

Contract Notification

CN No.	2016-16	Date:	31 August 2016
To:	Chief Executive Officer or equivalent		
Purpose:	Information only		
Scope:	Eligible Registered Training Organisations		
Subject:	<i>Skills First</i> provider selection process 2017		

For all training provider staff

Purpose

This Contract Notification is to advise training providers with a 2014-16 or 2016 VET Funding Contract and training providers without a VET Funding Contract in 2016 of the *Skills First* provider selection process for 2017.

Main Points

The Department has made a commitment to place quality and continuous improvement at the centre of the training and TAFE system. The 2017 *Skills First* provider selection process is paramount in achieving a high standard of quality training delivery in 2017.

The *Skills First* website (www.skillsfirst.vic.gov.au) contains information about the *Skills First* program and contains key related documents, including:

- 2017 Funded Courses List
- Regional Jobs and Training Needs Reports

The Department is pleased to advise that the Call for Expression of Interest for training providers to express interest in delivering Government subsidised nationally recognised training through the Victorian Government's *Skills First* program in 2017 will open at 2PM on Thursday 1 September 2016.

Email correspondence will be issued to the key contact at all training providers with a 2014-16 VET Funding Contract or 2016 VET Funding Contract.

Training Providers are encouraged to register on SVTS to attend an Information Session, running from 1 – 8 September 2016 in Melbourne and regional Victoria.

The Call for Expression of Interest for Victorian (*Skills First* 2017-01) and Non-Victorian training providers (*Skills First* 2017-02) and the new 2017 VET Funding Contracts are available for review in the *Documents* section of the Skills Victoria Training System (SVTS) from today, 31 August 2016. The full suite of supporting documentation and resources will be available within the *Submit Applications* function of SVTS from Thursday 1 September 2016 (<http://www.education.vic.gov.au/svts>).

The closing date for submissions is 2PM on Wednesday 28 September 2016. The Department will not consider applications made after this time/date. Training providers are therefore encouraged to commence arrangements for the completion of all relevant information as soon as possible.

Critical Dates

- Information Sessions will be held from 1 – 8 September 2016
- The Call for Expression of Interest will open at 2PM on Thursday 1 September 2016
- Enquiries regarding that Call for Expression of Interest will close at 4PM on Wednesday 21 September 2016

- The Call for Expression of Interest will close at 2PM on Wednesday 28 September 2016

Relevant Resources

- **Attachment A – 2017 Call for Expression of Interest 2017-01 (Vic-Based Training Providers)**
- **Attachment B - 2017 Call for Expression of Interest 2017-02 (Non-Vic Based Training Providers)**
- **Attachment C – DRAFT 2017 VET Funding Contract (Restricted)**
- **Attachment D – DRAFT 2017 VET Funding Contract (Standard)**
- **Attachment E – DRAFT 2017 Non-Victorian based RTO delivering to a National Enterprise Contract**
- **Attachment F – Guidelines for the Financial Assessment of RTOs – August 2016**
- **Attachment G – Guide to the Program Delivery Plan – August 2016**
- **Attachment H – DRAFT 2017 Online Delivery Restriction List**
- **Attachment I – DRAFT Factsheet – Summary of Key Features of the 2017 VET Funding Contract**
- **Attachment J – DRAFT Guidelines about Apprenticeship/Traineeship Training Delivery**
- **Attachment K – DRAFT Guidelines about Fees**
- **Attachment L – DRAFT Guidelines about Determining Student Eligibility and Supporting Evidence**
- **Attachment M – DRAFT Victorian VET Student Statistical Collection Guidelines 2017 – v1**

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Training Market Quality