

Contract notification

CN number:	2024-01	Date:	25 January 2024
To:	Chief Executive Officer or equivalent		
Purpose:	General information		
Scope:	All 2024-25 VET funding contracts (version 1.0)		
Subject:	Clarification on foundation skills enrolments		

Purpose

This contract notification provides clarification of foundation skills funding policy, following some recent enquiries.

Background

Foundation Skills are a combination of language, literacy, and numeracy skills, and employability skills. They include programs in English as an additional language (EAL).

Foundation courses are identified on the [training needs list](#) or on the funded programs report in the reports section of SVTS.

Foundation skills programs attract a high subsidy and are delivered to vulnerable groups. We have requirements in the contract to reflect government policy for foundation skills delivery.

Any student who is eligible for Skills First can do a foundation skills program, except if they:

- have a qualification at AQF level 5 or higher
- are doing the Commonwealth Government's 'Skills for Education and Employment' program.

Main points

We pay up to the maximum payable hours

We fund foundation skills programs in the same way as all other Skills First programs. You can claim up to the maximum payable hours.

Maximum payable hours are based on the nominal hours of supervised training and assessment we think is needed to achieve the outcomes for each subject. These are set out in the Victorian training package purchasing guides or accredited course documentation and on the funded programs report.

Within this limit, you can claim up to 2 times the nominal hours for individual subjects to cater for students who need extra training to complete a subject.

Students might be eligible to repeat the same program

If a student has a genuine need to do more training than the maximum payable hours allowed to acquire all the competencies, you can re-enrol them in the program.

However, this should be considered on a case-by-case basis and justified through a pre-training review that confirms the re-enrolment is suitable and appropriate and that they'll be gaining additional competencies.

Limits on the amount of training

You also need to consider the limits on the amount of Skills First-subsidised programs a student can do.

The '2 in a year' and '2 at time' limits apply to foundation skills programs.

A student can't:

- start more than 2 AQF qualifications in a year
- start more than 2 skill sets in a year (Foundation programs with the title 'course in ...' are classified as skill sets).
- do more than 2 Skills First programs at a time.

For example, a student commences Certificate II in EAL (Access), which is an AQF qualification. Within the same calendar year, they can start one more AQF qualification. This would allow them to either repeat the same qualification if needed, or to start another one. They can also start up to 2 skill sets. But, they can't do any more than 2 programs at a time.

Resources

- Fact sheet: [Student eligibility for Skills First](#)
- Fact sheet: [How to consider literacy and numeracy skills](#)
- [Questions and answers about the VET funding contract](#)
- [2024 Guidelines about eligibility](#)
- [Training needs list](#)

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Training Operations and Assurance