

Contract Notification

CN No.	2020-20	Date:	17 December 2020
To:	Chief Executive Officer or equivalent		
Purpose:	Advice on Contract requirement		
Scope:	All 2021 VET Funding Contracts (version 1.0)		
Subject:	Arrangements to allow flexibility for Contract requirements during the Government response to COVID-19		

Purpose

- This Contract Notification informs training providers that arrangements made under the VET Funding Contract (the Contract) to allow flexibility in relation to specific compliance requirements during the Government response to COVID-19 end on 31 December 2020.

Background

- Due to the impacts of COVID-19 restrictions on training providers' capacity to operate in a business-as-usual manner, the Department of Education and Training (the Department) released CN 2020-05 to allow flexibility in relation to the following compliance requirements:
 - Notice requirements
 - deadline for submission of the Internal Audit Checklist for the 2020 calendar year
 - information published as part of Online Service Standards
 - additional requirements for workplace-based assessment
 - professional development for *Skills First* Teachers delivering online training/assessment
 - pre- and post-testing of Foundation Skills
 - sighting and retaining evidence of concession entitlement – allowing training providers to sight electronic copies of concession cards and retain a declaration
 - sighting and retaining evidence of eligibility – allowing training providers to sight and retain uncertified copies of documents
 - workplace visits and other face-to-face requirements in the Guidelines About Apprenticeship/Traineeship Delivery.

Main Points

- Following the Victorian Government's easing of COVID-19 restrictions, students face fewer restrictions on activity and training providers have an increased capacity to return to business-as-usual operations by early 2021.
- As such, flexibility in relation to compliance requirements as advised under CN 2020-05 ends on 31 December 2020. This means that the requirements of the 2021 Contract apply as written.
- However, training providers are advised that the requirement to collect and submit data for pre- and post-testing of Foundation Skills continues to not be required until further advised by the Department.

- Training providers should also note that some of the compliance requirements noted above have changed between the 2018-19 Contract and 2021 Contract. These changes include:
 - fewer communications that are required to be submitted as formal Notices (these communications can be submitted via SVTS instead).
 - removal of the requirement to have a specific professional development program for *Skills First* Teachers who deliver online training.
- Further information about changes between the 2018-19 Contract and 2021 Contract can be found in the '*Guide to content changes in the 2021 Contract and Guidelines*' (published in the 'Documents' section of SVTS on 4 December 2020).

Critical dates

- Flexibility in relation to specific compliance requirements, as advised in CN 2020-05, ends on 31 December 2020.

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