

Contract Notification

CN No	2023 - 19	Date:
To:	Chief Executive Officer or equivalent	
Purpose:	Advice on Contract requirement	
Scope:	All 2024 VET Funding Contracts	
Subject:	Mandatory reporting of Brokering Services in 2024	

Purpose

To advise training providers on how and when they must report Brokering Services to the Department of Jobs, Skills, Industry and Regions (the department).

Background

Brokering Services are when you engage a person or another organisation to recruit students into Skills First training, and either you or the student pays for this service. This is a form of subcontracting. This doesn't include any activities carried out by your payroll employees whose job it is to identify and recruit students.

As Brokering Services is a form of subcontracting, you must follow the subcontracting requirements under the Contract, which includes reporting their use to us.

Main Points

- You must report all brokering arrangements you intend to use in 2024 to us by **30 January 2024**. This includes those you have reported to us in previous years.
- If you enter a new brokering arrangement during the year you must report it to us within **30 days** of making the brokering services agreement
- The '2024 Reporting Brokering Services Form' is available in the Documents section of SVTS

How to report Brokering Services

1. Complete the '2024 Reporting Brokering Services Form' available in the Documents section of SVTS.
2. Submit it to us as an attachment to an SVTS enquiry using the enquiry category 'Skills First VET Funding Contract – Brokering Services'.

If you don't use a Brokering Service, then you don't need to report anything to us.

Publication on your website

You must publish a list of all your providers of Brokering Services in an easy-to-find place on your website.

Resources

2024 Reporting Brokering Services Form



Critical Dates

You must submit your 2024 Reporting Brokering Services Form to us by 30 January 2024.

Ryan Collins

Executive Director

Training Market Services