**2020 Contract Variation Request – Addition to Funded Scope and/or Increase to Commencement Allocation**

This document should be read in conjunction with Contract Notification 2020-07 which provides the Department’s Framework for the consideration of these requests.

This form should be used to provide the business case in relation to a single course, or a group of related courses. Where multiple business cases need to be presented (for example, one business case in relation to a number of different community services courses, and a separate business case for a hospitality course), a separate form should be lodged for each business case.

**Training Provider Name:**

**TOID:**       **Contact Person for this request:**

1. Please indicate what type of request you are making by marking the relevant boxes with an ‘x’

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| --- | --- |
|       | Addition to Funded Scope request only (New course to be added to Funded Scope for delivery within existing Commencement Allocation) |
|       | Increase to Commencement Allocation request only (Increase to Commencement Allocation for delivery of programs already on current Funded Scope) |
|       | Both addition to Funded Scope and increase to Commencement Allocation request |

1. Please list the courses relevant to this request and indicate for each course the number of additional commencements (if requesting an increase to Commencement Allocation).

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| --- | --- | --- | --- |
| Course Code | Course Name | Enrolment Type (Apprenticeship/ Traineeship / Non-Apprenticeship/Traineeship) | Number of Additional Commencements  |
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1. For each of the courses identified in the table above, please separately submit:
2. a *Program Delivery Plan* via the *Skills Victoria Training System* (SVTS); and
3. a *Training and Assessment Strategy* (submit along with this application form).
4. *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).*

For assistance in accessing and completing *Program Delivery Plans*, please refer to the ‘2020 *Guide to the Program Delivery Plans*’ as published in the ‘*Documents*’ section of SVTS. Page five of this document provides specific instructions on accessing the plans on SVTS.

1. In the following section, please respond to each question (a – f) where relevant. Responses should address each course identified in the table at question 2.
	1. Demonstrate how the proposed activity addresses an identified Victorian labour market need, and / or the needs of a particular enterprise. Supporting documentation from employers should be attached to this submission where relevant.

* 1. Does the proposed activity address the training needs of a priority cohort such as youth, indigenous persons, persons with a disability, or individuals living in regional Victoria?

* 1. Does the proposed activity involve a High Value Traineeship or Apprenticeship (as identified on the [*Funded Course List*](http://www.education.vic.gov.au/skillsfirst/Pages/fundedcourses.aspx))?

* 1. Does the proposed activity support government priorities?
* The National Disability Insurance Scheme (NDIS)
* Responding to family violence
* Completing Victoria’s infrastructure projects.
* Victoria’s priority sectors:
* Medical technologies and Pharmaceuticals
* New energy technology
* Food and fibre
* Transport, Defence, and Construction technologies
* International education
* Professional services

* 1. Will this activity lead to job outcomes for students? Be as specific as possible and provide evidence.

* 1. What plans for business continuity are in place to accommodate the additional operational load if this request is approved? What safeguards are in place to mitigate the risk of adverse impacts on existing students?