



# Department of Education and Training

Higher Education and Skills

2 Treasury Place  
East Melbourne Victoria 3002  
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TOID 3993

Ms Deborah Orlandi  
CEO  
North Shepparton Community & Learning Centre Inc  
PO Box 4020  
SHEPPARTON VIC 3632

Dear Ms Orlandi

## **Offer of a 2023 Standard VET Funding Contract**

I am pleased to offer North Shepparton Community & Learning Centre Inc a 2023 Standard VET Funding Contract (the 2023 Contract).

The 2023 Contract is effective for program commencements from 1 January 2023 to 31 December 2023.

## **The 2023 Contract**

You can find the latest version of the 2023 Contract in the Documents section of the [Skills Victoria Training System](#) (SVTS) under the name '2023 Standard VET Funding Contract'.

## **Schedule 2**

I attach your organisation's 'Schedule 2 – Individual Details and Conditions' (Schedule 2). This is part of your 2023 Contract. We may alter your Schedule 2 at any time during the Contract Term.

We will only add programs to your Funded Scope or add commencements to your allocation at our discretion. We will determine the timing and process for this.

In line with previous years, Commencement Allocations under individual contracts have been set by the department relative to previous delivery under Skills First alongside expected PDP commencements.

Your initial Commencement Allocation for AQF Programs for 2023 is 100.

Depending on the observed level of delivery across the Skills First system, the department may open a process to increase Commencement Allocations in early 2023.

## **Skill sets**

If you're delivering Skills First skill sets in 2023, your Schedule 2 will include a section that sets out your Funded Scope and allocations for skills sets.

## Eligibility changes

To increase the ability of Victorians to reskill and to continue to participate in an evolving economy, the Victorian government has made changes to Skills First eligibility settings. From 1 January 2023, the upskilling requirement and the '2 a level in a lifetime' limit no longer apply for students enrolling in Skills First training. Due to this change, the eligibility exemptions initiative is no longer needed, and this is why the number of exemptions you can grant isn't included in your Schedule 2.

A revised version of the 2023 VET Funding Contract will be published shortly on SVTS, along with a contract notification explaining the changes. Please monitor SVTS for updates.

## Foundation Skills Approved Provider List

The Foundation Skills Approved Provider List has been rolled over for all Domains for 2023. Your organisation's Foundation Skills Approval status is detailed in Part C of the Schedule 2.

## Practical placements

We expect you to have processes in place to support students to source and arrange any practical placements needed to complete a program.

Before a student enrolls, or as part of the Pre-Training Review conversation, you should clearly tell them about the practical placement requirements for the program and how they will be arranged. This includes any responsibilities the student has in arranging the placement and any potential difficulties or delays.

## Program Delivery Plans

By offering you a 2023 Contract, we're not approving or endorsing any of the content you provided as part of the 2023 contracting process, such as Program Delivery Plans (PDPs) and Training and Assessment Strategies. PDPs aren't part of your 2023 Contract. Regardless of what you submitted in your PDPs, you must deliver all training in accordance with the 2023 Contract.

## How to accept the 2023 Contract

We've emailed your 2023 Contract Acceptance Form to your CEO (or equivalent) via DocuSign to sign the 2023 Contract. Their contact details were sourced from training.gov.au. Your authorised representative (CEO or equivalent) must use DocuSign to sign the Acceptance Form on behalf your organisation.

Please follow the attached 'Guide to accepting 2023 Contract using DocuSign'. The method outlined in this guide is the **only** method we will accept for signing the 2023 Contract. If you need help with the signing process, including if you need to nominate a different email address, please submit an SVTS enquiry.

Before accepting this 2023 Contract offer, please carefully read:

- the 2023 Contract, (in the Documents section of SVTS)
- your Schedule 2 (attached)
- the Guide to accepting 2023 Contract using DocuSign (attached)
- the Acceptance Form (copy attached, we emailed the version for signing to your CEO, or equivalent, via DocuSign).

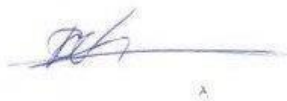
We must receive your signed Acceptance Form by **Friday, 20 January 2023**. If we do not receive it by this date, we may decide not to enter into the 2023 Contract with you.

You may be aware that due to the Machinery of Government change recently announced by the Victorian Government, the Higher Education and Skills group will be transferred to the renamed Department of Jobs, Skills, Industry and Regions, effective from 1 January 2023. From 1 January 2023,

a reference to 'Department' in the Skills First VET Funding Contract will be a reference to the Department of Jobs, Skills, Industry and Regions. Please note that the management of Contractual arrangements under the Skills First VET Funding Contracts will remain one of the functions of HES.

If you have any queries, please submit a SVTS enquiry using the category '2023 Skills First contracting'.

Yours sincerely,



**Meena Naidu**

Assistant Deputy Secretary

Economic Recovery

A/Executive Director

Training Market Services

19 December 2022

Contract ID: 202339930  
TOID: 3993  
Date of issue: 19/12/2022

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# 2023 Standard VET Funding Contract

## Schedule 2

### Individual Details and Conditions

TRAINING PROVIDER LEGAL NAME	TOID	DATE OF ISSUE	VERSION
North Shepparton Community & Learning Centre Inc	3993	19 December 2022	1.0

## PURPOSE

This Schedule 2 details:

- The training provider's allocation (Part A);
- The training provider's Funded Scope (Part B); and
- The training provider's approval status, allocations and funded scope for optional initiatives, if applicable (Part C and onwards).
- The Training Provider's conditions as a non-Victorian based Training Provider delivering to a National Enterprise, if applicable (Attachment 1).

The Funded Scope portions of this Schedule 2 includes details of:

- Programs for the delivery of which the training provider is entitled to claim funding in 2023 under the Contract;
- The Enrolment Type relevant to each program (i.e. whether delivery of the program is limited to Apprenticeships/Traineeships only, non-Apprenticeships/Traineeships only, or has no such limitations);
- Any Program Allocation applicable to each program, including (when relevant) to a particular combination of program and Enrolment Type;
- Any other restrictions on the funding of any or all programs within the Funded Scope; and
- The date ranges (Start and End Dates) between which program commencements may occur.

Unless otherwise advised by the Department via a Contract Notification or Notice, where a program identified in the training provider's Funded Scope portions of this Schedule 2:

- Is superseded (as applies to Programs that are Training Package Qualifications), or
- Is deleted as a result of reaching its expiration date and is subsequently re-accredited (as applies to Nationally Accredited Courses);

the superseding program will automatically be deemed added to the training provider's Funded Scope once the program has been added to both the training provider's Scope of Registration (as identified on training.gov.au) and the Funded Programs Report.

The superseding (or re-accredited, as applicable) program will retain the same Restrictions (i.e. Enrolment Type, 'Effective for Course Commencement Dates (CCD) from', and 'Effective for Course Commencement Dates (CCD) to') as the superseded (or deleted, as applicable) program as indicated in Schedule 2 Part B. This includes retention to the same Program Allocation (if relevant). For example, if the superseded (or deleted) program has a Program Allocation of 100 commencements, then the superseded and superseding (or accredited and re-accredited) programs will have a combined Program Allocation of 100 commencements.

Where a program identified in the training provider's Funded Scope does not include a Program Allocation, then the number of commencements permitted during the identified period is not limited except as otherwise limited by the applicable allocation for that initiative.

In the tables contained in this Schedule 2, a hyphen in a cell represents no restrictions for that program and column category.

2023 Standard VET Funding Contract - Schedule 2  
Individual Details and Conditions (Version: 1.0)

Contract ID: 202339930  
TOID: 3993  
Date of issue: 19/12/2022

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**PART A**

**Allocation (AQF qualifications)**

Allocation	Effective for Program Commencement Date from:	Effective for Program Commencement Date to:
100	01/01/2023	31/12/2023

**Allocation (Skill Sets)**

Not applicable.

**PART B**

The Department will not be liable to pay, and the training provider must not make a claim for, any Funds in respect of any training or assessment provided to an Eligible Individual that is inconsistent with any of the restrictions specified in this Part B.

**Funded Scope and associated restrictions (AQF qualifications)**

AQF qualifications	Restrictions				
Program Name	Enrolment Type (delivery restricted to this type only)	Program Allocation (maximum number of commencements)	Other Restrictions	Effective for Program Commencement Date from:	Effective for Program Commencement Date to:
Certificate III in Early Childhood Education and Care	Non-Apprenticeship/ Traineeship	-	-	01/01/2023	31/12/2023
Diploma of Early Childhood Education and Care	Non-Apprenticeship/ Traineeship	-	-	01/01/2023	31/12/2023

**Funded Scope and associated restrictions (Skill Sets)**

Not applicable.

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**PART C**

**Foundation Skills Approved Provider List**

Not applicable.

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