

CONTRACT NOTIFICATION

CN No.	2021-11	Date: 2 August 2021
To:	Chief Executive Officer or equivalent	
Purpose:	Advice on Contract requirement	
Scope:	2021 Standard VET Funding Contract 2021 Dual Sector VET Funding Contract 2021 TAFE VET Funding Contract	
Subject:	Requests for Additions to 2021 Funded Scope and Allocations	

Purpose

This Contract Notification is to advise Training Providers that the process for lodging requests for additions to Funded Scope and increases to allocations in 2021 is now open for the following;

- *Skills First* AQF programs
- *Skills First* Skill Sets (including both 'General' and 'Priority Workforce Course Ins')
- JobTrainer AQF programs; and
- JobTrainer Skill Sets.

Main Points

Framework for considering requests

- In assessing a Training Provider's request for an addition to their Funded Scope and/or for an increase to its allocations, the Department of Education and Training (the Department) will consider the following:
 - **Market need:** whether there is a demonstrable and genuine need for the expanded activity, and how the proposed new activity meets the job and training needs of Victoria, including consideration of the specific course(s), the delivery location, and the target cohort;
 - **Training provider capacity and capability:** the Department's view of the training provider's capacity and capability to expand their activity; and
 - **Program budget:** the impact of the request on the program budget.
- In assessing market need, the Department will consider information submitted by the Training Provider alongside the Department's own data and analysis.
- Requests for additional allocations should be accompanied by demonstration of market need for expanded the training activity. This can take the form of letters from industry groups or employers testifying to the need for graduates with the qualification in question, or any other third-party endorsement of the need for your proposed training activity.
- In assessing a Training Provider's capacity and capability, the Department will consider the information submitted by the Training Provider, the nature of program(s) sought, the

Training Provider's history of delivery, and intelligence from a range of Departmental information sources, including but not limited to data and previous audits or reviews. In some instances, the Department may commission a formal audit or review prior to making a determination.

- Training Providers are reminded that in assessing additions to Funded Scope, the Department places a strong emphasis on a history of relevant delivery, whether in the program itself or in the same Training Package or other relevant area.
- Where concerns are identified in relation to market need, Training Provider capacity and capability, or program budget, the Department may refuse the request for an addition to Funded Scope or an increase to allocation, or set a Program Allocation – i.e. a limit on funded commencements in the program in question within the provider's overall allocation.
- Training Providers may only lodge requests in relation to courses that are on both their Scope of Registration and (as applicable) on
 - the [Skills First Funded Course List 2021](#), or
 - the [Skills First Funded Skill Set List 2021](#), or
 - the 2021 JobTrainer Funded Courses Report (published in the documents section of SVTS)
- Where the Funded Course List, Funded Skill Set List, or JobTrainer Funded Courses Report restricts the Enrolment Type (apprenticeship, traineeship or non-apprenticeship/traineeship) for a particular course, requests must be consistent with these limitations.

Process for lodging requests

- In order for the Department to consider a request for an increase to an allocation and/or addition to Funded Scope, the training provider must submit:
 - a '2021 Contract Variation Request Form – Funded Scope and Allocations' (published in the Documents section of SVTS); and
 - for Funded Scope requests in relation to full qualifications, Program Delivery Plans (PDPs) detailing the planned training delivery and a Training and Assessment Strategy (TAS) for each new program or delivery type you seek to add; and
 - where possible, documentation supporting demand for the expanded training activity (for example, letters from employers or industry groups testifying to the demand for the qualification).
- PDPs and a TAS are not required to be submitted for requests to add skill sets (including Course Ins) to Funded Scope, or for requests for additional allocations. However, the Department reserves the right to request this or any other information in the course of reviewing your application.
- Where a training provider is requesting a program that is already on Funded Scope but for a different delivery type, PDPs are not required. TAS are only required in this circumstance if you do not currently have the enrolment type on Funded Scope at all. For example, if traineeship delivery is being added for a program you already have on Funded Scope for non-traineeship delivery, and you do not currently have traineeship delivery on Funded Scope for any other program, a TAS must be submitted.

- Required components of requests are summarised in the table below.

Type of request	Request form required?	PDP required?	TAS required?	Letters of support /testifying to demand from employers/industry groups required?
Add different enrolment type for program already on Funded Scope	Yes	No	Yes- if enrolment type is not already on Funded Scope for other programs	Encouraged only if training provider does not have a strong history of training delivery related to the program being requested (e.g. in the same training package).
Add full program	Yes	Yes	Yes	
Add skill set	Yes	No	No	
Add additional allocations	Yes	No	No	Encouraged, especially where allocation requested is larger than delivery in previous years. Letters should describe demand for training and be as specific as possible.

- The PDP framework ‘2021 Program Delivery Plans (Victorian Based Training Provider)’ is now open.
- To assist in completing PDPs, the “2021 Guide to the Program Delivery Plans – Requests for Addition to Funded Scope” has been published in the Documents section of SVTS.
- Requests may be lodged from the date of this Contract Notification.
- Requests must be lodged as attachments to an enquiry via the Enquiries function of SVTS (under the category “Skills First Funding Contract – Requests for Additional Commencements/Expanded Funded Scope”); and
- The associated PDPs (where required) must be lodged via SVTS in accordance with the instructions in the “2021 Guide to the Program Delivery Plans – Requests for Addition to Funded Scope”. Please note a new plan must be created for each request – providers should not open and edit details of any existing PDPs.
- It is the Department’s intention to respond to Training Provider requests within three weeks of receipt of all required information, noting that if further information is required more time will be required. Further time may also be required where the Department elects to

undertake quality assurance activity prior to finalising a decision. Training Providers will be advised of the outcome of any request via correspondence from the Department and, if approved, an updated 'Schedule 2' to the applicable VET Funding Contract will be issued.

Resources

- *2021 Contract Variation Request Form – Funded Scope and Allocations* (published in the Documents section of SVTS)
- *2021 Guide to Program Delivery Plans – Requests for Addition to Funded Scope* (published in the Documents section of SVTS)

Critical Dates

- Requests may be lodged from the date of this Contract Notification. The PDP framework '2021 Program Delivery Plans (Victorian Based Training Provider)' is now open.
- The date of the closure of this process will be advised by SVTS announcement.

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