

# Contract Notification

<b>CN No:</b>	2023-16	<b>Date:</b> 7 December 2023
<b>To:</b>	Chief Executive Officer or equivalent	
<b>Purpose:</b>	Advice on contract requirement	
<b>Scope:</b>	All 2024 VET Funding Contracts (version 1.0)	
<b>Subject:</b>	2024-25 fact sheets, templates and guidance	

## Purpose

This contract notification is to advise you that we've published updated fact sheets, templates and guidance information on SVTS to help you understand the 2024-25 VET funding contracts. We will publish the fact sheets, guides and 'Questions and answers about the VET funding contract' on the department's [website](#) at the start of 2024.

## Background

On 2 November 2023, we published the 2024-25 contracts on SVTS.

We publish fact sheets on specific contract topics to help you better understand your Skills First obligations. We expect you to read them and refer to them as a first step in answering any questions you might have. Lodge an enquiry on SVTS if you need clarification or have further questions.

## Main points

### Fact sheets and other guidance

We updated all our existing fact sheets and guidance materials to reflect the 2024-25 contract changes. We continue to make our products easier to understand by writing in clear and concise language and using design elements, such as icons, tables and flow charts.

The table in attachment 1 describe the changes we made for 2024-25.

## Resources

If you want to know about changes to the contract for 2024-25, you can read our guides published in the documents section of SVTS on 2 November 2023:

- Guide to content changes
- Guide to edits – contract
- Guide to edits – guidelines.

## Critical dates

New contracts take effect from 1 January 2024.

### Ryan Collins

Executive Director  
Training Market Services

## Attachment 1 – Description of updates to fact sheets, templates and guidance for 2024-25

Topic and description	Document title in SVTS	Date published
New fact sheet		
<p><b>Free TAFE</b></p> <p>This fact sheet explains a student's entitlement to Free TAFE, including the rules for Free TAFE priority pathways, and Free TAFE short courses.</p>	Fact sheet: Free TAFE	December 2023
Updated fact sheets		
<p><b>Change in control</b></p> <p>We clarified that we can 'object to' a change in control. This more clearly explains our right, rather than the previous language that said we could 'not approve' a change in control</p> <p>We added that we can object to a change in control that you hadn't told us about, but we learnt about it in another way.</p> <p>We added 2 new examples of a significant change.</p> <ul style="list-style-type: none"> <li>You no longer having a principal place of business in Victoria that's your base for administering training.</li> <li>A non-Victorian training provider no longer has a commercial property in Victoria from which they deliver training.</li> </ul>	Fact sheet: Change in control and other significant events	December 2023
<p><b>Concessions</b></p> <p>We explain that a concession verified as part of enrolment now applies to all tuition fees for the program. Regardless of whether you charge all fees upfront, or in parts, or if the concession expires before training starts, or the program's finished.</p> <p>We explained that, unless you have a competing obligation, you must not keep copies of a student's Centrelink Customer Reference Number (CRN) for the purpose of checking concession. This is because a CRN can't be changed if it is subject to a security breach, unlike other identity documents.</p> <p>We removed reference to the Indigenous Completions Initiative concession as this is now the Skills First Aboriginal access fee waiver.</p>	Fact sheet: Concessions	December 2023
<p><b>How to consider literacy and numeracy skills</b></p> <p>We clarified that the Literacy and Numeracy Support program is now treated as a Free TAFE short course and it can now only be delivered by TAFEs and dual sector universities.</p>	Fact sheet: How to consider literacy and numeracy skills	December 2023

<p><b>Evidence of participation</b></p> <p>We explained the new evidence of participation (EOP) requirements:</p> <ul style="list-style-type: none"> <li>for subjects longer than 30 days, your second item of EOP no longer has to be in the 30 days before the activity end date, but it <b>must</b> be evidence of assessment</li> <li>you only need one item of EOP for withdrawn subjects and subjects delivered under the Literacy and Numeracy Support program.</li> </ul>	Fact sheet: Evidence of participation	December 2023
<p><b>Key features of the VET Funding Contract</b></p> <p>We adjusted the physical presence policy. It allows students who live in border regions to do training and assessment within identified postcodes, as well as crossing the border for training.</p>	Fact sheet: Key features of the VET Funding Contract	December 2023
<p><b>Payments under Skills First</b></p> <p>We changed the details of the subsidy loading rates.</p> <p>We updated the TAFE and dual sector university regional loading rate to 25%. We also explained that TAFEs and dual sector universities get a 10% loading for all their training delivery added separately to other loadings.</p>	Fact sheet: Payments under Skills First	December 2023
<p><b>Quality in online delivery</b></p> <p>You no longer have to publish online service standards. Accordingly, we will no longer be publishing the prescribed items that must be included in online service standards.</p> <p>You no longer have to include extra information in your Training and Assessment Strategy for programs that include online delivery. Your training delivery and student engagement should meet the same high standards regardless of the delivery mode.</p> <p>We also suggest some ways you could further support quality online training and assessment.</p>	Fact sheet: Quality in online delivery	December 2023
<p><b>Recordkeeping requirements</b></p> <p>We updated the fact sheet to include the student's privacy right to:</p> <ul style="list-style-type: none"> <li>object to you keeping their personal information</li> <li>ask you not to retain their Customer Reference Number when evidencing their concession entitlement.</li> </ul> <p>Instead, in these circumstances, you can make a written declaration to put on the student's file.</p> <p>We also gave some general guidance about how you should protect a student's privacy.</p>	Fact sheet: Recordkeeping requirements	December 2023

<p><b>Sighting and retaining evidence of eligibility</b></p> <p>We added the MyGov mobile application as a new way to sight and retain evidence of a green Medicare card.</p> <p>We added a new section to explain how to check whether a student is eligible for the Asylum Seeker VET Program and what evidence you must sight and retain.</p> <p>We explained that if the student lives in a state border region, you can use the postcode on the student's enrolment form as evidence of eligibility and do not need any additional evidence of their address.</p> <p>We added 4 new scenarios to help you put the sighting and retaining evidence requirements into a practical, student context.</p> <p>We added a new section about how you should protect a student's personal information and what to do if for privacy reasons they object to you keeping it.</p>	<p>Fact sheet: Sighting and retaining evidence of eligibility</p>	<p>December 2023</p>
<p><b>Student eligibility for Skills First</b></p> <p>We adjusted the physical presence policy. It allows students who live in border regions to do training and assessment within identified postcodes, as well as crossing the border for training.</p>	<p>Fact sheet: Student eligibility for Skills First</p>	<p>December 2023</p>
<p><b>Student information and protection</b></p> <p>We made some minor changes to the Pre-training review section and removed the online service standards as a resource.</p>	<p>Fact sheet: Student information and protection</p>	<p>December 2023</p>
<p><b>Understanding skill sets</b></p> <p>We removed the list of Free TAFE short courses, and instead explained where you can find them on the funded programs report. We also stated how for commencements from 1 January 2024, you should use fee waiver/exemption type identifier 'S'.</p> <p>We removed information about the literacy and numeracy support program as it is now only relevant to TAFEs and dual sector universities.</p>	<p>Fact sheet: Understanding skill sets</p>	<p>December 2023</p>
<p><a href="#">Updated guidance documents</a></p>		
<p><b>Questions and answers about the VET Funding Contract</b></p> <p>We updated the questions and answers to the contract to reflect the most recent changes we made to the fact sheets and other guidance.</p>	<p>Questions and answers about the VET Funding Contract</p>	<p>December 2023</p>

<p><b>Guide to withdrawals</b></p> <p>We explained that you only need one item of EOP for withdrawn subjects.</p> <p>We explained that the date of withdrawal is either the date the student tells you they're withdrawing, or if they don't tell you, then it's the date you decide they've withdrawn.</p> <p>We updated and clarified the instructions about how you report a student who returns to training after withdrawing.</p> <p>We restructured the quick reporting guide in attachment 1 so you can more easily distinguish between deferrals and withdrawals.</p> <p>We updated the examples in attachment 2 to reflect changes to the date of withdrawal, and to show withdrawals at a program rather than subject level.</p> <p>Overall, we restructured and simplified the guide to make it easier to read and understand.</p>	Guide to withdrawals	December 2023
<p>Unchanged fact sheets</p>		
<p><b>Disallowed persons</b></p>	Fact sheet: Disallowed persons	July 2023
<p><b>Students under 17</b></p>	Fact sheet: Enrolling students under 17	July 2023
<p><b>Using electronic signatures</b></p>	Fact sheet: Using electronic signatures	July 2023
<p>Unchanged guidance documents</p>		
<p><b>Guide to superseding training products</b></p> <p>Substantially the same as the 2023 version, but minor edits and reformatting to improve readability.</p>	Guide to superseding training products	December 2023
<p><b>Skills First quality charter</b></p>	Skills First Quality Charter	November 2023
<p><b>Skills first program audit and review strategy</b></p>	Skills First Program Audit and Review Strategy	November 2023

<p><b>Compliance expectations under the contract</b></p>	<p>Compliance expectations under the Contract</p>	<p>July 2023</p>
<p><b>Our commitment to engaging with you</b> No changes to content but updated into new department template .</p>	<p>Our commitment to engaging with you</p>	<p>December 2023</p>
<p><b>Skills First pre-training review template</b> The 2024 template is substantially the same as the 2023 version. However, we have reduced and simplified the content into plain English.</p>	<p>Skills First pre-training review template</p>	<p>December 2023</p>