

Contract Notification

CN No.	2016-06	Date:	24 February 2016
To:	Chief Executive Officer or equivalent		
Purpose:	To set out requirements and provide a form for the reporting of Subcontracting Arrangements with other 2014-16 VET Funding contract holders		
Scope:	2014-16 VET Funding Contract		
Subject:	Reporting of subcontracting where Departmental permission for the arrangement is not required		

Purpose

- To remind RTOs holding 2014-16 VET Funding Contract of their obligations to report *Subcontracting Arrangements* under Clause 5.3
- To require RTOs holding a 2014-16 VET Funding Contract to provide the Department with details of *Subcontracting Arrangements* and to provide a reporting form for this purpose

Background

- Per the abovementioned VET Funding Contract under Clause 5.2, the RTO may subcontract training and assessment to another RTO that holds a 2014-16 VET Funding Contract without the prior written approval of the Department. Both the RTO and the subcontracted RTO must have the relevant Funded Scope.
- Clause 5.3 of 2014-16 VET Funding Contract requires RTOs to provide the Department details of all *subcontracting arrangements* for the delivery of training or assessment services on the RTO's behalf within 30 days of entering into an agreement with a subcontractor under Clause 5.2.

Main Points

- For RTOs holding a 2014-16 VET Funding Contract, RTOs are:
 - reminded of the requirement to provide the Department with details of *all subcontracting arrangements* with an RTO that holds a 2014-16 Funding VET Funding Contract for the delivery of training or assessment services on the RTO's behalf within 30 days of entering into an agreement; and
 - required to use the 2016 *Reporting of Subcontracting Arrangements Where Departmental Permission is Not Required* form that has been published in the *Documents* section of SVTS for the reporting of such arrangements to the Department, and submit the reports via the Enquiries function of SVTS using the subject header "Reporting of Subcontracting Arrangements".
- These subcontracting arrangements need to be reported to the Department within 30 days of entering into a subcontracting agreement.
- Where no such subcontracting arrangements are in place, no action is required.
- RTOs are also reminded that the *Victorian VET Student Statistical Collection Guidelines* require RTOs to report the ABN of any subcontractor delivering training on behalf of the RTO via the *Delivery Provider ABN* field of the Enrolment (NAT00120) file.

Critical Dates

- This Contract Notification is effective immediately. 2016 *Reporting of Subcontracting Arrangements Where Departmental Permission is Not Required* forms must be lodged in accordance with the timelines described above.

Relevant Resources

- The 2016 *Reporting of Subcontracting Arrangements Where Departmental Permission is Not Required* form (available in the *Documents* section of SVTS).

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