GUIDE TO SUBMITTING 2025 PROGRAM DELIVERY PLANS

2025 PROGRAM DELIVERY PLAN PROCESS

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Section A: 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 2024-25 Standard VET Funding Contract

Overview

Under your 2024-25 VET funding contract (the 2024-25 contract) you must submit program delivery plans (PDPs) for all Skills First training you want to deliver in 2025. You must do this to receive commencement allocations for 2025.

We'll use the PDPs to forecast training delivery for 2025. So, it's important your PDPs accurately reflect the nature and quantity of training you plan to deliver.

This guide explains the 2025 PDP process and how to submit your PDPs via the Skills Victoria Training System (SVTS).

Important information

2025 PDP process opens		Tuesday 30 July 2024 11.00am AEST
Enquiries about the PDP process close (except those about technical issues with SVTS)		Submit an SVTS enquiry using the category '**2025 Program Delivery Plan process'** ⓘ Enquires close Friday 23 August 2024 5.00 pm AEST
2025 PDP process closes		Friday 30 August 2024 5:00 pm AEST
No late submissions accepted		We will not consider any PDP submitted after the closing time
No draft PDPs accepted		We will not accept any PDPs in 'draft' status

Section B: the PDP process

What has changed?

The change	Description
No new additions to funded scope	You can only submit PDPs for programs and enrolment types that are on <u>both</u> your 2024 funded scope and on the 2025 training needs list.
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.
Consider the change in training need since 2023	When preparing your PDPs, consider the change in training need since 2023 for each program and the likelihood of a program allocation. You will find this information in the 2025 training needs list.
PDP forms are <u>not</u> pre-populated	The PDP forms are <u>not</u> pre-populated this year. However, you can still refer to previous PDPs to help you create new ones.
Number of commencements expected per location	We ask you to indicate the number of commencements expected per location, rather than percentage, in the Victorian Delivery Location(s) section.
You can now add a complete address of a delivery location	Previously you could only select a local government area. There is now a field for you to add a complete delivery address, if known.
Separate PDP for SBATs.	You need to submit a separate PDP for programs you intend to deliver as School-Based Apprenticeship/Traineeship (SBAT).
Labelling your PDPs	There's a new naming convention for labelling your PDPs. You must follow this structure when labelling your PDPs: Program code + program name + enrolment type + SBAT (if applicable only). For example: CHC50121 Diploma of Early Childhood Education and Care -Traineeship – SBAT CPC32420 Certificate III in Plumbing - Apprenticeship

Step 1: check what you can submit

You can only submit PDPs for programs on the 2025 training needs list that are already on your 2024 funded scope. You can't add new programs or enrolment types.

💡 Further, you can only ask for a commencement allocation up to your 2024 amount.

Step 2: use the 2025 Training needs list

You should read the 'Change in training need since 2023' column in the training needs list to see if a program is labelled with one of the following 4 categories:

1. Moderately increased training needs – means training needs for the program are moderately higher than in 2023.

2. Substantially increased training needs – means training needs for the program are substantially higher than in 2023.

3. Moderately decreased training needs, program allocation possible – means training needs are moderately lower for the program than in 2023 and we may use a program allocation to limit the amount of training in the program.

4. Substantially decreased training needs, program allocation likely – means training needs are substantially lower than for the program in 2023 and are likely to use a program allocation to limit the amount of training in the program.

A blank cell means there's no change in training need for that program and we are not likely to use a program allocation.

The training needs list uses data and insights from the Victorian Skills Authority. Read it alongside the Victorian Skills Plan and the funded programs report.

It's important that the training you intend to deliver aligns with jobs and training needs in Victoria and the Skills First objectives.

Your plans should also briefly address how you will deliver the training.

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

You must **submit a PDP for each program** you seek to deliver in 2025. Submit separate PDPs for:

- different enrolment types for the same AQF program (apprenticeship, traineeship or non-apprenticeship/traineeship)

- skill sets

- programs that are part of a dual qualification

- programs that you deliver with more than one cohort, e.g. SBATs and Skills First

- programs that are offered in more than one way, such as differences in the:

  o alignment with objectives of Skills First

- o duration and intensity of the program
- o the methods and modes of training and assessment

For example, if you are planning to deliver the Certificate III in Early Childhood Education and Care as a traineeship, a non-apprenticeship/traineeship and to SBAT students, you will need to submit 3 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 2024.

Letters of support
We 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 may consider these letters when determining your 2025 funded scope.

Foundation skills programs

We will roll over the 2024 foundation skills approved provider list.

If you are a foundation skills approved provider, we will roll over the domains you are approved to deliver along with the applicable programs on your funded scope as long as you submit a PDP for them.

Practical placements

You must indicate if the training has a practical placement. Check training package requirements via training.gov.au for programs that have a mandatory practical placement. Where applicable, describe your process to support students to source and arrange their placement in your training and assessment strategy.

How we will determine your 2025 funded scope

We will roll over the programs and enrolment types you have on your 2024 funded scope that you also intend to deliver in 2025. Therefore, if you do not submit a PDP for a program and enrolment type that is on your funded scope, we will assume that you do not intend to deliver it in 2025.

💡 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

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 2025). If a program you seek to deliver is superseded or its accreditation period has ended, you can still submit a PDP for it, if the superseded course is on your funded scope **and** the transition period to the superseding program has not expired.

If you're unsure whether you meet this requirement, 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 2025 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 use PDPs to forecast the training delivery for 2025. This includes whether it meets anticipated employment and training demand, government priorities and regional coverage. PDP data guides our decisions about your commencement allocations and any program allocations for 2025.

We hope to advise you of an outcome by late October 2024.

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

Section C: how to submit your PDPs in SVTS
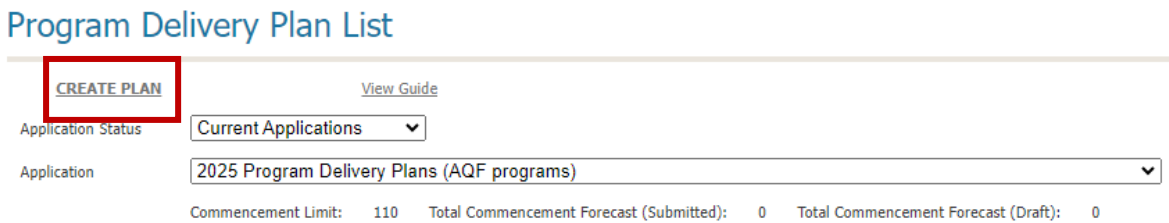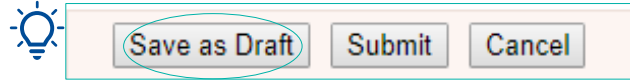
This section provides detailed instructions on how to create your 2025 PDPs and some useful tips to navigate drafting, saving, deleting, and duplicating your PDPs.

If you have difficulty accessing or navigating the PDPs on SVTS, please submit an enquiry via SVTS using the category '**2025 Program Delivery Plan process**'.
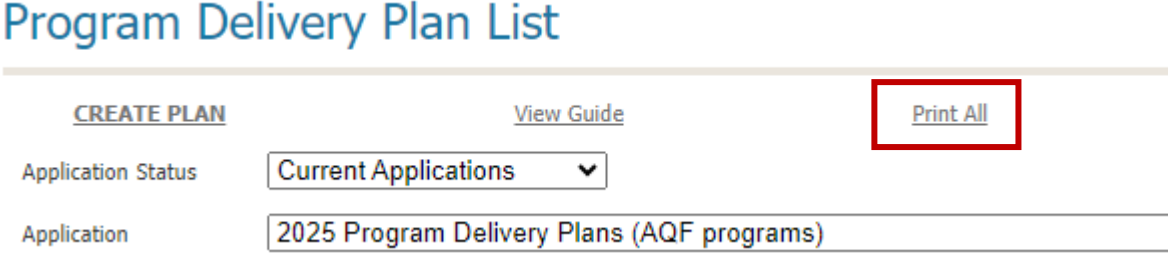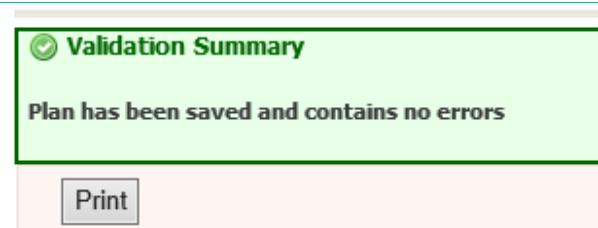
Navigating SVTS

Form Feature	Direction
Find the PDP location	1. **Log in to Skills Victoria Training System** (SVTS) via www.login.svts.vic.gov.au/. If you can't log in, go to 'Access the SVTS page' from the log in screen. 2. Click the **Submit Applications** left side bar menu, and then click **Program Delivery Plan List**. 3. Select **Current Applications** from the drop-down 'Application Status' menu. 4. Select the appropriate application from the drop down. 5. Enter your **Contact details** and click **Save Contact**. These details should reflect the best person for us to contact with any questions about your PDPs. 6. **Commencement Limit, Total Commencements Forecast (submitted),** and **Total Commencement Forecast (draft)** – 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. For 2025 PDPs, you can only forecast up to your 2024 commencement limit.

Form Feature	Direction
	💡 The commencement limit displayed in SVTS should not be taken to be your 2025 commencement allocation, as we will determine this after reviewing all PDPs. However, it is unlikely that your 2025 commencement allocation will exceed this limit.
Create a new PDP	1. Click **Create Plan**. Program Delivery Plan List CREATE PLAN View Guide Application Status Current Applications Application 2025 Program Delivery Plans (AQF programs) Commencement Limit: 110 Total Commencement Forecast (Submitted): 0 Total Commencement Forecast (Draft): 0 SVTS will open a blank draft PDP. Read 'Fields and questions in a Program Delivery Plan' to help you complete a PDP form. PDPs are **NOT** pre-populated this year. However, you can still retrieve previous PDPs from SVTS for reference. This is to ensure that you are providing your best estimates whilst considering the most current information available on the Training Needs List (TNL). 2. **Save as draft**, **Submit** or **Cancel** PDPs. You'll see the following options at the bottom of the page: • **Save as draft**: 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. • **Submit**: runs a validation check and, if there's no errors, submits the plan. • **Cancel**: leaves the screen without saving changes or updating a plan. 💡 Save as Draft Submit Cancel 💡 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 have its program removed from your 2025 funded scope.

Form Feature	Direction
	💡 Review your PDPs before submitting them. You must ensure the information is accurate. We're not liable for any errors or mistakes. 💡 You can edit and resubmit or delete a PDP at any time before the close of the PDP process. 💡 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.
Move between PDPs	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. *[Table image showing PDP list with columns: Plan Type, Programs, Last Updated Date/Time, Name, Expression of Interest - Title, Status, Program Type, Commencement Forecast, Number Errors, Option]* Detailed Plan — Certificate II in EAL (Access) (22485VIC) — 12/07/2024 17:06 — PDP - 2025 - AQF-senthil — 2025 Program Delivery Plans (AQF programs) — Submitted — StandAlone Qualification — 200 — 0 — View Print Lock Detailed Plan — Certificate I in EAL (Access) (22484VIC) — 12/07/2024 14:38 — PDP - 2025 - AQF — 2025 Program Delivery Plans (AQF programs) — Submitted — StandAlone Qualification — 100 — 0 — View Print Lock
Return to a PDP to review or edit	To open an existing PDP, click the **View** button: *[Table image showing PDP list with columns: Plan Type, Programs, Last Updated Date/Time, Name, Expression of Interest - Title, Status, Program Type, Commencement Forecast, Number Errors, Option]* Detailed Plan — Certificate II in EAL (Access) (22485VIC) — 12/07/2024 17:06 — PDP - 2025 - AQF-senthil — 2025 Program Delivery Plans (AQF programs) — Submitted — StandAlone Qualification — 200 — 0 — View Print Lock Detailed Plan — Certificate I in EAL (Access) (22484VIC) — 12/07/2024 14:38 — PDP - 2025 - AQF — 2025 Program Delivery Plans (AQF programs) — Submitted — StandAlone Qualification — 100 — 0 — View Print Lock
Delete a PDP	To delete a PDP, click **Delete.** 💡 Once deleted, PDPs cannot be retrieved.
Duplicate a PDP	Click **Duplicate** 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.
Print a PDP	Click **Print** to print an individual PDP.

Form Feature	Direction
Print all PDPs	Click **Print All** to print all your PDPs. In the main PDP area, select an application and print a PDF of all your PDPs, including their status. Program Delivery Plan List CREATE PLAN View Guide Print All Application Status Current Applications ▾ Application 2025 Program Delivery Plans (AQF programs)
Errors and validation summary	The PDP template has error validations to ensure that all information entered is complete and correct. If you **Save** but the form is not complete or has errors, the **validation summary** will appear at the top of the screen. To navigate to an error, click any of the category headings. 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). Once you've resolved the errors, the PDP will save with this message: ✅ **Validation Summary** **Plan has been saved and contains no errors** Print

Fields and questions in a PDP form

This section details the types of information required in a PDP.

Form Field	Direction
Status	This shows the status, the date it was created and the date it was last saved or submitted. **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	
Applicant provider details	This shows your TOID and Legal Name.
Plan information	Here you add the **Name** and **Description** fields to identify and distinguish between your PDPs. When creating a name for your plan, please ensure that you follow the **new naming convention** below: Program code + Program Name + Enrolment type + SBAT (if applicable) **PLAN INFORMATION** 	Name:	SIT30222 Certificate III in Travel Traineeship
Description:	This program consists of 24 months of training and assessment	
Program details	In this section, you can select your **program** and **enrolment type**. **PROGRAM DETAILS** Please select a Program(s) from the list below: 	Program (Course)	Enrolment Type
Certificate III in Hospitality (Restaurant Front of House) (SIT30716)	Apprenticeship | | Add	Type of Program:	StandAlone Qualification	

Form Field	Direction
	💡 We treat these PDPs as meaning not only the code listed but also any relevant superseding or superseded versions that are funded for new commencements in 2025. If you intend to deliver a program as a dual qualification and another program is added to the program list, the **Type of Program** field will update automatically to reflect **Dual Qualification**. Please select a Program(s) from the list below: Program (Course) — Enrolment Type Certificate III in Hospitality (Restaurant Front of House) (SIT30716) — Non-Apprenticeship/Traineeship Certificate IV in Commercial Cookery (SIT40516) — Non-Apprenticeship/Traineeship Add — Type of Program: Dual Qualification
Practical placements	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. Just select 'Yes' if this applies and describe any processes in place to support students to source and arrange the placement in your training and assessment strategy.
Training needs	Describe how the proposed activity addresses the current training needs both at a State and regional levels, as identified in the 2025 Training Needs List.
Alignment to the Skills First objectives	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: • enable them to obtain the required skills to make them job-ready • assist them to undertake further education • promote and enable participation in training for disadvantaged learners. Not every program will align with all three of these objectives. However, each program should align with **at least one** of the above objectives.

Form Field	Direction
Anticipated commencements and student fees	This is your quarterly estimate of 2025 funded commencements and the tuition and other fees you charge for this program. **ANTICIPATED COMMENCEMENTS AND STUDENT FEES** |	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)
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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	 We require indicative information about: • the average total tuition fee charged to a Skills First Student for the program • 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. ⚙ 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.
Duration and intensity	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. • For definitions of the Program Commencement Date and the Program Supervised Teaching Activity End Date refer to the **Victorian VET Student Statistical Collection Guidelines** published in SVTS. It is important that the PUSH indicate the unique number of hours from a student's perspective. 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. **DURATION AND INTENSITY** 		
What is the expected duration, (days) of the Program for the majority of students?	300
What is the expected number of Program Unique Supervised Hours, (PUSH) for most students? (For dual qualifications, you should indicate the unique number of hours from a student's perpective)	210	

Form Field	Direction
Delivery mode	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. Modes of student interaction include: • Face-to-face (time spent by the student in a classroom or in a workplace with an educator physically present) • Real-time remote (time spent by the student supervised by a remote educator) • Self-paced remote (time spent by the student undertaking online tasks with no real-time engagement required in training or assessment) • Other. **DELIVERY MODE** 	Delivery by mode of interaction (share of total):	%
Face to Face	45
Real-time remote	45
Self-paced remote	10
Other	0	
Victorian delivery locations	You need to indicate the anticipated **number** of commencements per location type and local government area. The total of commencements in this section should be the same as the total of anticipated commencements for the quarters you indicated in the section above. If you know the full address of a delivery location, you are now able to provide it in the new Delivery address field. You can leave this field blank if you don't know it. **Victorian Delivery Location(s)** | Location Type	Local Government Area	Number of Commencements Expected	Delivery Address	
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Provider owned	Ballarat	100	25 Armstrong Street South	
Workplace	Darebin	60	274 Gower Street, Preston,	
Provider leased	East Gippsland	40	273 Main St, Bairnsdale VIC		 Add

Form Field	Direction
Further supporting documents	This is where you upload your: • **Training and assessment strategy (TAS)** documents (if required) • **Letters of support** (where applicable) • Any other documents you see relevant to support your PDP. **Supporting Documents** Document: [Choose file] No file chosen [Upload File]