

Contract Notification

CN No	2023-05	Date: 29 March 2023
To:	Chief Executive Officer or equivalent	
Purpose:	Advice on Contract requirement	
Scope:	All 2023 VET Funding Contracts (version 1.0)	
Subject:	Requests for additions to 2023 funded scope and increase to commencement allocations	

Purpose

This Contract Notification is to advise training providers that the Department of Jobs, Skills, Industry and Regions (DJSIR) has now opened the process for lodging requests for:

- additions to funded scope in 2023 for Skills First programs (both AQF programs and skill sets);
- an increase to commencement allocations for AQF programs and skill sets;
- consideration to be added to the Foundation Skills Approved Provider List or add a Foundation Skills Domain.

Main points

Request to add programs to the funded scope

We will consider requests to add programs to a training provider's 2023 funded scope for both AQF programs and Skills First skill sets.

Please note that training providers who first held a Contract in 2022 or are new 2023 Contract holders will only be able to add programs to their funded scope when these are listed on the [priority programs list](#).

Request to increase commencement allocations

We will consider requests to increase a training provider's commencement allocation for both AQF programs and Skills First skill sets.

If you seek to add Skills First skill sets to your funded scope but do not have a skill set commencement allocation, you must ensure you provide all the information required for us to consider granting you one.

We will continue monitoring training provision and may announce changes to this process if required.

Framework for considering requests

In assessing a training provider's request for an addition to their funded scope or commencement allocation increase, we will consider the following:

- a. **Market need:** whether there is a demonstrable and genuine need for the expanded activity and how the proposed new activity meets the jobs and training needs of Victoria, including consideration of the program's demand, its delivery location and target cohorts.
- b. **Training provider capacity and capability:** the department's view of the training provider's capacity and capability to expand their activity.
- c. **Program budget:** the impact of the request on the program budget (this consideration is applicable only to requests for additional commencement allocations).

In assessing market need, we will consider information submitted by you alongside our own data and analysis.

In assessing a training provider's capacity and capability, we will consider the information submitted by you, the nature of program(s) sought, your history of delivery, and intelligence from a range of departmental information sources, including but not limited to data and previous audits or reviews. In some instances, we may also commission a formal audit or review prior to making a determination.

Please note that in assessing additions to funded scope, we place a strong emphasis on relevant history of delivery, whether in the program itself or in the same Training Package or other relevant area.

You may only lodge requests in relation to courses that are on both your Scope of Registration (as per training.gov.au) and listed on:

- the [Skills First Funded Course List 2023](#), or
- the [Skills First Funded Skill Set List 2023](#)

Where the Funded Course List or Funded Skill Set List restricts the enrolment type (apprenticeship, traineeship or non-apprenticeship/traineeship) for a particular program, requests must be consistent with these limitations.

Process for lodging requests

In order for us to consider a request for an addition to funded scope and/or increase to a commencement allocation, you must submit:

- a '2023 Contract Variation Request Form' (published in the Documents section of SVTS); and
- all applicable documentation as detailed in the table below.

Type of request	Sections of Request Form to be completed	PDP required?	TAS required?	Support /testifying to demand from employers/ industry groups required?
Add different enrolment type for program already on funded scope	Part 2.1 Part 4	No	Yes – if enrolment type is not already on funded scope for other programs	Encouraged. Letters should describe demand for training and be as specific as possible.
Add AQF program	Part 2.1 Part 4	Yes	Yes	
Add skill set	Part 2.1 Part 4	Yes	No	
Addition to Foundation Skills Approved Provider List or new domains*	Part 2.2 Part 4	Yes	Yes	Encouraged
Add allocations	Part 3 Part 4	No	No	Encouraged, especially where allocation requested is larger than delivery in previous years. Letters should describe demand for training and be as specific as possible.

*Note the additional documentation required outlined in the [Foundation Skills programs section](#) below.

Foundation Skills programs

If you wish to be added to the Foundation Skills Approved Provider List or add a domain to your funded scope, you must submit the information detailed in the table above plus your policy and procedures regarding:

- enrolment of students in these programs, including collection of applicable evidence required as set out in the [accredited course documentation](#) (Section B 5.2)
- assessment of literacy and numeracy skills and how the training provider identifies and addresses student needs
- how the training provider determines the program suits the student
- evidence of vocational competence of trainers and assessors as set out in the [accredited courses documentation](#) (Sections B6.2 and B7.2)

To avoid doubt, if you are an approved Foundation Skills provider and are requesting a program in a domain you already have on your Funded Scope, you do not need to submit the additional information listed above.

The Funded Programs Report indicates whether a program is a Foundation Skills Program and which domain it belongs to. Part C of your Schedule 2 outlines if you are an approved Foundation Skills provider and which domains you can deliver in.

Superseded/ superseding programs and funded scope

You do not have to submit a request for a superseding version of a program that you already have on your funded scope.

If a program you seek to deliver is superseded or its accreditation period has ended, this will be automatically added to your funded scope, provided:

- the superseding program is on your scope of registration
- the superseding program (and applicable enrolment type) is funded as indicated on the Funded Programs Report

Monitoring of training provision

Through the monitoring of training provision, we may decide to not grant additions to funded scope, increases to commencement allocations or introduce program allocations.

You are encouraged to submit comprehensive information of your planned delivery including, where possible, evidence of local need, industry demand or an established cohort of students seeking to train. This will help inform our decisions in relation to your request.

Resources

- [2023 Contract variation request form](#) (published in the Documents section of SVTS)
- [2023 Guide to program delivery plans](#) (published in the Documents section of SVTS)
- [2023 Jobs and Training Needs Portal](#)
- [Victorian Skills Plan](#)

Critical dates

Requests may be lodged from the date of this Contract Notification. The PDP frameworks '2023 Program Delivery Plans (Qualifications)' and '2023 Program Delivery Plans (Skill Sets)' are now open.

The date of the closure of this process will be advised by SVTS announcement.

Ryan Collins

Executive Director

Training Market Services