

Contract notification

CN number:	2024-07	Date:	26 September 2024
To:	Chief Executive Officer or equivalent		
Purpose:	Advice on Contract requirement		
Scope:	All 2024-25 VET funding contracts (version 1.0)		
Subject:	Clarification on practical placement guidelines		

Purpose

This contract notification is to clarify the status of the practical placement guidelines, following some recent enquiries.

Background

The practical placement guidelines provide information about your obligations when arranging practical placements for students. They were last published in 2022, when we were part of the Department of Education.

Main points

We are currently updating the practical placement guidelines to reflect the transfer of responsibility for Skills First students from the Department of Education to our current department, the Department of Jobs, Skills, Industry and Regions. We expect to publish the new guidelines by the end of the year.

Refer to the 2022 practical placement guidelines

We don't expect the upcoming changes to the guidelines to alter the core principles of practical placement arrangements. We have published the 2022 practical placement guidelines in the documents section of SVTS for your reference in the meantime.

Practical placements insurance eligibility

The contact details under the insurance cover section (page 4) are no longer current.

If you have enquiries about practical placements insurance eligibility, either:

- **email:** safeandwell@ecodev.vic.gov.au
- **phone:** Senior Injury Management Advisor on 0427 392 503.

These contact details will be updated in the new guidelines.

Resources

Practical placement guidelines (published on 7 October 2022) published in the documents section of SVTS

Melanie Croke

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