Request form: 2023 process for requests to expand funded scope or increase commencement allocations

# About this form

## Terminology

In this document:

‘**we**’, ‘**us**’ ‘**our’** or **‘the department’** means the Department of Jobs, Skills, Industry and Regions

‘**you**’ means a training provider that holds a 2023 standard VET funding contract (2023 contract holder).

## How to use this form

Use this form if you are applying for a variation to your 2023 funded scope, which includes the following:

* additions to funded scope in 2023 for Skills First (AQF programs, skill sets and Foundation Skills programs); and
* an increase to Skills First commencement allocation for AQF qualifications and skill sets.

You should read this form in conjunction with Contract Notification CN 2023-05 (available in the Memos section of SVTS) which details the full requirements for submission of requests as well as the framework the department will use to consider them.

For funded scope requests, this form should be used to provide a business case in relation to a single program, or a group of related programs. Where multiple business cases need to be presented (for example, one business case in relation to several different community services programs, and a separate business case for a hospitality program), a separate form should be lodged for each business case.

Please note the department will also consider your request if you currently do not have a commencement allocation to deliver Skills First skill sets. Please ensure to include the relevant details in the respective sections of this form.

# Required documents

Depending on the type of request you are submitting, you may need to submit further documentation in the form of program delivery plans (PDPs) (submitted via SVTS), training and assessment strategies (TAS), and letters of support from employers or other third parties.

Refer to the table below to identify which parts of this form you will need to complete, and which documents you will need to submit.

## Additions to funded scope (AQF programs and Skill sets that **are not** Foundation Skills programs)

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| --- | --- | --- | --- | --- |
| Type of request | Sections to fill in aside from Part 1 | PDP needed | TAS needed | Supporting documents from employers/ industry needed? |
| Addition of different enrolment type for program already on Funded scope | Part 2.1  Part 4 | No | Yes – only if enrolment type is **not** already on Funded scope for other programs | Encouraged specially for Skills First AQF programs. |
| Addition of AQF program | Part 2.1  Part 4 | Yes | Yes |
| Addition of Skill Set | Part 2.1  Part 4 | Yes | No |

## Additions to funded scope (AQF programs and Skill sets that **are** Foundation Skills programs)

There are three scenarios applicable to requests to add Foundation Skills programs to your funded scope. Identify which one you are in and refer to the table below to ensure you submit the required documentation.

1. you **are** on the Foundation Skills Approved Provider List (FSAPL) and are requesting to add a Foundation Skills program in a domain that is already on your funded scope; or
2. you **are** on the FSAPL, and you are seeking to add a Foundation Skills program in a domain you currently do **not** have on your funded scope; or
3. you are **not** on the the FSAPL.

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| --- | --- | --- | --- | --- | --- |
| Scenario | Sections to fill in aside from Part 1 | PDP needed | TAS needed | Supporting documents from employers/ industry needed? | Additional documents\* |
| a | Part 2.1  Part 4 | Yes | Yes | Encouraged | N/A |
| b  or  c | Part 2.2  Part 4 | Yes | Yes | Encouraged | Policies relating to:   * student enrolment. * assessment of literacy and numeracy skills; and * pre-training review.   Evidence of trainers and assessors’ competency\*. |

\*Further details relating to additional documents are available in section 2.2 of this form.

## Increase to commencement allocations

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| --- | --- | --- | --- |
| Sections to fill in aside from Part 1 | PDP needed | TAS needed | Supporting documents from employers/ industry needed? |
| Part 3  Part 4 | No | No | Encouraged, especially where allocation requested is larger than delivery in previous years. Letters should describe demand for training and be as specific as possible. |

Submit this form along with other required documentation, as outlined above, as an attachment to an enquiry via the Enquiries function of SVTS (under the category “Skills First Funding Contract – Requests for Additional Commencements/Expanded Funded scope”).

# Important things to note

When requesting additions to funded scope, please note the following:

## History of delivery

The department places a strong emphasis on a history of relevant delivery, whether in the program itself or in the same training package or other relevant area(s).

## Superseding/superseded programs

You do not have to submit a request for a superseding version of a program that you already have on your funded scope.

If a program you seek to deliver is superseded or its accreditation period has ended, this will be automatically added to your funded scope, provided:

* the superseding program is on your scope of registration
* the superseding program (and applicable enrolment type) is funded as indicated on the Funded Programs Report

For additional guidance in relation to superseding/superseded programs, please refer to the guide to superseding training products available in the documents section of SVTS.

## Timeframes

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| **2023 contract variation process opens** | Icon  Description automatically generated | 29 March 2023 |
| **2023 contract variation process closes** | Icon  Description automatically generated | The date of the closure of this process will be advised by SVTS announcement |
| **No late submissions accepted** |  | We will not consider any application for contract variation submitted after the closing time |
| **No draft PDPs accepted** |  | We will not accept any PDPs in ‘draft’ status |

# PART 1: Applicant Details

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| Training Provider Name |  |
| TOID |  |
| Contact Person for this request |  |
| Contact number |  |

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|  | *You may skip Part 2 and move to Part 3 if you are only applying for additional allocations (i.e., for delivery within your existing Funded scope)*  *You must complete all parts if you are requesting additional skill sets but you do not have a skill set commencement allocation under your contract.* |

# PART 2: Additions to funded scope

## 2.1 AQF qualification, skill sets and foundation skills programs if already on FSAPL

1. In the table below, detail the program you seek to add to your funded scope and indicate the number of commencements you predict you will deliver in 2023. Add or delete rows as necessary.
2. For each program listed below, you are also required to submit a PDP. Please refer to the 2023 Guide to PDPs – Addition to funded scope, published in the documents section of SVTS for details on requirements and how to submit a PDP.

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| --- | --- | --- | --- | --- |
| Program Type (AQF, SS, FS) | Program code | Program name | Delivery type (A/T/N) | Forecast commencements\* |
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\*Note this is an indicative forecast only, and not the actual additional allocations request in Part 3 below.

## 2.2 Foundation skills programs **if not** on FSAPL or if in a **new** domain

1. Describe the experience you have in delivering the Foundation Skills program/s you are requesting.

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1. In the table below, indicate which Foundation Skills program you seek to add to your funded scope and include the number of commencements you predict you will deliver in 2023. Add or delete rows as necessary.
2. For each program listed in the table below, you are also required to submit a PDP. Please refer to the 2023 Guide to PDPs – Addition to funded scope, published in the documents section of SVTS for details on requirements and how to submit a PDP.

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| --- | --- | --- | --- |
| Program Code | Program Name | Delivery type (A/T/N) | Forecast commencements\* |
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To support your application, you will also need to provide the following documents:

1. Copy of your policy and procedures regarding:
2. enrolment of students in the programs listed above, including collection of applicable evidence required as set out in the [accredited course documentation](https://www.vic.gov.au/department-accredited-vet-courses) (Section B 5.2);
3. assessment of literacy and numeracy skills and how you identify and address student needs; and
4. how you determine the program suits the student.
5. Evidence of vocational competence of trainers and assessors as set out in the [accredited courses documentation](https://www.vic.gov.au/department-accredited-vet-courses) (Sections B6.2 and B7.2)

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|  | *You may skip Part 3 and move to Part 4 if you are only applying to add a program to your Funded scope (i.e., for delivery within your existing allocation)* |

# PART 3: Increase to commencement allocations

1. In the table below, detail the additional allocation of commencements requested for each funding program and each type of enrolment. Add or delete rows as necessary.

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| Program Type (AQF or Skill Set) | Program Code | Program Name | Delivery Type (A/T/N) | Number of commencements requested |
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# PART 4: Business Case

In the following section, please respond in detail to each question (a – h) where relevant. Responses should address each program you have identified in the table in Part 2.

1. Demonstrate how the proposed activity addresses an identified Victorian labour market need (as identified in the 2023 Jobs and Training Needs Reports), and / or the needs of a particular enterprise. Supporting documentation from employers may be attached with this submission where relevant.

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1. Does the proposed activity address the training needs of a priority cohort such as young people, Aboriginal people, people with a disability, or people living in regional Victoria?

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1. Does the proposed activity involve a High Value Traineeship or Apprenticeship (as identified on the [*Funded Course List*](https://www.vic.gov.au/funded-course-list))?

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1. Does the proposed activity support a Victorian government priority area? For example:

* The National Disability Insurance Scheme (NDIS)
* Responding to family violence
* Completing Victoria’s infrastructure projects
* Recovery from the economic impact of COVID-19
* Improving Victoria’s mental health services

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

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1. What planning and resource development have you undertaken to prepare for delivery of this program?

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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?

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1. Does the program require a practical placement? If yes, what process does your organisation have in place to support students to secure a placement?

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