



Department of Education & Training

Higher Education and Skills Group

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3708

Mrs. Sally Bate
Chief Executive Officer
Cobram Community House Inc
PO Box 498
COBRAM VIC 3644

Dear Mrs. Bate

2018-19 Restricted VET Funding Contract – *Skills First* Program - Allocations and additions to Funded Scope for 2019

Thank you for participating in the process to determine Allocations and additions to Funded Scope under the *Skills First* Program for 2019 (2019 Process). I am pleased to now provide Cobram Community House Inc with the attached Schedule 2, effective for program commencements for the period 1 January to 31 December 2019.

This Schedule 2 will form part of the 2018-19 Restricted VET Funding Contract (Contract) from 1 January 2019 and details:

- the Training Provider's 2019 Commencement Allocation (Part A);
- the Training Provider's 2019 Funded Scope (Part B); and
- any Optional Initiatives in which the Training Provider is approved to participate (Part C).

The Funded Scope portion of Schedule 2 (Part B) includes details of:

- programs that are on the Training Provider's Funded Scope in respect of which the Training Provider is entitled to funding in 2019 under the Contract;
- any Qualification Allocation in respect of each program, including as relevant for a particular Enrolment Type, if and when specified for each program;
- 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 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.

You will note that per Schedule 2 Part A, the Commencement Allocation is 200. Under the Restricted Contract there is no opportunity to seek further commencements beyond this number.

The Department may alter Schedule 2 at any time during the contract Term in accordance with the Contract. This includes (but is not limited to) removing commencements from the Training Provider's Commencement Allocation set out in Part A of Schedule 2.

Additional Programs may be added to the Training Provider's Funded Scope at the Department's discretion, and only after the Training Provider participates in a process advised and conducted by the Department at a time and in a manner determined by the Department at its absolute discretion. There is no guarantee or representation made by the Department that any additional Programs will be added to the Training Provider's Funded Scope in the 2019 calendar year.

For the avoidance of doubt, the provision of this Schedule 2 does not amount to approval or endorsement by the Department of any of the content (including but not limited to the participation, duration and intensity, delivery mode, subcontracting and delivery locations) of any Program Delivery Plan(s) submitted by the Training Provider, including any Training and Assessment Strategy attached to the submission.

Training Providers are also reminded that Program Delivery Plans submitted as part of the 2019 Process do not form any part of the Contract. Delivery in accordance with such Program Delivery Plans also does not relieve the Training Provider from its obligations to comply with all requirements set out in the Contract.

Qualification Allocations

As you will be aware, for 2018 the Department set Qualification Allocations on six programs deemed to be at risk of oversupply. Contract settings do not require these Qualification Allocations to automatically carry over into the 2019 calendar year and no assumption had been made that they will. For 2019, the six programs have been considered in the same manner as all other programs.

The Department has undertaken an analysis of anticipated 2019 training delivery reported by Training Providers through the 2019 Process (including advice from TAFE institutes and dual sector universities), as against the forecast skills requirements across Victoria, and has determined not to limit commencements for any individual program in 2019.

However, the Department will continue to monitor Training Provider activity throughout the 2019 calendar year, and may seek information about any activity where it is not generally consistent with the Program Delivery Plan(s) submitted.

2019 Contract ID

Training Providers should note that their Schedule 2 contains a new Contract ID for the purpose of reporting 2019 *Skills First* commencements.

Your organisation may commence uploading statistical submissions (NAT data files) that include activity in the 2019 Calendar year (against this contractID) from the open of the next collection year (currently estimated to be 28 January 2019).

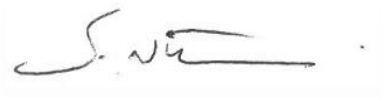
Optional Initiative – Foundation Skills Approved Provider List

Per Contract Notification CN 2018-18, there was no opportunity in the 2019 Process for Training Providers to apply for inclusion on the Foundation Skills Approved Provider List (Foundation Skills APL), including applications for additional Domains.

In the event that Cobram Community House Inc applied and was approved for inclusion on the Foundation Skills APL as part of its Expression of Interest in the 2018-19 Provider Selection Process, including for additional Domains, or if your organisation was approved for the Foundation Skills APL prior to 2018, the Optional Initiative carries over into the 2019 calendar year and will be listed in Part C of Schedule 2.

Should you have any queries, please lodge an enquiry via the Skills Victoria Training System (SVTS) using the Category '2019 Allocations and additions to Funded Scope'.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G. Norton', enclosed in a thin black rectangular border.

Greg Norton
Executive Director
Training Market Services

5 October 2018

Contract ID: 201937080

TOID: 3708

Date of issue: 5/10/18

2018-19 Restricted VET Funding Contract

Schedule 2

Individual Details and Conditions

TRAINING PROVIDER LEGAL NAME	TOID	DATE OF ISSUE	VERSION
Cobram Community House Inc	3708	5/10/18	1.0

**2018-19 Restricted VET Funding Contract - Schedule 2
Individual Details and Conditions (Version 1.0)**

Contract ID: 201937080

TOID: 3708

Date of issue: 5/10/18

PURPOSE

This Schedule 2 details:

- The Training Provider's *Commencement Allocation* (Part A);
- The Training Provider's *Funded Scope* (Part B); and
- The Training Provider's approval status for optional initiatives, if applicable (Part C).

The Funded Scope portion of this Schedule 2 Part B includes details of:

- the programs that are on the Training Provider's *Funded Scope* in respect of which the Training Provider is entitled to funding under the VET Funding Contract;
- any *Qualification Allocation* in respect of each program, including as relevant for a particular Enrolment Type, if and when specified for each program;
- the *Enrolment Type* relevant to each program (ie whether delivery of the program is limited to Apprenticeships/Traineeships only, non-Apprenticeship/Traineeship only, or has no such limitations);
- 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:

- 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 Training Package Qualification (or re-accredited Nationally Accredited Course, as applicable) 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 Courses 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' characteristics as the superseded (or deleted, as applicable) program as indicated in Schedule 2 Part B. This includes retention to the same Qualification Allocation (if relevant). For example, if the superseded (or re-accredited) program has a Qualification Allocation of 100 commencements, then the superseded and superseding (or accredited and re-accredited) programs will have a combined Qualification Allocation of 100 commencements.

Where a program identified in the Training Provider's Funded Scope does not include a Qualification Allocation, then the number of commencements permitted during the identified period is not limited except as otherwise limited by the Commencement Allocation.

**2018-19 Restricted VET Funding Contract - Schedule 2
Individual Details and Conditions (Version 1.0)**

Contract ID: 201937080

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PART A

Commencement Allocation

The Training Provider's Commencement Allocation is 200 commencements per calendar year. Under the Restricted VET Funding Contract, there is no opportunity to seek further commencements beyond this number.

Commencement Allocation	Effective for Course Commencement Date from:	Effective for Course Commencement Date to:
200	01/01/2019	31/12/2019

PART B

Funded Scope and associated restrictions

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.

Program Name	Restrictions				
	Enrolment Type (delivery restricted to this type only)	Qualification Allocation (maximum number of commencements)	Other Restrictions	Effective for Course Commencement Date from:	Effective for Course Commencement Date to:
Certificate I in General Education for Adults	Non-Apprenticeship/ Traineeship	-	-	01/01/2019	31/12/2019
Certificate I in General Education for Adults (Introductory)	Non-Apprenticeship/ Traineeship	-	-	01/01/2019	31/12/2019
Certificate I in Transition Education	Non-Apprenticeship/ Traineeship	-	-	01/01/2019	31/12/2019
Certificate II in General Education for Adults	Non-Apprenticeship/ Traineeship	-	-	01/01/2019	31/12/2019
Certificate II in Hospitality	Non-Apprenticeship/ Traineeship	-	-	01/01/2019	31/12/2019
Certificate III in Early Childhood Education and Care	Non-Apprenticeship/ Traineeship	-	-	01/01/2019	31/12/2019
Certificate III in General Education for Adults	Non-Apprenticeship/ Traineeship	-	-	01/01/2019	31/12/2019
Certificate IV in New Small Business	Non-Apprenticeship/ Traineeship	-	-	01/01/2019	31/12/2019
Course in Initial General Education for Adults	Non-Apprenticeship/ Traineeship	-	-	01/01/2019	31/12/2019
Diploma of Early Childhood Education and Care	Non-Apprenticeship/ Traineeship	-	-	01/01/2019	31/12/2019
Literacy and Numeracy Support	Non-Apprenticeship/ Traineeship	-	-	01/01/2019	31/12/2019

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In the above table, a hyphen in a cell represents no restrictions for that program and column category.

PART C

Optional Initiatives (if applicable)

The Training Provider is approved for the following Optional Initiative(s):

Foundation Skills Approved Provider List (Domains A and C only)