

# Contract Notification

<b>CN No</b>	<b>2023-03</b>	<b>Date: 16 February 2023</b>
<b>To:</b>	Chief Executive Officer or equivalent	
<b>Purpose:</b>	General Information	
<b>Scope:</b>	All 2023 VET Funding Contracts	
<b>Subject:</b>	<b>2023 Skills First - Internal Audit Tool</b>	

## Purpose

This Contract Notification is to advise you of the publication of the Skills First 2023 Internal Audit Tool (the tool). This is a tool to help you self-assess your compliance with the VET Funding Contract (the contract) to ensure you have policies, processes, systems, and resources in place to deliver quality training that is suitable for each student.

## Background

As part of your contract (clauses 11.4 - 11.7), you are required to conduct an internal audit of compliance with the contract within 6 months of the commencement date.

The internal audit must be:

- signed by the CEO of the training provider; and
- provided to us, or our auditors/reviewers, on request.

We have today published the 2023 tool in the 'Documents' section of the Skills Victoria Training System (SVTS).

Please note: This document has been renamed and was previously known as the 'Skills First Internal Audit Checklist'.

## Main points

The 2023 tool includes the requirements of the current contract and encompasses, but is not limited to, what could be included in any audit or review undertaken by us. It should not be relied on as the sole process for monitoring your contractual compliance.

We do not prescribe or mandate how you go about achieving compliance for every aspect of the contract. However, the tool is for self-assessment and supports you in systematically reviewing your operations relevant to Victorian government subsidised training, to ensure appropriate policies and processes are in place to identify any control weaknesses.

Accurate and objective completion of the tool will assist you in self-identifying and addressing any non-compliances and subsequently developing and applying appropriate internal controls.

We strongly encourage you to complete your audit as early as possible so you have time to mitigate any compliance risk/s.

Forward Action:

- While completing the tool, if a non-compliance is identified with the contract, you must develop a rectification plan to address the instances of non-compliance within a reasonable timeframe (clause 11.7).
- If you are requested to provide the results of your 2023 internal audit to us, the submission must be made via SVTS enquiries under the category 'Contract Compliance Audit Program – Internal Audit Tool'.
- All queries concerning this Contract Notification, including any feedback on the 2023 tool, should also be lodged on SVTS under the same category.

## Resources

2023 Skills First Internal Audit Tool.

## Critical dates

As part of your contract (clause 11.5), we require you to complete the 2023 internal audit within 6 months of the commencement date (i.e By 30 June 2023).

**Ryan Collins**  
Executive Director  
Training Market Services