

For all Training Provider staff

Contract Notification

CN No.	2018-25	Date:	1 October 2018
To:	Chief Executive Officer or equivalent Training provider staff responsible for statistical reporting		
Purpose:	Advice on Contract requirement		
Scope:	All 2018-19 VET Funding Contracts		
Subject:	Changes to reporting requirements for job seekers		

Purpose

- This Contract Notification is to provide clarification about reporting requirements for job seekers referred to training by Commonwealth *jobactive* providers, following the contract variation made in Contract Notification 2018-24.

Background

- Contract Notification 2018-24 varied the 2018-19 VET Funding Contract such that training providers can now receive a concession contribution from the Department for revenue foregone when they enrol job seekers with an entitlement to a concession who are referred to training by Commonwealth *jobactive* providers.

Main Points

- Given that the Contract variation in CN 2018-24 takes effect from 19 September 2018, the following clarification is provided to assist with reporting training activity that may have commenced prior to that date and to clarify reporting requirements for all commencements after that date.

Reporting for course commencements prior to 19 September 2018

- For commencements prior to 19 September 2018, training providers should continue to report training activity for job seekers referred by Commonwealth *jobactive* providers using Fee Exemption/Concession Type Identifier 'J' (where the student is eligible for a concession) or 'K' (where the student is not eligible for a concession).
- The only exception to the above is where the Commonwealth *jobactive* provider has reimbursed the training provider for fees forgone for a defined portion of the training (for example, the first year of a course), but the *jobactive* provider will not be reimbursing for subsequent training (for example, the second year of the course). In these instances, the remaining units not included in the reimbursement arrangements with the *jobactive* provider may be reported using the relevant Fee Exemption/Concession Type Identifier (typically 'H', 'P', 'V' or 'O'). This will result in the Department paying a contribution towards fees forgone for these units.

Reporting for course commencements from 19 September 2018

- For commencements on or after 19 September 2018, the training provider should not utilise Fee Exemption/Concession Type Identifiers 'J' or 'K' for job seekers referred by *jobactive* providers.
- For job seekers who commence on or after 19 September 2018 and are:

- eligible for a concession, activity should be reported using the relevant Fee Exemption/Concession Type Identifier (typically 'H', 'P', 'V' or 'O'). This will result in the Department paying a contribution towards fees forgone.
- not eligible for a concession, activity should be reported using Exemption/Concession Type Identifier 'Z', indicating that the student is not eligible for a concession.
- The only exception to the above is for students who are eligible for a concession, and the training provider has already invoiced the *jobactive* provider for the concession contribution. In these instances, the activity should be reported against Fee Exemption/Concession Type Identifier 'J' even though the course commencement date is on or after 19 September 2019. By reporting in this manner, the training provider will avoid being inappropriately reimbursed by both the *jobactive* provider and the Department.

Resources

- Refer CN 2018-24 '*Job seekers referred to training by Commonwealth jobactive providers*' in the 'Memos' section of SVTS.

Critical Dates

- Effective from 19 September 2018.

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