# attachment a

**2020 Contract Variation Request FORM – Increase to Qualification Allocations in restricted courses**

**TAFE and Dual Sector Training Providers**

This document should be read in conjunction with the Fact Sheet that provides the Department of Education and Training Department’s Framework for the consideration of these requests.

Note that the only courses that are relevant to this application form are the following eight restricted qualifications that the Department has applied a Qualification Allocation to in 2020:

* Certificate IV in Accounting and Bookkeeping
* Certificate IV in Business
* Certificate IV in Leadership and Management
* Certificate IV in Youth Work
* Certificate III in Education Support
* Certificate IV in Education Support
* Diploma of Community Services
* Diploma of Justice

This form should be used to provide the business case in relation to one or many of the courses listed above. Where multiple business cases need to be presented (for example, one business case in relation to the Certificate IV in Business, and a separate business case for the Certificate III and IV in Education Support), a separate form should be lodged for each business case.

Once completed, this form is to be lodged electronically via the Enquiries function of SVTS under the category ‘Skills First Funding Contract – requests for Additional Commencements/Expanded Funded Scope’.

**Training Provider Name:** Insert response here

**TOID:** Insert response here

**Contact Person for this request:** Insert response here

1. Please list the courses relevant to this request in the table below, and indicate for each course the number of commencements sought through this request.

| Course Code | Course Name | Enrolment Type  (non-apprenticeship/traineeship or apprenticeship or traineeship) | Number of Additional Commencements |
| --- | --- | --- | --- |
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1. For each of the courses identified in the table above, please submit letters from employers confirming their particular needs and the specific number of graduates they plan to employ over the next two years (2020 – 2021) with this form via the Enquiries function of SVTS. *Note Letters must not be general in nature and must also demonstrate alignment with the relevant qualification.*

Insert any further comment on the proposed activity

1. Please describe the plans for business continuity and capacity that are or will be put in place to accommodate the additional operational load if this request is approved.

Insert response here