Securing Jobs for Your Future - Skills for Victoria

DELIVERY GUIDELINES 2009

The Victorian Skills Commission (VSC)
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1. BACKGROUND TO SECURING JOBS FOR YOUR FUTURE - SKILLS FOR VICTORIA GUIDELINES

1.1. The *Securing Jobs for Your Future – Skills for Victoria Delivery Guidelines* describe the minimum service requirements relating to demand driven training delivery to eligible individuals, as outlined in the Victorian Government’s skills reform policy: *Securing Jobs for Your Future – Skills for Victoria*.

1.2. These guidelines become part of the 2009 TAFE Performance Agreement from 1 July 2009 and continue until 31 December 2009 and any requirements herein are in addition to those contained in the 2009 TAFE Program Delivery Guidelines.

2. GENERAL OBLIGATIONS

2.1 The Institute must deliver nationally accredited training services as per its scope of registration to eligible individuals through *Securing Jobs for Your Future – Skills for Victoria* and meet all the requirements of these guidelines.

2.2 The Institute must ensure training and assessment is delivered in accordance with the AQTF 2007 and issue recognised qualifications or Statements of Attainment to the requirements of the relevant accredited courses, endorsed national Training Packages and Approved Training Schemes as well as any other guidelines or regulations as required by law.

2.3 It is the responsibility of the Institute to ensure training is delivered in accordance with Executive Memoranda which have the weight of a contractual requirement.

Skills Victoria Data System Access

2.4 The Institute is required to access a number of data systems within Skills Victoria. The table below provides a summary of the data systems and the login address.

<table>
<thead>
<tr>
<th>System Name</th>
<th>Purpose</th>
<th>Login Address</th>
<th>Comments</th>
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3. ENROLMENT REQUIREMENTS

3.1 The Institute must complete enrolments in accordance with:
- the AQTF 2007 Standards for RTOs; and

3.2 The Institute must ensure that individuals that receive Government subsidised training under Skills for Victoria meet the conditions as described in the Executive Memorandum 2009-32 “Eligibility For Government Funded Training From 1 July 2009”.

Pre-Training Review
3.3 The Institute must conduct, for each eligible individual, a pre-training review of current competencies including literacy and numeracy skills to:
- identify any competencies previously acquired; and
- ascertain that the proposed learning strategies and materials are appropriate for that individual.

3.4 Recognition of Prior Learning must be offered to all individuals upon enrolment and prior to delivery of Structured Training. Institutes must be able to demonstrate that they have processes to encourage the uptake of, and to streamline, the RPL process.

Skills Victoria Training (SVT) System
3.5 Upon commencement of an individual’s training, the Institute must upload via the SVT System student statistical data including the following information:
- the proposed commencement of training date;
- the Scheduled SCH for the modules/units of competency identified for Credit Transfer;
- the number of RPL hours per module/unit of competency up to the nominal hours for the module/unit of competency.

3.6 Accurate student statistical data for the previous month’s training must be submitted to Skills Victoria via the SVT System by the last Friday of each month.

3.7 In the event that evidence of participation does not support SCHs paid for any student in a given month then the appropriate funding must be returned by updating the module/unit for that student with the actual hours delivered, and uploading the data to the SVT System if the training was in the current year. If the training took place in the previous year, then funding must be returned by making a negative claim in the SVT System.

4. FUNDING AND PAYMENTS

4.1 The VSC will pay the Institute for training and assessment services provided to eligible individuals. Subject to meeting all other existing
requirements (refer to Executive Memorandum 2009-32 Eligibility for Government Funded Training From 1 July 2009), individuals will only be eligible for funded training if they:

a. are commencing structured training on or after 1 July 2009; and
b. are new enrolments in qualifications in the Skills Deepening category; or
c. are new enrolments in qualifications at AQF level 5 and above and are an apprentice or trainee; or
d. have been referred through the *Skills for Growth* program in courses in any category.

4.2 If more than three months elapses between the date of commencement of the Training Contract for an Apprenticeship or Traineeship and the start of Structured Training, the Apprentice or Trainee is not eligible for funding under *Securing Jobs for Your Future: Skills for Victoria* (as applicable).

4.3 Institutes must submit monthly data through data returns for data quality assessment for the July to September 2009 quarter. After confirmation of data quality at the end of the quarter, payment will be made for July, August and September for training delivered.

4.4 The Institute will be paid monthly in arrears from 31 October 2009 on the basis of student statistical data submitted monthly by the Institute. Claims for payment will be calculated at the unit of competency or module level, such that the Scheduled Hours reported will be averaged over the number of months of scheduled delivery. The Institute will be paid for the monthly average Scheduled Hours reported in arrears. The institute must keep evidence of participation on file to support the claim for audit purposes.

4.5 The VSC will pay the institute for training delivered at the rate described in Table 2 in Schedule 3 of the 2009 TAFE Performance Agreement. The rate of funding for training delivered in future years will be as encompassed within the Victorian Government policy: *Securing Jobs for Your Future – Skills for Victoria*.

4.6 In the event that an individual withdraws from training prior to achieving competency in an individual module or unit of competency, the withdrawal must be reported with the outcome code "40" in the "Outcome Identifier - National" field and the Enrolment Activity End Date should be adjusted to reflect the date of withdrawal. This activity should be reported in the next month’s statistical data submission in accordance with the 2009 Victorian VET Student Statistical Collection Guidelines. The institute must adjust the Scheduled Hours to reflect the training delivered OR submit this value in the Attended Hours field of the NAT 120 file. The institute is eligible for payment for the training delivered up to the withdrawal date.
4.7 For partial completion of a unit of competency/module, the institute must be able to provide evidence to substantiate provision of training and/or assessment. In the event that training for an individual is discontinued, and there is not sufficient evidence to substantiate the provision of training and/or assessment, any claims made by the Institute for that individual must be reconciled and an appropriate negative claim recorded.

4.8 The institute must identify all modules/units of competency relevant to the qualification in which an eligible individual is enrolled that have been attained by an individual as a result of previous formal training. The institute is not eligible for funding for the SCH associated with these modules/units of competency, and must report these SCH as Credit Transfer.

4.9 RPL will be paid up to the nominal hours per unit of competency/module. Recognition of Current Competency is not eligible for funding.

5. ELIGIBLE INDIVIDUALS NOT UNDER A TRAINING CONTRACT

Student endorsement requirements
5.1 The institute must document information on training and assessment to be provided to a group of students or an individual student whose training is funded under Securing Jobs for Your Future – Skills for Victoria.

5.2 The information on training and assessment must be agreed by the Institute, the employer (if applicable) and the group of students or individual student.

5.3 This information ensures that both the Institute and the group of students or the individual student are making informed decisions about the services required and the respective obligations in the delivery of these services. This information may be in the form of a Training Plan.

5.4 The Institute must record the Scheduled Hours specified within this information in their organisation's Student Management System (SMS) and upload via the SVT System.

5.5 The information must be signed by the institute and the group of students or the individual student, and a copy of the signed information must be provided to each student.

5.6 The information must be consistent with the qualification to be attained and customised, as required, for the needs of the group of students or the individual student, including the needs identified in the Pre-Training Review.

5.7 The information should include, at least:
- name and contact details of the institute (and employer if applicable);
- title of qualification;
- competencies/modules to be obtained;
- nominal SCH for competencies to be obtained;
- scheduled hours for achieving competencies;
- time frame for achieving competencies;
- delivery modes to be used;
- training to be undertaken;
- assessment details and arrangements;
- party/ies responsible for the delivery and/or assessment of each competency;
- details (when, how & how much) of the time allocated outside routine work duties for structured training;
- record of RPL and Credit Transfer hours granted.

### 6. APPRENTICES AND TRAINEES

6.1 An Apprentice or Trainee is a person whom an employer has undertaken to train under a Training Contract in accordance with the *Education Training Reform Act 2006*. Whether a person is an Apprentice or a Trainee depends on how the qualification is designated in the relevant Approved Training Scheme accessed through the SVT System.

### 7. RECORDS, REPORTS AND AUDIT

7.1 The Institute must publish on its website or provide on request by any person a copy of its most recent AQTF audit report.

### 8. VSC COMPLIANCE

8.1 Where the Institute has granted one of the following fee concessions, the Institute will be reimbursed by the VSC for income foregone:

   a. payment of the minimum fee on the basis of clauses 2.2 and 2.3 of the 2009 Ministerial Directions about Fees; or

   b. payment of the minimum fee by an Indigenous student under the Indigenous Completions Initiative.

8.2 Reimbursement is on the basis of AVETMISS data including scheduled hours and qualifications for enrolments for which concessions were granted, and data indicating the grounds for the concession.

8.3 In line with clause 7.3 of the 2009 Ministerial Directions about Fees the Institute is required to keep records, including evidence, to support any claim for reimbursement of income foregone as a result of granting fee concessions.
8.4 The reimbursement amount will be calculated on the basis of 80 per cent of the applicable maximum hourly tuition fee, up to the applicable maximum, less the minimum fee. Reimbursement payments will be made in the first quarter of 2010.

8.5 Income foregone on the basis of concessions granted under clause 2.7 of the Ministerial Directions about Fees will not be reimbursed.
SVT System Data Upload, Validation and Claiming Flow Chart

RTO updates Student Management System (SMS) with training details

RTO submits Statistical Data via the SVT System

Was the data valid Against AVETMISS?

Yes

SVT System generates claims based on Scheduled Hours submitted

RTO checks Claim Status

Are there any Reject Codes that the RTO can fix? (Refer to SVTS System User Guide and FAQs)

Yes

No

Skills Victoria processes claims processed and generates payment

RTO goes to AVETMISS Validation Errors Report and corrects information in SMS