

Contract notification

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| CN number: | 2025-08 | Date: 17 June 2025 |
| To: | Chief Executive Officer or equivalent | |
| Purpose: | Variation to Contract | |
| Scope: | All 2024-25 VET funding contracts | |
| Subject: | Release of updated contracts and guidelines about eligibility to reflect revised standards for RTOs and other administrative updates | |

Purpose

To advise you that we've made minor updates to the 2024-25 VET funding contracts (the contract) and the guidelines about eligibility to reflect the revised standards for Registered Training Organisations (RTOs) and other administrative updates.

The following documents are published in the 'documents' section of SVTS:

- 2024-25 standard VET funding contract (version 3.0)
- 2024-25 TAFE VET funding contract (version 3.0)
- 2024-25 dual sector VET funding contract (version 3.0)
- 2025 guidelines about eligibility (version 1.1).

Background

The revised standards for RTOs

The revised standards for RTOs take effect on 1 July 2025 and will apply to training providers registered with the Australian Skills Quality Authority (ASQA), under the *National Vocational Education and Training Regulator Act 2011*.

The current *Standards for Registered Training Organisations (RTOs) 2015* apply until then.

The revised standards for RTOs are comprised of 3 legislative instruments referred to as:


- the Outcome Standards
- the Compliance Requirements
- the Credential Policy.

The Commonwealth Department of Employment and Workplace Relations has published [policy guidance](#) describing the intent of the outcome standards.

ASQA has published [draft practice guides](#) for the outcome standards which set out regulatory expectations.

How we refer to your regulatory obligations in the contract

When we refer to your regulatory obligations in the contract, we usually use the term 'regulatory standards' because not all Skills First training providers are subject to the same standards.



Those registered with the Victorian Registration and Qualifications Authority (VRQA) under the *Education and Training Reform Act 2003* are required to meet the Australian Quality Training Framework (AQTF).

As well as the standards for RTOs or AQTF, 'regulatory standards' also includes the Australian Qualifications Framework (AQF) and any guidance released by either regulator on its relevant standards.

Main points

Contract clauses that apply national RTO standards to all training providers

We use the term 'national RTO standards' to refer to the revised standards for RTOs in the contract.

We've also added a new definition of 'outcome standards' to make it easier to refer directly to that aspect of the national RTO standards in the contract.

Where a clause requires you to do something in accordance with the 'national RTO standards' (or specifically, the outcome standards), this applies regardless of whether you are registered with ASQA or VRQA.

We now only include requirements about acting in accordance with the outcome standards in the context of:

- the information you must provide in a statement of fees (in the definition of statement of fees)
- how you plan for training and assessment (your training and assessment strategy).

We've updated some contract clauses about planning and delivering training and assessment to align with the revised standards for RTOs, but this has not changed compliance requirements.

Statement of fees

We updated the definition of the 'statement of fees' to state that it's a document that includes the information we require in our guidelines about fees as well as information required by the outcome standards.

To understand what's required by the outcome standards, you should refer in particular to standard 2.1(d) which says that you must give students documentation on fees, liabilities and obligations before training starts or any fees are charged.


Updates to clauses about planning for training and assessment

We've made minor updates to the requirements in clause 6 of schedule 1 that are about planning training and assessment.

While the outcome standards don't refer to a 'training and assessment strategy' we continue to refer to it in the contract as a general term (rather than a defined term) to describe how you document your planning for each program and cohort.

We understand that you can decide what documents or resources might make up your training and assessment strategy.

We've updated the relevant references to the revised standards for RTOs so that we continue to capture the same important aspects of quality training and assessment that are now described in standards 1.1-1.8 and 2.3 of the outcome standards.



This means that we expect your training and assessment strategy will reflect your consideration of how these outcome standards apply in your unique context, and how you plan for:

- training (including ensuring the delivery mode, structure and pace of training supports students to progress and attain the required skills and knowledge)
- assessment
- facilities resources and equipment
- training supports and reasonable access to trainers and other staff.

See **Attachment 1** for more detail on the changes to clause 6 of schedule 1.

Updates to clauses about delivering training and assessment

We made some changes to streamline clause 7 of schedule 1 about delivering training and assessment, including removing outdated references to previous standards. For example, we removed the reference to the 'amount of training' which does not appear in the revised standards for RTOs.

We've consolidated requirements into clause 7.1 which requires that you deliver training as planned in your training and assessment strategy, and in line with the training package and regulatory standards.

See **Attachment 1** for more detail on the changes to clause 7 of schedule 1.

Other administrative updates

We updated the contract clause on eligibility for the Asylum Seeker VET program (clause 13 of schedule 1) to reflect a change to the referral process from the Asylum Seeker Resource Centre and the Red Cross Support for Trafficked People Program. These organisations now provide a letter of referral to government subsidised training, rather than the previous referral form.

We've also updated the guidelines about eligibility to state that you can sight and retain the signed referral letter as evidence of eligibility for the Asylum Seeker VET program.

We updated the contract clause on 'training to support the 10-year industry plan for family violence prevention and response' (clause 14 of schedule 1) to update the course code for the 'Course in Identifying and Responding to Family Violence Risk'. We also updated the course code in the guidelines about eligibility

See **Attachment 1** for a full list of the updates to the contracts and guidelines about eligibility.

Critical dates

Version 3.0 of the contracts are effective from 1 July 2025.

Ryan Collins
Executive Director
Training Operations and Assurance

Attachment 1: guide to contract changes

Strikethrough = deleted text; highlighting = new text

| Clause | Details |
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| Acronyms and abbreviations | <p>'National RTO Standards' in the contract now refers to the new legislative instruments that give effect to the revised Standards for RTOs:</p> <p><i>National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025</i>, the <i>National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025</i>, and the <i>Credential Policy (Cth)</i>.</p> |
| 1.1 (definitions) | <p>We included a new definition of 'Outcome Standards' so we can more easily refer to that aspect of the national RTO standards in the contract:</p> <p>Outcome Standards means the <i>National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025</i>, a part of the National RTO Standards.</p> <p>We removed the definition of 'Training and Assessment Strategy'. Instead, we describe what a training and assessment strategy is in clause 6.1.</p> <p>We updated the reference to the National RTO Standards in the definition of 'Statement of Fees'</p> <p>Statement of Fees means a document for each Skills First Student that sets out fee and other information required by the National RTO Outcome Standards and the Guidelines about Fees.</p> |
| 6.1 of schedule 1 | <p>We combined previous clauses 6.1 and 6.2 of schedule 1, as well as aspects of the previous definition of the training and assessment strategy, to become new clause 6.1. We updated the references to the relevant revised Outcome Standards:</p> <p>Training and assessment strategy</p> <p>6.1 You must have a training and assessment strategy, whether in a single document or in several separate documents. This must detail how you plan to deliver training and assessment that is consistent with Standards 1.1 to 1.8 and 2.3 of the Outcome Standards for:</p> <ul style="list-style-type: none"> a) each program you deliver on the Funded Scope; b) each cohort you will deliver the program to. <p>For example, if you structure a program so it will be completed in a shorter time than described in the Australian Qualifications Framework, you must document the justification, such as how the previous skills and knowledge or other relevant characteristics of the cohort will enable them to meet the competency requirements in a shorter time.</p> |
| 6.2 of schedule 1 | <p>Previous clause 6.3 about your business process to review and update training and assessment strategies is re-numbered to 6.2. We haven't changed the content of the clause.</p> |

| Clause | Details |
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| 6.3 of schedule 1 | We moved previous clause 7.4 of schedule 1 about learning materials provided online to become new clause 6.3 because it fits better in the section about planning for training. We haven't changed the content of the clause. |
| 6.5 and 6.15 of schedule 1 | We removed the defined term to instead refer to a 'training and assessment strategy' in the clauses about training plans. |
| 7.1 of schedule 1 | <p>We combined previous clauses 7.1, 7.2 and 7.3 of schedule 1 into the updated clause 7.1, to remove repetition and outdated references to previous standards. For example, we removed the reference to the 'amount of training' which doesn't appear in the outcome standards.</p> <p>Deliver training and assessment in accordance with your planning, Training Packages and Regulatory Standards</p> <p>7.1 You must deliver training and assessment in programs on the Funded Scope in accordance with the relevant training and assessment strategy, the requirements of the relevant Training Package or accredited course and Regulatory Standards.</p> |
| 7.2 of schedule 1 | We moved previous clause 7.4 of schedule 1 to clause 6.3, so previous clause 7.5 about training delivery where other regulatory requirements apply is re-numbered to 7.2. We haven't changed the content of the clause. |
| 7.3 of schedule 1 | Previous clause 7.6 of schedule 1 about issuing statements and certificates of attainment is renumbered to become 7.3. We haven't changed the content of the clause. |
| 11.22 of schedule 1 (TAFE and dual contracts) 11.24 of schedule 1 (standard contract) | <p>We updated this clause to remove reference to a program that's no longer current as follows:</p> <p>We are not liable to pay Funds for RPL undertaken as part of enrolment in a Foundation Skills Program., or the Certificate I in Vocational Preparation.</p> |
| Clause 13.1(a)(i) of schedule 1 and clause 2.7(c) of the guidelines about eligibility | <p>We updated clause 13.1(a)(i) of schedule 1 about the Asylum Seeker VET program to reflect that a referral letter from either the Asylum Seeker Resource Centre or Australian Red Cross replaces the previous referral to training form. We've also updated the name of the 'Red Cross Support for Trafficked People Program':</p> <p>(i) are referred to training via the Asylum Seeker Resource Centre or the Australian Red Cross Victims of Human Trafficking Support for Trafficked People Program and they present a 'Referral to Government Subsidised Training - Asylum Seekers' form letter of referral to government subsidised training;</p> <p>Clause 2.7(c) of the guidelines about eligibility is also updated to state that you can sight and retain the letter of referral as evidence of eligibility for the Asylum Seeker VET program.</p> |

| Clause | Details |
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| 14.2, 14.3, and 14.4 of schedule 1 and clauses 1.5(d) and 1.7(a) of the guidelines about eligibility | We updated the course code for the 'Course in Identifying and Responding to Family Violence Risk' from 22510VIC to 22660VIC. |