

Contract notification

CN number:	2024-06	Date: 30 July 2024
To:	Chief Executive Officer or equivalent	
Purpose:	General information	
Scope:	All 2024-25 VET funding contracts (version 1.0)	
Subject:	Announcing the opening of the 2025 program delivery plan process and financial assessments	

Purpose

This contract notification is to tell you we've now opened the 2025 program delivery plan process (the PDP process).

Background

In 2023, we offered you a VET funding contract for 2 years (the 2024-25 contract). We advised that under your 2024-25 contract you must submit program delivery plans (PDPs) to receive commencement allocations for 2025.

Main points

We use PDPs to collect information about your anticipated training delivery in 2025

You must participate in the PDP process to get an allocation for 2025.

The information in your PDPs will help us plan the Skills First training for 2025, while also considering industry need, Government priorities, and budget.

You can now submit your PDPs to us via the PDP function in the Skills Victoria Training System (SVTS). Read the Guide to submitting 2025 program delivery plans to understand more.

Commencement allocations are limited to 2024 amounts

We will not be increasing your commencement allocations for 2025. This means that in your PDPs you can only ask for a commencement allocation up to your 2024 amount.

The budget for the Skills First program is affected by the overall budget demands across the whole of the Victorian Government.

No new additions to funded scope

You can't add new programs to your funded scope, nor add new enrolment types for programs already on your funded scope.

Use the 2025 training needs list to inform your PDPs

When developing your PDPs you should consider what the 2025 training needs list tells you about the change in training need since 2023 for each program, and the likelihood of a program allocation.

Read the Guide to submitting 2025 program delivery plans to understand why and how the training needs list is an essential tool for your PDPs.

You might be affected by program allocations

Like last year, we identify programs in the training needs list that may be subject to a program allocation. A program allocation puts a limit on the overall Skills First training that can be delivered in the programs we've determined will be in oversupply for 2025. So you must consider program allocations when developing your PDPs.

We will write to you directly if we think you might be impacted by a program allocation.

We will only undertake an independent financial process for some training providers

We will email you if you need to participate in a financial assessment by our appointed independent assessor. We will include information about what we need from you and when.

We will not be opening an expression of interest process for new training providers to apply for a VET funding contract

We are satisfied that currently contracted training providers can meet the current demand for skills training in areas of occupational and industry need. We will continue to monitor course demand and delivery against the Victorian Skills Plan to ensure high-demand skills are appropriately funded with the available budget.

Resources

We strongly encourage you to read the following resources in SVTS and on the department's website.

Guide to submitting 2025 program delivery plans

This guide explains the 2025 PDP process and how to submit your PDP on SVTS.

2025 Training needs list

For each program we fund, the 2025 training needs list:

- reports the change in expected statewide and regional training demand since 2023 that's needed to meet Victoria's occupational and industry needs in 2025
- states the enrolment type, identifies programs aligned to a Victorian Government skills priority, and lists the associated occupations and industries.

It's important you read the training needs list because it identifies those programs that we expect to have a change in training need for 2025, and those that are likely to be given a program allocation.

Victorian Skills Plan

You should consider the training needs list together with the [Victorian Skills Plan](#).

This plan is a roadmap that sets out the training needs for local communities and industries, for the year ahead and beyond. The Victorian Skills Plan builds upon significant reforms already undertaken by the Victorian government to better align training to available jobs. It has been developed through extensive consultation and connects government investment to current and future skills demand.

Critical dates

We have now opened the PDP process. Please note the following critical dates:

Category	Date
PDP submission opens	11:00am (AEST) Tuesday, 30 July 2024
Enquiries about PDPs close	5:00pm (AEST) Friday, 23 August 2024
2025 PDP submission closes	5:00pm (AEST) Friday, 30 August 2024
Most outcomes (including 2025 Schedule 2s) communicated	Late October 2024

If you have any questions about the 2025 PDP process, you can submit an SVTS enquiry using the category '2025 Program Delivery Plan process'.

Ryan Collins

Executive Director

Training Operations and Assurance