

What has changed and why?	Reference
REDUCING ADMINISTRATIVE BURDEN	
<p>Training Plans</p> <p>The Department has reviewed the Training Plan requirements in the Contract in light of feedback and enquiries from training providers. The Department has also compared the Contract requirements with expectations for consumer information and protection in regulatory standards.</p> <p>In response, the Department has re-focused the Training Plan requirements for non-Apprentices and Trainees. The Department still considers it to be critically important for training providers to give students key information about their training commitment, however it is appropriate to offer more flexibility in relation to the form of the plan and how it is distributed to non-Apprentice/Trainee students.</p> <p>Key changes for Training Plans for general students, who are NOT undertaking an Apprenticeship or Traineeship are that training providers:</p> <ul style="list-style-type: none"> • must have a clear and documented business plan for how they authorise the information in a Training Plan and provide the information to students; • can provide Training Plan information to a student within a single document or in a number of documents; • no longer have to sign the Training Plan and no longer have to have the Training Plan signed by the student; and • no longer have to mutually agree to changes that occur to the Training Plan after it is first issued, however they must ensure the Training Plan is kept up to date and provide any changes to the student as soon as is reasonably practicable. <p>The Department has also reduced some of the content required in a Training Plan, in particular, the requirement to provide information to the student about Program Unique Supervised Hours and Program Supervised Teaching Activity Completion Date has been removed. Instead, training providers are required to advise the student of the expected duration of their qualification (which is in alignment with the National RTO Standards).</p> <p>The Training plan clauses have also been restructured so that those for general students and those for Apprentices/Trainees are now in separate sections so it is clearer what is required for each delivery mode.</p> <p>NOTE: the requirements for issuing a single Training Plan and having it signed by all parties for Apprentices and Trainees has NOT changed, given that an Apprentice/Trainee Training Plan must be agreed between the Apprentice/Trainee, the employer (and/or school) and the training provider.</p>	<p>Clause 7 (all Contracts)</p>
CLARIFYING REQUIREMENTS TO REDUCE AVOIDABLE NON-COMPLIANCE	
<p>Skills First Program – Evidence of Eligibility and Student Declaration Form</p> <p>In response to feedback from training providers and from analysis of common non-compliances, the <i>Evidence of Eligibility and Student Declaration</i> form has been re-designed to improve readability and encourage and support its full and accurate completion. In particular, the form now includes clearer instructions and information:</p> <ul style="list-style-type: none"> • on how to fill out fields that are commonly missed or misunderstood; • to not leave sections of the form blank; • to delete fields that are only relevant to certain types of training providers, if they are not applicable. 	<p>Attachment 3 of the <i>Guidelines About Determining Student Eligibility and Supporting Evidence</i></p>

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<p>Practical Placement requirements</p> <p>A Practical Placement agreement is critical to make sure that all parties are aware of their respective roles and responsibilities when students are placed in a workplace.</p> <p>The Contract now includes a definition of a Practical Placement, to reduce confusion and clarify when a Practical Placement Agreement is required. It is important that training providers note that a Practical Placement agreement is required whenever a student is placed within a workplace to practice and reinforce skills associated with their Skills First training. This applies whether or not the Practical Placement is voluntary or mandated as part of course or training package requirements and whether or not the placement is with the student's own employer or a host employer.</p> <p>Training providers must also refer to the Department's 'Amended Guidelines for Registered Training Organisations and Employers in relation to students of technical and further education undertaking Practical Placements', in particular for information about insurance coverage for students when they are doing Practical Placements. Training providers are also encouraged to use the model Practical Placement agreement template provided in these Guidelines.</p>	<p>Clause 10 of Schedule 1 (all Contracts)</p>
<p>Evidence of Participation</p> <p>The requirements have been reviewed for consistency with the NCVER Non-Financial Audit Guidelines. Victoria has at times chosen to include additional requirements above these nationally agreed requirements published by NCVER, to provide greater assurance in light of issues observed in its training market. These include requiring a student signature on evidence of work submitted and requiring additional teacher endorsed supporting documentation for a record of assessment. The Department has determined that these additional requirements can now be removed.</p> <p>Without changing the substantive requirements, the clauses have also been restructured to make them clearer, in particular to:</p> <ul style="list-style-type: none"> • make it clearer when either one or two points of EoP are required • emphasise that when two points of EoP are required, they must be two different types of evidence. • make the terminology throughout the Clauses more consistent. 	<p>Clause 11 of Schedule 1 (all Contracts)</p>
<p>Pre-Training Review</p> <p>The wording about documenting the decision about whether training is suitable and appropriate for an individual student has been adjusted slightly to emphasise that training providers must justify <u>why</u> they made the decision and that they must make the decision with reference to the information they have gathered about the student as part of the Pre-Training Review.</p>	<p>Clause 5 of Schedule 1 (all Contracts)</p>
<p>References to National RTO Standards</p> <p>An additional item has been added in the Clauses explaining how to interpret the Contract, to explain that where there is a requirement to comply with a particular aspect of the National RTO Standards, this applies regardless of whether the training provider is registered with ASQA or VRQA. Whilst the National RTO Standards only apply to ASQA registered RTOs, the Department has specified particular aspects of the National RTO Standards that it wants all training providers to refer to and comply with in the delivery of Training Services under <i>Skills First</i>.</p>	<p>Clause 1.2 (all Contracts)</p>

What has changed and why?	Reference
SIGHTING AND RETAINING EVIDENCE	
<p>Supporting use of modern technology to evidence eligibility and concession entitlements</p> <p>The Department supports training providers who wish to introduce efficiencies into their enrolment processes by using modern technology to sight and retain evidence of student eligibility.</p> <p>The Department already allows that training providers can use the Commonwealth Government's Document Verification Service (DVS) to check evidence of citizenship/permanent residence. The option to use the DVS is now also available as an option for checking evidence of concession entitlement.</p> <p>The Department has also provided clearer wording about use of the DVS, more consistent with key terms used in the Commonwealth Government's guidance about this service and has refined the wording about what evidence is to be sighted and retained using this option.</p>	<p>Clause 3.10 <i>(Guidelines About Fees)</i></p> <p>Clause 2.2 <i>(Guidelines About Determining Student Eligibility and Supporting Evidence)</i></p>
<p>Clarification about checking evidence of concession entitlement</p> <p>The Guidelines About Fees have been amended to introduce a more logical flow of Clauses. In particular, the information about sighting and retaining evidence of concession entitlement has been grouped together in a side-by side table for easier reference.</p> <p>The Guidelines also clarify that training providers should record the date upon which a student's concession entitlement was checked, as this will enable it to be clearly confirmed that the entitlement was current and valid at that point in time.</p> <p>Additional information is also included to clarify when a training provider should re-test a student's concession entitlement after they initially check it as part of enrolment. Training providers need to re-check a student's entitlement if their business process is such that all fees associated with an course of study/enrolment are not charged in one instance.</p> <p>For example, if fees are charged for each semester of study or each year, then after initially checking an individual's eligibility for concession as part of enrolment, the Training Provider must re-check an individual's eligibility for concession each time a new invoice is issued to the individual for fees associated with that enrolment that have not previously been charged.</p> <p>Where the Training Provider offers an individual a 'payment plan' (meaning that the individual is charged all fees and incurs the total debt associated with their course of study/enrolment in one instance, but the Training Provider allows the student to pay the amount that is owed in instalments), the Training Provider does not need not re-check concession entitlement each time an invoice is issued when an instalment amount is due to be paid.</p>	<p>Clauses 3.3 – 3.5 <i>(Guidelines About Fees)</i></p>

What has changed and why?	Reference
<p>Clarification of accepted forms of evidence of citizenship/permanent residence</p> <p>The list of accepted forms of evidence of citizenship/permanent residence in the Evidence of Eligibility and Student Declaration form have been amended for clarity in two places:</p> <ul style="list-style-type: none"> • 'Australian Citizenship Certificate' instead of 'naturalisation certificate'. Australian Citizenship Certificate is the more current terminology and encompasses past and present types of documentation that may be issued to an individual as evidence of Australian citizenship. For more information about Australian Citizenship Certificates: https://immi.homeaffairs.gov.au/citizenship/certificate • 'Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) and the student's foreign passport or ImmiCard' instead of 'formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence'. In most instances, students who are permanent residents will hold a Green Medicare Card and will be able to use this to evidence their eligibility for <i>Skills First</i>. Otherwise, the student may present formal confirmation of their permanent residence granted by the Department of Home Affairs. The wording previously used in the form has been changed because it is now uncommon for this type of confirmation to be provided in the form of 'formal documentation' such as a letter or other written communication. Visa information is now mainly held electronically within the Commonwealth Government's Visa Entitlement Verification Online (VEVO) system. To use this option for demonstrating permanent residence: <ul style="list-style-type: none"> ○ training providers may accept an email, pdf or other extract that the student has obtained themselves through VEVO. The training provider should check that the information provided by the student includes the logo of the Department of Home Affairs, and that it clearly indicates the student's permanent residence status; or ○ if a training provider is registered to do so, they may be able to check VEVO on the student's behalf, with the student's permission. The training provider also needs to sight the student's foreign passport or ImmiCard, as a student's self-generated VEVO check alone is not sufficient evidence and the training provider would need the student's document details to check VEVO on the student's behalf. For more information about VEVO: https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/overview 	<p>Attachment 3 of the <i>Guidelines About Determining Student Eligibility and Supporting Evidence</i></p>
<p>Students under 17 years of age</p> <p>The Contract has been clarified to state that if a student is under 17 at the time of enrolment, but will be 17 or over by the time their training will commence, then the training provider does not need to sight evidence the student has been granted an exemption from school attendance.</p> <p>The Contract has also been clarified to state that training providers should both sight and retain evidence of exemption of school attendance where it is required for a student under 17. This is consistent with other eligibility checking requirements in the Contract.</p>	<p>Clause 3.5 of Schedule 1 (all Contracts)</p>

What has changed and why?	Reference
UPDATES TO REFLECT CONTRACT VARIATIONS MADE TO DATE IN 2019	
<p>Delivery of Training to Support the 10-year Industry Plan for Family Violence Prevention and Response</p> <p>The Contract has been updated as per Contract Notification CN 2019-11, which was issued on 7 June 2019 to vary the Contract to introduce this initiative.</p>	<p>Clause 22 pf Schedule 1 (Standard, Restricted, Non-Vic Contracts)</p> <p>Clause 24 of Schedule 1 (TAFE, Dual Sector Contracts).</p>
<p>Extension of the Contract</p> <p>The Contract has been updated as per Contract Notification CN 2019-12, which was issued on 11 June 2019 to vary the Contracts to give effect to the Department's decision to extend them for an additional calendar year.</p> <p>The Contract title is also amended from 2018-19 to 2018-20.</p>	<p>Definitions 1.1, Clause 5.9(a) and (b) (Standard, Restricted, Non-Vic Contracts)</p> <p>Clause 2.1(b), Clause 2.2, Clause 8.2(c)(ii), Clause 2.2(b) of Schedule 1 (all Contracts)</p>
<p>NDIS TAFE Training Campaign</p> <p>The Contract has been updated to reflect that this program has been extended until 31 December 2019, as per a Contract variation made by direct correspondence to TAFEs and Dual Sector universities on 29 June 2019.</p>	<p>Clause 22 of Schedule 1 (TAFE, Dual Sector Contracts)</p>
ADMINISTRATIVE CHANGES AND MINOR CORRECTIONS OR CLARIFICATIONS	
<p>Definition of Amount of Training</p> <p>This definition has been deleted as it is not used in a technical sense in any Clauses of the Contract.</p>	<p>Definitions 1.1 (all Contracts)</p>

CN 2019-16 - ATTACHMENT 1: Summary of changes in the 'curated' 2018-19 VET Funding Contracts (extended to 31 December 2020) (v3.0), the Guidelines About Fees (v2.0) and Guidelines About Determining Student Eligibility and Supporting Evidence (v2.0)

What has changed and why?	Reference
<p>Definition of Evidence of Participation</p> <p>The definition has been amended to replace reference to 'training and/or assessment' with 'learning and/or assessment'. This is consistent with the agreed national standard for Evidence of Participation outlined in the NCVET Non-Financial Audit Guidelines.</p>	<p>Definitions 1.1 (all Contracts)</p>
<p>Definition of a Learn Local Organisation</p> <p>The definition is amended so that if training provider acquires the status of a Learn Local Organisation after their Contract has started they will be able to access arrangements within the Contract that apply to Learn Local Organisations. Previously, the definition limited this to a training provider needing to have Learn Local Organisation Status at the time they apply for a Contract.</p>	<p>Definitions 1.1 (all Contracts)</p>
<p>Amount of Training and Volume of Learning</p> <p>A typographical error was identified in how the Contract referred to Amount of Training and Volume of Learning.</p> <p>The requirement to justify and document any deviation from delivering training consistent with recommendations in the Australian Qualifications Framework is relevant to Volume of Learning, not Amount of Training and this has been corrected in the Contract.</p> <p>In addition, references to completing a course in a shorter time than the 'minimum' amount specified in the Australian Qualifications Framework have been amended to remove the word 'minimum'. This is because the AQF does not refer to a 'minimum' time that a course should be completed in, it refers to an indicative amount.</p>	<p>4.5(b) and (c) (all Contracts)</p> <p>Clause 5.9 of Schedule 1 (all Contracts)</p>
<p>Change in Control</p> <p>Where the Contract indicates that the Department may give a training provider a Notice setting out whether or not it approves of a Change in Control, a clarification has been added that any such approval is at the Department's sole discretion.</p>	<p>Clause 7.6 (all Contracts)</p>
<p>Expiry of the Term of the Contract</p> <p>Amendments have been made to use consistent terminology where reference is made to the expiry of the Term of the Contract.</p>	<p>Clause 10.2 and Clause 20.1 (all Contracts)</p>
<p>Helping students to transfer if the Contract is terminated, suspended or the training provider stops delivering training</p> <p>Clause 19.1 states that the Department may give directions for a training provider to assist students to transfer to another register training organisation if the Contract is terminated, suspended or the training provider otherwise ceases to deliver training.</p> <p>The Clause has been amended to clarify that such a direction given by the Department may include (but is not limited to) issuing statements of attainment for units of competency a student has already completed.</p>	<p>Clause 19.1 (all Contracts)</p>

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<p>Eligibility of students under 20 years of age</p> <p>This Clause states that students under 20 undertaking 'nationally recognised training' are eligible to receive <i>Skills First</i> funding. Whilst it is technically not on the National Register, it is the policy under Skills First that students under 20 (not enrolled in a school, unless undertaking an SBAT) can also receive <i>Skills First</i> funding for training they do as part of VCE or VCAL. The Clause has been amended to make this clearer.</p>	2.2 (c)(ii) of Schedule 1 (all Contracts)
<p>Eligibility exclusions</p> <p>Ravenhall Correctional Centre has been added to the list of prisons (prisoners held in a prison are not eligible for <i>Skills First</i> funding).</p>	2.4(b) of Schedule 1 (all Contracts)
<p>Out of date terminology</p> <p>Out of date terminology 'Enrolments continuing into a following collection year' has been replaced with the current terminology 'Continuing enrolments'</p>	<p>13.27 of Schedule 1 (TAFE, Dual Sector Contracts)</p> <p>13.30 of Schedule 1 ((Standard, Restricted, Non-Vic Contracts)</p>
<p>Fee Concession Contribution calculation</p> <p>Amended for clarification. There is no 'standard published hourly fee' as previously referenced in this clause.</p>	<p>13.33(a) of Schedule 1 (TAFE, Dual Sector Contracts)</p> <p>13.30 of Schedule 1 (Standard, Restricted, Non-Vic Contracts)</p>
<p>Asylum Seeker VET Program</p> <p>A discrepancy was identified in the evidence that is to be sighted and retained of a student's entitlement to an exemption under this program. The Contract has been clarified to state that training providers must sight a 'Referral to Government Subsidised Training – Asylum Seekers' form (NOT a referral letter).</p>	Clause 17 of Schedule 1 (all Contracts)

What has changed and why?	Reference
<p>Back to Work Scheme</p> <p>A typographical error has been corrected. The clauses incorrectly included that Learn Locals and the CAE/AMES must offer a concession to Back to Work students, regardless of whether they hold a current concession. Only TAFEs and Dual Sector universities must offer a concession to all Back to Work students. Other training providers should only offer a concession to Back to Work students if they hold a current and valid concession entitlement.</p>	<p>Clause 21 of Schedule 1 (all Contracts)</p>
<p>Updated information about certifying documents</p> <p>The Department of Justice and Community Safety has recently updated its publically available information about how to have documents certified. This includes the instructions on how to have a document certified and the list of persons/occupations who can certify documents. Attachment 4 of the <i>Guidelines About Determining Student Eligibility and Supporting Evidence</i> has been updated to include the latest information.</p>	<p>Attachment 4 of the <i>Guidelines About Determining Student Eligibility and Supporting Evidence</i></p>