# 2021 Contract Variation Request Form – Funded Scope and Allocations

## This form should be read in conjunction with Contract Notification CN 2021-11 (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.

## Overview

This request form may be used to request additions to Funded Scope and/or additional allocations of commencements for the following:

* Skills First AQF programs
* Skills First Skill Sets (including both ‘General’ and ‘Priority Workforce Course Ins’ sub-allocations)
* JobTrainer AQF programs; and
* JobTrainer Skill Sets.

For Funded Scope requests, this form should be used to provide the 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 a number of different community services programs, and a separate business case for a hospitality program), a separate form should be lodged for each business case.

### Skill Sets allocations

There are three allocations through which providers may deliver funded Skill Sets:

* Skills First Skill Sets – General
* Skills First Skill Sets – Priority Workforce Course Ins
* JobTrainer Skill Sets

All the skills sets on the Funded Skill Set list are available for funding under Skill Sets General and JobTrainer Skill Sets.

Seven ‘course ins’ developed to support certain priority workforces are funded under the ‘Priority Workforce Course In’ allocation, as well as under the Skill Sets – General allocation. This allows the Department to issue additional allocations that may only be used for these high priority programs. In recognition of the fact that these programs represent significant Government priorities, requests for additions to Funded Scope or additional allocations for Skills First Skill Sets – Priority Workforce Course Ins are streamlined in that they are able to skip a number of questions in relation to evidencing demand in the business case section of this form (Part 4).

Please see the [Fact Sheet: Understanding Skill Sets](https://www.education.vic.gov.au/Documents/training/providers/rto/Skill_sets.pdf) for more information about Skill Sets allocations including a list of the Skill Sets funded under the Priority Workforce Course Ins allocation.

## PART 1: Applicant Details

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

## PART 2: Addition to Funded Scope

### You may skip Part 2 and move to Part 3 if you are only applying for additional allocations to deliver courses that are already on your Funded Scope.

1. In the tables below, please list the programs you seek to add to Funded Scope and indicate the number of commencements you predict you will deliver in 2021. Add or delete rows as necessary.

If the program you are seeking to add is also on the JobTrainer Funded Courses Report, please also indicate forecast commencements under JobTrainer. (For more information about JobTrainer please see the [Fact Sheet: understanding the new JobTrainer arrangements](https://www.education.vic.gov.au/Documents/training/providers/rto/JobTrainer.pdf))

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| **Funded Scope requests: full programs** | | | | |
| Program code | Program name | Delivery type (A/T/N) | Forecast commencements under Skills First | Forecast commencements under JobTrainer (or leave blank if not applicable) |
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| **Funded Scope requests: Skill Sets (including ‘Course Ins’)** | | | |
| Program code | Skill Set name | Forecast commencements under Skills First | Forecast commencements under JobTrainer (or leave blank if not applicable) |
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## PART 3: Additional Allocations

### You may skip Part 3 and move to Part 4 if you are only applying to add a course to your Funded Scope (i.e. for delivery within your existing allocation).

1. In the table below, please detail the additional allocation of commencements requested for each type of allocation.

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| **Allocation type** | **Additional allocation requested (number of commencements)** |
| Skills First Full Programs |  |
| JobTrainer Full Programs |  |
| Skills First Skill Sets (General) |  |
| Skills First Skill Sets (Priority Workforce Course Ins)\* |  |
| JobTrainer Skill Sets |  |

1. For each funding program for which you are seeking an additional allocation, please list the programs you intend to deliver with the additional allocation (**Note: please ensure the commencements add up to the totals indicated in Question 2**).

You may delete or leave blank the tables that are not applicable to your request.

You may create more rows or delete rows as needed.

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| **Skills First Full Programs** | | | |
| Program Code | Program Name | Enrolment Type (A/T/N) | Commencements |
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| **JobTrainer Full Programs** | | | |
| Program Code | Program Name | Enrolment Type (A/T/N) | Commencements |
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| **Skills First Skill Sets (General)** | | | |
| Skill Set Code | Skill Set Name | Enrolment Type (A/T/N) | Commencements |
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| **Skills First Skill Sets (Priority Workforce Course Ins)\*** | | | |
| Skill Set Code | Skill Set Name | Enrolment Type (A/T/N) | Commencements |
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| **JobTrainer Skill Sets** | | | |
| Skill Set Code | Skill Set Name | Enrolment Type (A/T/N) | Commencements |
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## PART 4: Business Case

1. In the following section, please respond in detail to each question (a – f) where relevant. Responses should address each course you have identified in the tables in Parts 2 and 3. **Applications in relation to Priority Workforce Course Ins may skip to question f.**
   1. Demonstrate how the proposed activity addresses an identified Victorian labour market need (as identified in the 2021 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*](http://www.education.vic.gov.au/skillsfirst/Pages/fundedcourses.aspx))?

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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. For additions to Funded Scope - 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. **[For additions to Funded Scope only]** 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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## PART 5: Additional Documentation and Submission

1. Depending on the type of request you are submitting, further documentation may be required in the form of Program Delivery Plans, Training and Assessment Strategies, and letters of support from employers or other third parties.

Please read Contract Notification CN 2021-11 (in the Memos section of SVTS) carefully to ensure that you include all required components for your request.

1. Submit this form along with other required documentation 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”)