

# GUIDE TO SUBMITTING 2024 PROGRAM DELIVERY PLANS

2024 CONTRACTING  
PROCESS



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## Section one: about this guide

### Terminology

In this document:

'we', 'us' or 'our' means the Department of Jobs, Skills, Industry and Regions







'you' means a training provider that holds a 2023 Standard VET Funding Contract

### Overview

To receive an offer for a 2024-25 VET Funding Contract (the 2024-25 contract), you must submit Program Delivery Plans (PDPs) for all training you want to deliver in 2024. We use PDPs to assess your capacity and capability to deliver the program, and to forecast training delivery for 2024. So, it's important your PDPs accurately reflect the nature and quantity of training you plan to deliver next year.

This guide explains the PDP process and how to submit your PDPs via the Skills Victoria Training System (SVTS).

### Important information

<b>2024 PDP process opens</b>		Friday, 1 September 2023 2:00pm AEST
<b>Enquiries about the PDP process close</b> (except those about technical issues with SVTS)		Submit an SVTS enquiry using the category ' <b>2024 Skills First Contracting</b> '  Enquires close Friday, 29 September 2023 5.00 pm AEST
<b>2024 PDP process closes</b>		Friday, 6 October 2023 5:00 pm AEDT
<b>No late submissions accepted</b>		We will not consider any PDP submitted after the closing time
<b>No draft PDPs accepted</b>		We will not accept any PDPs in 'draft' status

## Section two: the PDP process

### Step 1: check what you can submit

If you:	You can submit PDPs for:
were an EOI applicant for the 2022 or 2023 Contract	any AQF programs on your 2023 funded scope. You may also submit skill set PDPs for 2024, if these are on your scope of registration (implicit scope included), and on the 2024 Training Needs List (the TNL).
were not an EOI applicant for the 2022 or 2023 Contract	any program on the 2024 Training Needs List (the TNL) that is also on your scope of registration.



For 2024, you may now submit skill set PDPs even if you did not have commencement allocations for Skill sets in 2023.



If a program is added to your scope of registration during the PDP process, there may be a delay in SVTS picking it up from training.gov.au. Please submit an SVTS enquiry if you can't create a PDP for such a program.

### Step 2: decide what to submit

It's important that the training you intend to deliver aligns with jobs and training needs in Victoria. Your training must also align with the Skills First objectives. You'll need to consider this in deciding what you plan to deliver and briefly address how you will do this in your PDP form.

#### 2024 Training Needs List

The Training Needs List is the new name for the programs we fund under Skills First.

It replaces the Funded Course List, Funded Skill Set List, and the Jobs and Training Needs Portal and combine them into one.

Use the list to consider both the amount of training we need by program and region and any change in expected growth for individual programs when developing your PDPs.

Also check the list for where we will only fund specific programs as apprenticeships or traineeships (in line with industry needs).

#### *Anticipated 2024 commencements – by program and region*

We've classified the expected 2024 commencement numbers by program and region and across 4 categories of demand – low, medium, high, and very high.

Expected commencements includes both Skills First and fee-for-service delivery. Some programs may have low expected training needs as they are 'niche'.

Expected number of commencements needed in programs in 2024:

Band	Statewide, or metropolitan region	Other regions
Low	0–99	0–49
Medium	100–499	50–249
High	500–1999	250–999
Very high	2000+	1000+

#### *Categorising the change in training need for 2024*

Using 4 categories, the Training Needs List shows where we anticipate a change in training need for programs, compared with 2022.

Band	Description
High growth	Anticipated training needs in 2024 are substantially higher in number and proportion than 2022
Moderate growth	Anticipated training needs in 2024 are moderately higher by number or proportion compared with 2022 delivery
Provision required	There has been no recent delivery but there are anticipated training needs in 2024.
Possible program allocation	Indicates that program allocation limits may be applied to limit delivery in this program for 2024.

#### *Associated occupations and industries*

The Training Needs List includes occupations and industries associated with each program, where applicable.

Some programs aren't generally associated with an occupation, including foundation skills programs and skill sets. We have not estimated training needs for these programs. But, given they are integral to Victorian industry and community, you should consider them in your PDPs.

#### *Program allocations*

We've identified potential oversupply or lack of alignment to Skills First priorities in specific programs. We identify these programs in the Training Needs List.

We may decide to limit delivery in these programs in 2024 by making program allocations. It's important you consider this in your 2024 PDPs, as our analysis of them will inform our final decision on any program allocations.

### Step 3: prepare your PDPs

This section includes important information about how to create your PDPs and what you need to include in them.

## Submit PDPs for all programs

You must submit a PDP for each program you seek to deliver in 2024. Submit separate PDPs for:

- different enrolment types for the same AQF program (apprenticeship, traineeship or non-apprenticeship/traineeship)
- skill sets on the TNL
- programs that are part of a dual qualification
- programs that you deliver with more than one stream
- programs that are offered in more than one way, such as differences in the:
  - alignment with objectives of Skills First
  - duration and intensity of the program
  - the methods and modes of training and assessment.

## How to create your PDPs in SVTS

1. Use the pre-populated PDPs we've created based on your 2023 PDPs and funded scope.

Review and update any pre-populated PDPs before submitting them. You must ensure the information is accurate. We're not liable for any errors or mistakes.



Pre-populated PDPs don't constitute our approval of them.

The 'Practical placement' and 'Victorian delivery location' fields may **NOT** be pre-populated this year. Please ensure that you review and re-populate these fields, if required, before submitting your PDPs. See further details in [Section Three: how to submit your PDPs in SVTS](#).

2. You can also create new PDPs.

## Supporting information

### *Training and assessment strategy (TAS)*

You **must** include the program's TAS with each PDP if you haven't reported any Skills First training in that program since 1 January 2023.

### *Letters of support*

We highly encourage you to submit letters of support from employers and industry groups to show your connection with industry and local demand for a program. This is optional, but we consider these letters when deciding whether to include the program on your 2024 funded scope.

## Foundation skills programs

We will roll over the 2023 Foundation Skills Approved Provider List.

If you want to be added to the Foundation Skills Approved Provider list, or to add a domain, you must submit PDPs for the programs you seek to deliver. We will assess and advise if we approve.

## Practical placements

You must indicate if the training has a practical placement. Check training package requirements via [training.gov.au](https://training.gov.au) for programs that have a mandatory practical placement.

Where applicable, you must describe your process to support students to source and arrange their placement.



This section will not be pre-populated with your 2023 PDP data, please fill out this section for 2024.

### How we consider your 2023 funded scope

When deciding your 2024 funded scope, we also consider your 2023 funded scope:

If you:	We will:
submit a PDP for a program on your 2023 funded scope	consider: <ul style="list-style-type: none"> <li>• the TNL</li> <li>• the market need</li> <li>• your scope of registration</li> <li>• your history of delivery</li> </ul>
submit a PDP for a program not on your 2023 funded scope	Consider: <ul style="list-style-type: none"> <li>• the TNL</li> <li>• the market need</li> <li>• your scope of registration</li> <li>• your history of delivery of other programs in the relevant training package. We prefer that you have a history of delivering the program under Skills First or as fee-for-service.</li> </ul>
don't submit a PDP for a program that's on your current 2023 funded scope	assume you don't intend to deliver it in 2024. This includes PDPs for delivery in a different enrolment type.



You should run the RTO funded scope report in the 'Reports' section of SVTS to check if a program code and enrolment type has been added to your funded scope.

### Superseded and replaced programs

#### *How these are treated on the Training Needs List*

Throughout the year, we will fund new programs that supersede old programs, after:

- the new program is published in the Victorian purchasing guides
- for apprenticeships and traineeships, the Victorian Registration and Qualifications Authority approves a funded program as a training scheme.

The 2024 Training Needs List is current up to August 2023. In January 2024, we will update it with changes between August and December 2023. We will update the Funded Programs Report throughout 2024.

We continue to fund superseded versions of programs, subject to the Australian Skills Quality Authority's transition dates.

### *How these are treated when we assess your PDPs*

We treat your PDPs as meaning not only the program code listed, but also any relevant superseding or superseded versions (funded for new commencements in 2024). If a program you seek to deliver is superseded or its accreditation period has ended, you can still submit a PDP for it, provided that:

- The superseded course is on your scope of registration **and** the transition period to the superseding program has not expired.
- The non-current accredited course was on your scope of registration at the time the accreditation period ended.

If you're unsure whether you meet these requirements, submit an SVTS enquiry as soon as possible.

If we approve your PDP for a certain program, we will add all funded versions of that program to your 2024 funded scope.

If a program is superseded by a new version, we will automatically add this to your funded scope once the new version is on both your scope of registration and the funded programs report.

## Step 4: after you submit your PDPs

As mentioned in the '[Overview](#)' section of this guide, we also use PDPs to forecast the training delivery for 2024. This includes whether it meets anticipated employment and training demand, government priorities and regional coverage. PDP data guides our decisions about your funded scope, commencement allocations and any program allocations for 2024.

We hope to advise you of an outcome by early December 2023.



All decisions about funded scope, commencement allocations and program allocations are at our absolute discretion.



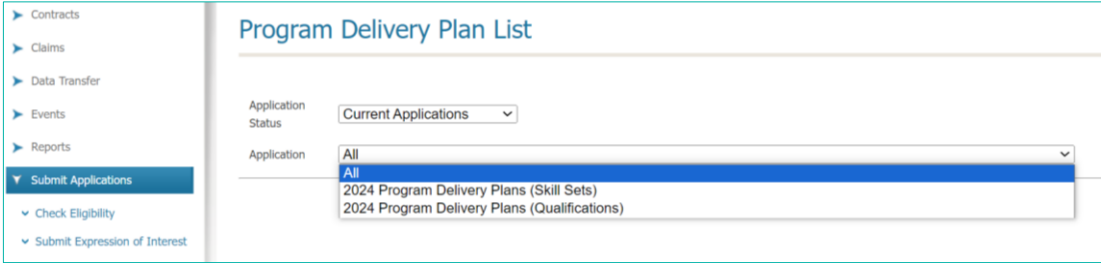



## Section three: how to submit your PDPs in SVTS



This section provides detailed instructions on how to fill out your 2024 PDPs and some useful tips to navigate drafting, saving, deleting, and duplicating your PDPs.

If you have difficulty accessing or navigating the PDPs on SVTS, please submit an enquiry via SVTS using the category '2024 Skills First Contracting'.


### Navigating around the PDP form

Form Feature	Direction
<p><b>Find the PDP location</b></p>	<ol style="list-style-type: none"> <li><b>Log in to Skills Victoria Training System (SVTS)</b> via <a href="http://www.education.vic.gov.au/svts">www.education.vic.gov.au/svts</a>. If you can't log in, go to 'Access the SVTS page' from the log in screen.</li> <li>Click the <b>Submit Applications</b> left side bar menu, and then click <b>Program Delivery Plan List</b>.</li> <li>Select <b>Current Applications</b> from the drop-down 'Application Status' menu.</li> </ol>  <ol style="list-style-type: none"> <li>Select the appropriate application from the drop down.</li> <li>Enter your <b>Contact details</b> and click <b>Save Contact</b>. These details should reflect the best person for us to contact with any questions about your PDPs.</li> <li><b>Commencement Limit, Total Commencements Forecast (submitted), and Total Commencement Forecast (draft)</b> – these state the maximum commencements for which you can submit PDPs, how many commencements are reflected in the PDPs you have submitted, and those commencements you have in draft.</li> </ol> <p> The commencement limit displayed in SVTS should not be taken to be your 2024 commencement allocation, as we will determine this after reviewing all PDPs.</p>

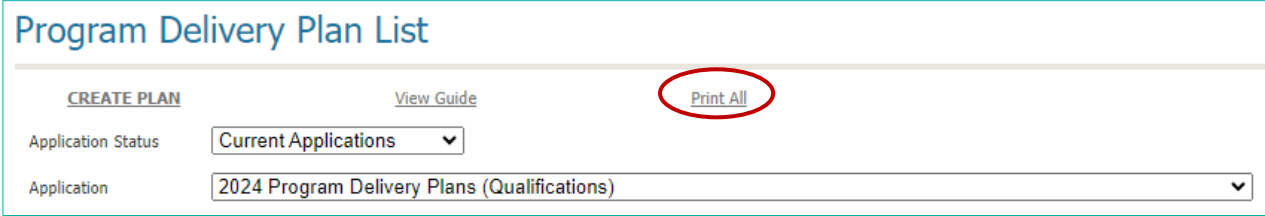
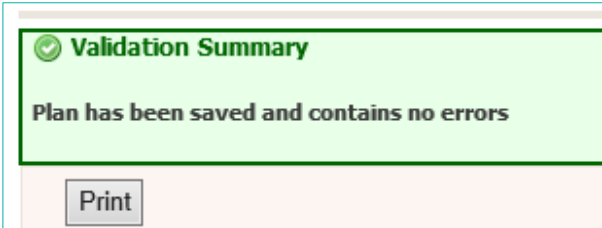


Form Feature	Direction
<b>Create a new PDP</b>	<p>1. Click <b>Create Plan</b>.</p> <div data-bbox="506 261 1805 557" style="border: 1px solid #ccc; padding: 10px;"><p><b>Program Delivery Plan List</b></p><hr/><p><a href="#">CREATE PLAN</a>      <a href="#">View Guide</a>      <a href="#">Print All</a></p><p>Application Status: <input type="text" value="Current Applications"/> ▼</p><p>Application: <input type="text" value="2024 Program Delivery Plans (Qualifications)"/> ▼</p><p>Commencement Limit: 500    Total Commencement Forecast (Submitted): 0    Total Commencement Forecast (Draft): 499</p></div> <p>SVTS will now open an empty draft PDP for you to complete. Read '<a href="#">Fields and questions in a Program Delivery Plan</a>' to help you complete this information.</p> <p>2. <b>Save as draft, Submit or Cancel</b> PDPs.</p> <p>You'll see the following options at the bottom of the page:</p> <ul style="list-style-type: none"><li>• <b>Save as draft:</b> saves the plan and runs a validation check. You can save an incomplete draft if you've completed the following details - plan name, program, and enrolment type.</li><li>• <b>Submit:</b> runs a validation check and, if there's no errors, submits the plan.</li><li>• <b>Cancel:</b> leaves the screen without saving changes or updating a plan.</li></ul> <div data-bbox="555 959 1122 1035" style="border: 1px solid #ccc; padding: 5px; display: inline-block;"><input type="button" value="Save as Draft"/>   <input type="button" value="Submit"/>   <input type="button" value="Cancel"/></div> <p> Please remember to save PDPs frequently! You must click 'submit' for us to formally receive your PDP. Any PDP with the status 'draft' at the close of the PDP process will not be assessed for inclusion in your 2024 funded scope.</p> <p>You can edit and resubmit or delete a PDP at any time before the close of the PDP process.</p> <p> If you click 'Save as draft' on a submitted PDP, it will change the PDP status from 'Submitted' to 'Draft' and you will need to submit it again for it to be considered final.</p>



Form Feature	Direction																														
<b>Move between PDPs</b>	<p>The next time you enter the PDP list page, your new PDP will appear, along with a note on the commencement numbers and any associated errors.</p> <table border="1"> <thead> <tr> <th>Plan Type</th> <th>Programs</th> <th>Last Updated Date/Time</th> <th>Name</th> <th>Expression of Interest - Title</th> <th>Status</th> <th>Program Type</th> <th>Commencement Forecast</th> <th>Number Errors</th> <th>Option</th> </tr> </thead> <tbody> <tr> <td>Detailed Plan</td> <td>Certificate III in Agriculture (AHC30116)</td> <td></td> <td>AHC30116 Certificate III Agriculture Traineeship</td> <td>2024 Program Delivery Plans (Qualifications)</td> <td>Draft</td> <td>StandAlone Qualification</td> <td>20</td> <td>0</td> <td> <a href="#">View</a>  <a href="#">Print</a>  <a href="#">Delete</a>  <a href="#">Duplicate</a> </td> </tr> <tr> <td>Detailed Plan</td> <td>Certificate II in General Education for Adults (22473VIC)</td> <td></td> <td>22473VIC Certificate II in General Education for Adults</td> <td>2024 Program Delivery Plans (Qualifications)</td> <td>Draft</td> <td>Standalone Qualification</td> <td>5</td> <td>0</td> <td> <a href="#">View</a>  <a href="#">Print</a>  <a href="#">Delete</a>  <a href="#">Duplicate</a> </td> </tr> </tbody> </table>	Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Option	Detailed Plan	Certificate III in Agriculture (AHC30116)		AHC30116 Certificate III Agriculture Traineeship	2024 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	20	0	<a href="#">View</a> <a href="#">Print</a> <a href="#">Delete</a> <a href="#">Duplicate</a>	Detailed Plan	Certificate II in General Education for Adults (22473VIC)		22473VIC Certificate II in General Education for Adults	2024 Program Delivery Plans (Qualifications)	Draft	Standalone Qualification	5	0	<a href="#">View</a> <a href="#">Print</a> <a href="#">Delete</a> <a href="#">Duplicate</a>
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<b>Return to a PDP to review or edit</b>	<p>To open an existing PDP, click the <b>View</b> button:</p> <table border="1"> <thead> <tr> <th>Plan Type</th> <th>Programs</th> <th>Last Updated Date/Time</th> <th>Name</th> <th>Expression of Interest - Title</th> <th>Status</th> <th>Program Type</th> <th>Commencement Forecast</th> <th>Number Errors</th> <th>Option</th> </tr> </thead> <tbody> <tr> <td>Detailed Plan</td> <td>Certificate III in Agriculture (AHC30116)</td> <td></td> <td>AHC30116 Certificate III Agriculture Traineeship</td> <td>2024 Program Delivery Plans (Qualifications)</td> <td>Draft</td> <td>StandAlone Qualification</td> <td>20</td> <td>0</td> <td> <a href="#">View</a>  <a href="#">Print</a>  <a href="#">Delete</a>  <a href="#">Duplicate</a> </td> </tr> <tr> <td>Detailed Plan</td> <td>Certificate II in General Education for Adults (22473VIC)</td> <td></td> <td>22473VIC Certificate II in General Education for Adults</td> <td>2024 Program Delivery Plans (Qualifications)</td> <td>Draft</td> <td>Standalone Qualification</td> <td>5</td> <td>0</td> <td> <a href="#">View</a>  <a href="#">Print</a>  <a href="#">Delete</a>  <a href="#">Duplicate</a> </td> </tr> </tbody> </table>	Plan Type	Programs	Last Updated Date/Time	Name	Expression of Interest - Title	Status	Program Type	Commencement Forecast	Number Errors	Option	Detailed Plan	Certificate III in Agriculture (AHC30116)		AHC30116 Certificate III Agriculture Traineeship	2024 Program Delivery Plans (Qualifications)	Draft	StandAlone Qualification	20	0	<a href="#">View</a> <a href="#">Print</a> <a href="#">Delete</a> <a href="#">Duplicate</a>	Detailed Plan	Certificate II in General Education for Adults (22473VIC)		22473VIC Certificate II in General Education for Adults	2024 Program Delivery Plans (Qualifications)	Draft	Standalone Qualification	5	0	<a href="#">View</a> <a href="#">Print</a> <a href="#">Delete</a> <a href="#">Duplicate</a>
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<b>Delete a PDP</b>	<p>To delete a PDP, click <b>Delete</b>.</p>  <p>Once deleted, PDPs cannot be retrieved.</p>																														
<b>Duplicate a PDP</b>	<p>Click <b>Duplicate</b> to create a duplicate copy of a PDP. For example, to create a new PDP for a different stream of a program based on one you have already created.</p>																														
<b>Print a PDP</b>	<p>Click <b>Print</b> to print an individual PDP.</p>																														




Form Feature	Direction
<b>Print all PDPs</b>	<p>Click <b>Print All</b> to print all your PDPs. In the main PDP area, select an application and print a PDF of all your PDPs, including their status.</p> <div data-bbox="461 288 1722 504"><p>The screenshot shows the 'Program Delivery Plan List' header. Below the header are three buttons: 'CREATE PLAN', 'View Guide', and 'Print All'. The 'Print All' button is circled in red. Below the buttons are two dropdown menus: 'Application Status' set to 'Current Applications' and 'Application' set to '2024 Program Delivery Plans (Qualifications)'.</p></div>
<b>Errors and validation summary</b>	<p>The PDP template has error validations to ensure that all information entered is complete and correct.</p> <p>If you <b>Save</b> but the form is not complete or has errors, the <b>validation summary</b> will appear at the top of the screen. To navigate to an error, click any of the category headings.</p> <p>Despite the errors, the PDP will save as an incomplete draft (as long as you entered a plan name and selected a program and enrolment type).</p> <p>Once you've resolved the errors, the PDP will save with this message:</p> <div data-bbox="461 828 1061 1056"><p>The screenshot shows a green message box with a checkmark icon. The text inside reads: 'Validation Summary' followed by 'Plan has been saved and contains no errors'. Below the message box is a 'Print' button.</p></div>





## Fields and questions in a PDP


This section provides a guide to the types of information required in a PDP.

Form Field	Direction								
<b>Status</b>	<p>This shows the status, the date it was created and the date it was last saved or submitted.</p> <table border="1"> <thead> <tr> <th colspan="2">STATUS</th> </tr> </thead> <tbody> <tr> <td>PDP Status:</td> <td>Draft</td> </tr> <tr> <td>Created:</td> <td>11/08/2022 4:22:25 PM by ECSTOI32</td> </tr> <tr> <td>Last Submitted:</td> <td>12/08/2022 6:58:25 AM by ECSTOI32</td> </tr> </tbody> </table>	STATUS		PDP Status:	Draft	Created:	11/08/2022 4:22:25 PM by ECSTOI32	Last Submitted:	12/08/2022 6:58:25 AM by ECSTOI32
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<b>Applicant provider details</b>	This shows your TOID and Legal Name.								
<b>Plan information</b>	<p>You can add free text to the <b>Name</b> and <b>Description</b> fields to identify and distinguish between your PDPs.</p> <table border="1"> <thead> <tr> <th colspan="2">PLAN INFORMATION</th> </tr> </thead> <tbody> <tr> <td>Name:</td> <td>Example Plan 2</td> </tr> <tr> <td>Description:</td> <td>CHC330.15 - Certificate III in Individual Support</td> </tr> </tbody> </table>	PLAN INFORMATION		Name:	Example Plan 2	Description:	CHC330.15 - Certificate III in Individual Support		
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<b>Program details</b>	<p>In this section, you can select your <b>program</b> and <b>enrolment type</b>.</p> <ul style="list-style-type: none"> <li>• If you were not an EOI applicant in 2023, the list of available programs and enrolment types are on both the TNL and your scope of registration.</li> <li>• If you received your contract through the 2022 or 2023 EOI process, available programs and enrolment types are those that are on your 2023 funded scope and Skill sets that are on your scope of registration (explicit or implicit) and on the TNL.</li> </ul> <p> If a program is added to your scope of registration during the PDP process, there may be a delay in SVTS picking it up from training.gov.au. Please submit an SVTS enquiry if you can't create a PDP for such a program.</p>								



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Certificate IV in Commercial Cookery (SIT40516) ▼	Non-Apprenticeship/Traineeship ▼										
<p><b>Practical placements</b></p>	<p>You need to indicate if practical placements are part of the training. This includes when the programs have a mandatory practical placement as part of the training package, or when you offer them.</p> <p>Where applicable, you need to provide a description of any processes in place to support students to source and arrange the placement.</p> <p> Due to changes to the practical placement question, information provided in 2023 has been removed from your draft PDPs, and you will need to re-populate this section for 2024.</p>										




Form Field	Direction																									
<p><b>Alignment to the Skills First objectives</b></p>	<p>You need to provide a short outline of how the intended training aligns with aspects of the Skills First objectives. These objectives are that training is provided to students to:</p> <ul style="list-style-type: none"> <li>• enable them to obtain the required skills to make them job-ready</li> <li>• assist them to undertake further education</li> <li>• promote and enable participation in training for disadvantaged learners.</li> </ul> <p>Not every program will align with all three of these objectives. However, each program should align with <b>at least one</b> of the above objectives.</p>																									
<p><b>Anticipated commencements and student fees</b></p>	<p>This is your quarterly estimate of 2024 funded commencements and the tuition and other fees you charge for this program.</p> <table border="1" data-bbox="495 627 1765 882"> <thead> <tr> <th colspan="5" data-bbox="495 627 1765 655">ANTICIPATED COMMENCEMENTS AND STUDENT FEES</th> </tr> <tr> <th data-bbox="495 655 898 700"></th> <th data-bbox="898 655 1111 700">Q1 (Jan-Mar)</th> <th data-bbox="1111 655 1323 700">Q2 (Apr-Jun)</th> <th data-bbox="1323 655 1536 700">Q3 (Jul-Sep)</th> <th data-bbox="1536 655 1765 700">Q4 (Oct-Dec)</th> </tr> </thead> <tbody> <tr> <td data-bbox="495 700 898 762">How many students are anticipated to commence the program?</td> <td data-bbox="898 700 1111 762">10</td> <td data-bbox="1111 700 1323 762">5</td> <td data-bbox="1323 700 1536 762">6</td> <td data-bbox="1536 700 1765 762">0</td> </tr> <tr> <td data-bbox="495 762 898 807">What is the average total tuition fee charged to an Eligible Individual for the program?</td> <td colspan="3" data-bbox="898 762 1536 807"></td> <td data-bbox="1536 762 1765 807">100</td> </tr> <tr> <td data-bbox="495 807 898 852">What is the average total of other non-tuition fees charged to an Eligible Individual for the program?</td> <td colspan="3" data-bbox="898 807 1536 852"></td> <td data-bbox="1536 807 1765 852">1000</td> </tr> </tbody> </table> <p>We require indicative information about:</p> <ul style="list-style-type: none"> <li>• the average total tuition fee charged to a Skills First Student for the program</li> <li>• the average total of other fees charged to a Skills First Student for the program. Other fees may include any other applicable fees, such as student services, amenities, goods or materials.</li> </ul> <p> Round the fee amounts up or down to the nearest dollar and do not use a comma or full stops to separate dollars and cents. For instance, if the average total amounts to \$2343.11, round this figure down to \$2343.</p>	ANTICIPATED COMMENCEMENTS AND STUDENT FEES						Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	How many students are anticipated to commence the program?	10	5	6	0	What is the average total tuition fee charged to an Eligible Individual for the program?				100	What is the average total of other non-tuition fees charged to an Eligible Individual for the program?				1000
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<p><b>Duration and intensity</b></p>	<p>This is the expected duration (days) and intensity (Program Unique Supervised Hours or 'PUSH') of the program. For program duration, you should use the expected number of days between the Program Commencement Date and the Program Supervised Teaching Activity End Date.</p> <ul style="list-style-type: none"> <li>For definitions of the Program Commencement Date and the Program Supervised Teaching Activity End Date refer to the <b>Victorian VET Student Statistical Collection Guidelines</b> published in SVTS.</li> </ul> <p>It is important that the PUSH indicate the unique number of hours from a student's perspective.</p> <p>If there are significant differences in the duration or PUSH for students in a program (due to factors such as different streams within the program), then a <u>separate</u> PDP must be completed to outline the different delivery.</p> <div data-bbox="488 560 1709 715" style="border: 1px solid #ccc; padding: 5px;"> <p><b>DURATION AND INTENSITY</b></p> <table border="1"> <tr> <td>What is the expected duration, (days) of the Program for the majority of students?</td> <td><input type="text" value="300"/></td> </tr> <tr> <td>What is the expected number of Program Unique Supervised Hours, (PUSH) for most students? <i>(For dual qualifications, you should indicate the unique number of hours from a student's perspective)</i></td> <td><input type="text" value="210"/></td> </tr> </table> </div>	What is the expected duration, (days) of the Program for the majority of students?	<input type="text" value="300"/>	What is the expected number of Program Unique Supervised Hours, (PUSH) for most students? <i>(For dual qualifications, you should indicate the unique number of hours from a student's perspective)</i>	<input type="text" value="210"/>						
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<p><b>Delivery mode</b></p>	<p>You must indicate how prevalent a mode of student interaction is for the program. The sum of these must equal 100. Use a '0' for any blank fields.</p> <p>Modes of student interaction include:</p> <ul style="list-style-type: none"> <li>Face-to-face (time spent by the student in a classroom or in a workplace with an educator physically present)</li> <li>Real-time remote (time spent by the student supervised by a remote educator)</li> <li>Self-paced remote (time spent by the student undertaking online tasks with no real-time engagement required in training or assessment)</li> <li>Other.</li> </ul> <div data-bbox="488 1110 1709 1391" style="border: 1px solid #ccc; padding: 5px;"> <p><b>DELIVERY MODE</b></p> <table border="1"> <thead> <tr> <th>Delivery by mode of interaction (share of total):</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Face to Face</td> <td><input type="text" value="45"/></td> </tr> <tr> <td>Real-time remote</td> <td><input type="text" value="45"/></td> </tr> <tr> <td>Self-paced remote</td> <td><input type="text" value="10"/></td> </tr> <tr> <td>Other</td> <td><input type="text" value="0"/></td> </tr> </tbody> </table> </div>	Delivery by mode of interaction (share of total):	%	Face to Face	<input type="text" value="45"/>	Real-time remote	<input type="text" value="45"/>	Self-paced remote	<input type="text" value="10"/>	Other	<input type="text" value="0"/>
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Form Field	Direction												
<b>Victorian delivery locations</b>	<p>You need to indicate the anticipated percentage of commencements per location type and local government area. You must include any location for which a significant proportion (25% or more) of the activity is intended to occur.</p> <div data-bbox="488 288 1352 580"><p><b>Victorian Delivery Location(s)</b></p><table border="1"><thead><tr><th>Location Type</th><th>Local Government Area</th><th>Percentage of program delivery expected</th></tr></thead><tbody><tr><td>Provider leased ▼</td><td>Baw Baw ▼</td><td>50</td></tr><tr><td>Provider leased ▼</td><td>South Gippsland ▼</td><td>50</td></tr><tr><td colspan="3"><input type="button" value="Add"/></td></tr></tbody></table></div> <p> Due to changes to the options listed in the 'Location type' dropdown list, this section may be blank in your draft PDPs, and you may need to re-populate it for 2024. Please ensure you review these fields before submitting.</p>	Location Type	Local Government Area	Percentage of program delivery expected	Provider leased ▼	Baw Baw ▼	50	Provider leased ▼	South Gippsland ▼	50	<input type="button" value="Add"/>		
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<b>Further supporting documents</b>	<p>This is where you upload your:</p> <ul style="list-style-type: none"><li>• <b>Training and assessment strategy (TAS)</b> documents (if required)</li><li>• <b>Letters of support</b> (where applicable)</li></ul> <div data-bbox="488 818 1704 922"><p><b>Supporting Documents</b></p><table border="1"><tr><td>Document:</td><td><input type="button" value="Choose file"/> No file chosen</td><td><input type="button" value="Upload File"/></td></tr></table></div>	Document:	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload File"/>									
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