Document: | Choose File | No file chosen | Upload File

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', you may provide underline evidence of industry linkages to support your application. This can be provided through uploading up to two short documents to flesh out this alignment.
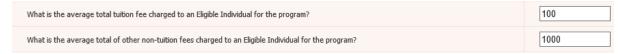
Participation

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

PARTICIPATION

	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)
How many students are anticipated to commence the program?	8	3	4	0

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.
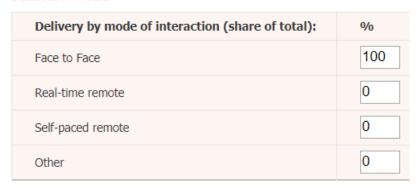
Delivery Mode

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