

## Foundation Skills Approved Provider List

### Purpose

This Fact Sheet provides an overview of, and answers key questions about, the forthcoming process to create a Foundation Skills Approved Provider List.

### Introduction

The Victorian Government has an ongoing interest in improving the quality and targeting of Foundation Skills training.

As part of this focus on Foundation Skills,<sup>1</sup> the Department of Education and Early Childhood Development (the Department) will create a Foundation Skills Approved Provider List. By signing a VET Funding Contract commencing in 2014, the RTO acknowledges and agrees that, in order to retain relevant courses from the Foundation Skills List (except Literacy and Numeracy Support – LNSUPPORT) on its Funded Scope, it will need to participate in an evaluation process and, as a result of that process, be deemed suitable for inclusion on the Foundation Skills Approved Provider List.

The evaluation process will be run during the first three months of the contract term. The Department will engage independent experts to receive and evaluate applications from RTOs and advise the Department on:

1. whether each applicant RTO should be included on the Foundation Skills Approved Provider List; and
2. if included, for which types ('domains') of Foundation Skills courses each applicant should be an Approved Provider.

Success or failure in becoming an Approved Provider will apply solely to delivery under course codes on the Foundation Skills List that are on an RTO's Funded Scope. This process will not affect an RTO's ability to deliver up to 95 hours of Literacy and Numeracy support under the LNSUPPORT course code.

#### Key points

- only approved providers will be funded to deliver Foundation Skills once the evaluation process is finalised
- RTOs will need to apply to become an Approved Provider
- there will be an independent, expert evaluation process to determine who is suitable to be an Approved Provider
- the process will open on 20 January 2014 and is expected to be finalised by 31 March 2014
- RTOs that apply can continue to commence students up until the date the list is announced
- RTOs that don't apply can continue to commence students up until the application closing date (14 February 2014)
- until the process is finalised, RTOs **must not enrol** students in Foundation Skills courses if they are to **commence** after 14 February (if the RTO does not apply) **or** 31 March (if the RTO applies)

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<sup>1</sup> VET Funding Contracts commencing from 2014 also contain strengthened contractual provisions around the Pre-Training Review. These provisions are designed to ensure that the Pre-Training Review process is being used to place students into appropriate training and that providers retain evidence of that process. Pre-Training Review requirements are detailed in Clauses 4.6-4.10 of Schedule 1 of the VET Funding Contract.

## Who can apply?

Only RTOs that:

- receive and accept a VET Funding Contract commencing from 2014; and
- have at least one course from the Foundation Skills List on their Funded Scope as at the opening date of the application period (20 January 2014).

## What will an RTO need to submit for evaluation?

It depends on the types of courses for which the RTO wishes to be an Approved Provider. The Foundation Skills List at [Attachment A](#) to this Fact Sheet has been segmented into three 'domains':

**Domain A:** General education, vocational pathways and literacy and numeracy;

**Domain B:** English as an Alternative Language (EAL) and related courses; and

**Domain C:** Disability-specific courses.

The evaluation process will require submission of the RTO's business strategies for: conducting a Pre-Training Review; determining any Foundation Skills training requirements from the Pre-Training Review; and planning the delivery of that training. Evidence of each relevant business strategy will need to be submitted for:

1. **the 'highest volume course':** the Foundation Skills course/qualification with your RTO's highest number of 2013 enrolments across any one of the three domains; and
2. **the 'secondary domain course':** if you wish to be an Approved Provider in more than one domain, the Foundation Skills course/qualification with your RTO's highest number of 2013 enrolments across *any one of the other two domains*.

*Please note: If your RTO has not delivered Foundation Skills courses in 2013, but has such courses on your Funded Scope as at the opening date of the application process (20 January 2014), you may apply in one or two domains (as indicated in 1 and 2 above) and provide evidence in accordance with your anticipated delivery in 2014.*

The Department is taking a risk-based approach to this process, focusing on areas of highest delivery. Thus, even if you intend to deliver across all three domains, you will not be required to submit documentation for more than two domains. If you only wish to deliver in a single domain, you need only submit evidence for that domain.

### Example

Prior to the opening of the application period, an RTO has on its Funded Scope courses across all three domains. The RTO wishes to continue delivering all of these courses, and thus needs to become an Approved Provider across all three domains.

1. The RTO's highest volume course is in Domain A, so the RTO submits a business strategy for this course.
2. The RTO's secondary domain course is in Domain C, so the RTO must also submit a business strategy for the secondary domain course.
3. The RTO does not need to submit a business strategy for a course in Domain B.

## What criteria will an application be evaluated against?

The Department is seeking to identify RTOs that have robust pre-training assessment and delivery planning for Foundation Skills. Evidence submitted to the independent experts should demonstrate high quality practice, especially in relation to relevant regulatory standards for RTOs, including:

- SNR 16/AQTF STANDARD 2: *The RTO adheres to the principles of access and equity and maximises outcomes for its clients;*
- SNR 16.1/AQTF STANDARD 2.1: *The RTO establishes the needs of clients and delivers services to meet these needs;* and
- SNR 16.5/AQTF STANDARD 2.5: *Learners receive training, assessment and support services that meet their individual needs.*

Further information on the specific criteria for the application process will be provided during December 2013.

## What happens if an RTO applies but does not meet the required standard for one or more domains?

An RTO will not become an Approved Provider of courses in any domain for which it did not meet the required standard. There are **five** possible outcomes, depending on the nature of the RTO's application:

### *Single domain application*

If an RTO applies for only a single domain and:

1. the evidence meets the required standard, the RTO will retain its Funded Scope for courses in this domain.
2. the evidence does not meet the required standard, the RTO will not retain any courses from the Foundation Skills List on its Funded Scope.

### *Two domain application*

If an RTO applies across two domains and:

3. the evidence from both domains meets the required standard, the RTO will fully retain its Funded Scope.
4. the evidence from just one domain meets the required standard, courses from the domain that met the standard will be retained on the RTO's Funded Scope. Courses from the domain that did not meet the required standard will be removed from the RTO's Funded Scope.

*If, prior to the opening of the application period, the RTO also had courses from a third domain on its Funded Scope (that is, evidence was not required to be submitted for this third domain), the RTO will also retain courses in that third domain.*

5. the evidence from both domains does not meet the required standard, the RTO will not retain any courses from the Foundation Skills List on its Funded Scope. This includes any courses from a third domain.

In any scenario where courses are to be removed from an RTO's Funded Scope, the RTO will be unable to commence new students in those courses from a date to be announced by the Department after the Approved Provider List is published. The date will not be before 31 March 2014 (please see the 'timeframes' question below). The final Approved Provider List will be published once, with a single effective date. All applicant RTOs will be informed of the outcome of their application on that same day.

In all scenarios, RTOs that apply will still be funded to deliver Foundation Skills training to commencements prior to the date the list takes effect.

### What happens if an RTO does not submit an application within the timeframe?

If your RTO does not participate in the process (that is, you do not submit an application), courses from the Foundation Skills List will be removed from the RTO's Funded Scope the day after the application closing date for the process (15 February 2014). RTOs can continue to deliver to existing students, but may not commence new students in courses from the Foundation Skills List after this date.

### What are the timeframes for the process?

The application period will open on 20 January 2014 and close on 14 February 2014. The Department expects all applications will be assessed, and the outcomes communicated, by 31 March 2014.

### Can an RTO still commence students in Foundation Skills training while the process is being conducted?

Yes. For all commencements from 1 January 2014 until the application period closes (14 February 2014 inclusive), all RTOs can deliver courses from the Foundation Skills List if they are on their Funded Scope.<sup>2</sup>

If your RTO submits an application during the application period, you may continue to commence students in courses from the Foundation Skills List until the Approved Provider List is published.

Until the process is finalised, RTOs must not enrol students in Foundation Skills courses if they are to commence after 14 February 2014 (if the RTO does not apply) or 31 March 2014 (if the RTO applies).

### Who will do the assessment?

The Department will engage independent experts to complete the assessment process and make recommendations to the Department. During the application process, advice and technical help will be available via email.

### Will there be a cost to apply?

Yes. A flat fee will be payable, regardless of whether the application is for one or two Foundation Skills domains.

### How can an RTO apply to become a Foundation Skills Approved Provider?

Applications will be made online using a dedicated website. RTOs will be required to provide documentary evidence of their practice, which will be considered by appropriately skilled evaluators. A Frequently Asked Questions document will be provided during December 2013 and a Self-Assessment Questionnaire will be made available to help RTOs decide whether to apply.

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<sup>2</sup> For relevant references in the VET Funding Contract, see Clauses 4.3-4.4.

## ATTACHMENT A — DOMAINS OF FOUNDATION SKILLS TRAINING (SEGMENTED APPROVED FOUNDATION SKILLS LIST)

### A. General education, vocational pathways and literacy and numeracy

#### General education

22234VIC	Course in Initial General Education for Adults
22235VIC	Certificate I in General Education for Adults (Introductory)
22236VIC	Certificate I in General Education for Adults
22237VIC	Certificate II in General Education for Adults
22238VIC	Certificate III in General Education for Adults

#### Work and vocational pathways

22213VIC	Course in Recognised Informal Learning
FSK10213	Certificate I in Skills for Vocational Pathways
FSK10113	Certificate I in Access to Vocational Pathways
FSK20113	Certificate II in Skills for Work and Vocational Pathways

#### Language, literacy and numeracy support

91471NSW	Course in Language, Literacy and Numeracy
21890VIC	Certificate I in Initial Adult Literacy and Numeracy (Entry)
21891VIC	Certificate I in Initial Adult Literacy and Numeracy (Foundation)
21892VIC	Certificate I in Initial Adult Literacy and Numeracy (Established)

#### Indigenous-specific courses

22215VIC	Certificate I in Mumgu-dhal tyama-tiyt
22217VIC	Certificate II in Mumgu-dhal tyama-tiyt
22218VIC	Certificate III in Mumgu-dhal tyama-tiyt

#### Senior secondary study

VCALFND001	Victorian Certificate of Applied Learning (Foundation)
2200LZF	Preparatory Year 11 Equivalent – General Studies

### B. EAL and related courses

21938VIC	Course in ESL
21936VIC	Certificate I in ESL (Access)
21932VIC	Certificate II in ESL (Access)
21945VIC	Certificate II in ESL (Employment)
21933VIC	Certificate III in ESL (Access)
21935VIC	Certificate III in ESL (Employment)
21939VIC	Certificate III in ESL (Further Study)
21934VIC	Certificate IV in ESL (Access)
21937VIC	Certificate IV in ESL (Employment/Professional)
21940VIC	Certificate IV in ESL (Further Study)
91418NSW	Course in Preliminary Spoken and Written English
91421NSW	Certificate I in Spoken and Written English
91422NSW	Certificate II in Spoken and Written English
91423NSW	Certificate III in Spoken and Written English
91419NSW	Certificate IV in Spoken and Written English – Further Studies
91420NSW	Certificate IV in Spoken and Written English – Employment

### C. Disability-specific courses

22129VIC	Certificate I in Transition Education
22128VIC	Certificate I in Work Education