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| Higher Education and Skills Group  **Participation Branch Memo**  **Department of Education and Training** |

***NUMBER:*** *2017 / 08 / 30*

**TO:**

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| Learn Local organisations   * *RTOs only* | ACFE Board | ACFE Regional Councils |
| Adult Education Institutions | Learn Local Stakeholders | Participation Branch Staff |

**FROM:** Ryan Collins, Director - Participation Branch

**DATE:** 30 / 08 / 2017

**SUBJECT:** *2018 Skills First Provider Selection Process*

**ACTIONS / CRITICAL DATES:**

* *The Call for Expressions of Interest (EOI) for 2018-19 VET Funding Contracts will open on 1 September 2017*
* *The EOI process will close on 28 September 2017*
* *Financial information for all providers will be accepted until 16 October 2017*

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**2018 Skills First Provider Selection Process**

The Call for Expressions of Interest for Skills First 2018-19 VET Funding Contracts will open at 2pm on 1 September 2017 and close on 28 September 2017.

Contracts offered to successful applicants will be 2 years in duration covering 2018-19. The Department has listened to feedback from training providers about the need to provide greater certainty and allow providers to invest in their business to deliver quality training. Financial information for all providers will be accepted until 16 October 2017.

The Department anticipates that it will advise providers of the outcomes of applications in November 2017.

Training providers will need to submit audited financial statements for the two most recently completed full financial years. These statements must be accompanied by independent audit reports completed by an ASIC registered auditor. Providers who wish to make an Expression of Interest are encouraged to prepare this documentation as soon as possible.

*Learn Local Training Providers applying for a restricted contract must have audited financial statements, but are exempted from the requirement for the auditor to be an ASIC Registered Auditor. Those applying for a standard contract must utilise an ASIC Registered Auditor.*

A suite of information will be published on the Skills Victoria Training System (SVTS) when the Call for EOI opens, including draft VET Funding Contracts and supporting information to assist providers with completing the application process.

Information sessions will be held in Melbourne, Geelong, Traralgon and Bendigo in the first week of September. Providers can register now via SVTS (Events > Event registration), places will be limited to three attendees per training provider.

The Department will be taking enquiries regarding the 2018 Provider Selection Process via SVTS from 1 September 2017.

For more information, visit: <http://www.education.vic.gov.au/training/providers/rto/Pages/contractinterest.aspx>