

# Newsletter

Please ensure that this Newsletter is distributed to all members of your staff – it provides a valued source of information to assist you in managing your obligations under the PQS Agreement.

## Contract Connector

Issue 26 – February 2014

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**NOTE: Throughout the Newsletter Supervising Registered Training Organisations (SRTOs) are able to access website information through the inclusion of hyperlinks.**

**Should a link not work when clicked – copy and paste that portion of the link that has “broken” and sits on the next line of the article – place this into the browser.**

**Check that the full pathway has been copied across – then activate the hyperlink as normal. It should work.**

## USER CHOICE

### SUPPLIER RESPONSIBILITY <sup>(1)</sup>

Suppliers are reminded of their responsibility to ensure compliance with all **policy guidelines and agreement requirements**. In particular:

**Any changes to a Supplier's Scope of Registration** must be advised to Contract Management and Performance immediately. Notification can be provided by email and then by submitting a variation request through Variations On Line (VOL) to either remove the qualification from your Schedule or remove the qualification from being published on QTIS.

**Any changes to a Supplier's Legal Name or a change in control** must be notified to Contract Management and Performance before the changes occur.

**Failure to advise the Department will result in the recognition that no valid Agreement is in place and no payments will be made.** It is at the Department's discretion as to whether it consents or refuses to consent to any change in Control of the Supplier.

### NOMINATIONS NOW OPEN FOR 2014 QUEENSLAND TRAINING AWARDS <sup>(2)</sup>

All Pre-qualified Suppliers are encouraged to consider nominating for the 2014 Queensland Training Awards across the range of award categories.

The awards are the state's highest training accolade and provide an opportunity for apprentices, trainees, vocational students, teachers, trainers, registered training organisations and employers to showcase their commitment to training excellence.

The awards are a great opportunity for you to promote the achievements of your RTO and success at the regional and state level can be a great marketing tool.

We ask that you encourage your apprentices, trainees and students as well as your staff and partnering employers to consider nominating or you can nominate on their behalf. Information about nominating is available on the [QTA website](#). Nominations close on Friday 21 March 2014.



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### ARE YOU SUBSCRIBED TO *SKILLS UPDATE*? <sup>(3)</sup>

Pre-qualified suppliers are reminded they can subscribe to the department's training e-newsletter ***Skills update***. It is one of the best ways to keep up to date with the implementation of *Great skills Real opportunities*.

Each issue covers major announcements from the training portfolio and other updates of interest to stakeholders across the training sector. Subscribe online and view previous issues of *Skills update* at [www.training.qld.gov.au/about/news/index.html](http://www.training.qld.gov.au/about/news/index.html)

### ERRORS...NEW VALIDATION FOR USER CHOICE <sup>(4)</sup>

From 1 January 2014 Contract Management and Performance have introduced three new validations to support compliance with Departmental programs and policies during AVETMISS data submission. They are:

#### **34002 – Withdrawn with no “Hours Attended” reported**

You will receive this error if you report a “40” withdrawn/discontinued with participation outcome identifier and do not report the “Hours Attended”.

#### **34007 – Fund Source Code is invalid for the nominated contract**

You will receive this error if you report GS1, GS2, GS3 or GS4 against a contract where these Fund Source Codes are invalid.

#### **34008 – Invalid fee free training high school year level information supplied**

You will receive this error if you report a student as a fee-free Year 12 Graduate and based on the year highest school completed or highest school level reported deems the student invalid for fee-free training.

**Error fact sheets** explaining these errors can be located at:

<http://www.training.qld.gov.au/training-organisations/user-choice/documents-2010-2015.html>

Before seeking advice or information about errors and rectifications, the Department encourages you to read these *fact sheets* in conjunction with your organisation's agreement and the User Choice policy.

As additional *error fact sheets* are developed they will be made available via the above link.

If you are still unable to resolve your query then please email the Unit's general email account on [supplier.management@dete.qld.gov.au](mailto:supplier.management@dete.qld.gov.au)

### STUDENT CONTRIBUTION FEES - 2014 <sup>(5)</sup>

The Student Contribution Fee under the 2010-2015 User Choice Program in 2014 will remain at \$1.60 per nominal hour for each Unit of Competency/Module to be calculated at the commencement of the Unit of Competency/Module.

### RESTRICTED QUALIFICATIONS <sup>(6)</sup>

A 3% price increase has been applied to some restricted qualifications from 1 January 2014. To find out which qualifications this increase applies to please refer to the User Choice 2013-2014 qualification and pricelist (*effective 23 January 2014*) at <http://training.qld.gov.au/training-organisations/user-choice/documents-2010-2015.html>

### DATA SUBMISSIONS FOR 2013-2014 AGREEMENT PERIOD <sup>(7)</sup>

Now that the new year is well underway, training activity for the 2014 calendar year will need to be submitted as a separate submission. Where you still have outcomes in the 2013 year they are to be submitted in a separate 2013 data file.

### CONTACTING CONTRACT MANAGEMENT AND PERFORMANCE UNIT (CM&P) <sup>(8)</sup>

CM&P is your primary contact regarding information about your **executed** Agreement including payment, variation requests and any other agreement related issues. Before seeking advice or information from CM&P regarding any programs your organisation is funded for by the Department, you are encouraged to read the policy in conjunction with your organisation's agreement. If you are still unable to resolve your query then email the Unit's general email account: [supplier.management@dete.qld.gov.au](mailto:supplier.management@dete.qld.gov.au)

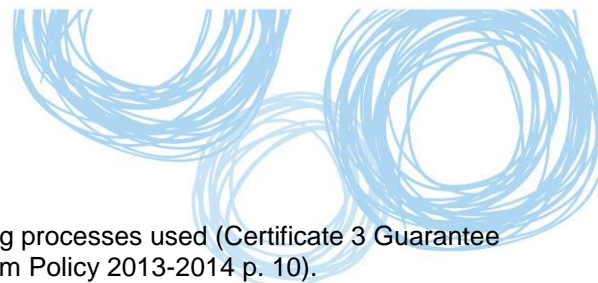
Wherever possible, your enquiry will be forwarded to your contract manager, however if they happen to be away or working on another project, we will ensure that someone knows about your email and can respond appropriately. **Emails sent to a specific officer who may be away or working elsewhere in the Department may not be answered until the officer returns.** Emailing the general account will ensure that your concerns are addressed promptly.

### Contact the Contract Management and Performance Unit.

Email: [supplier.management@dete.qld.gov.au](mailto:supplier.management@dete.qld.gov.au)  
Tel: (07) 3405 3715.



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## CERTIFICATE 3 GUARANTEE PROGRAM

### Certificate 3 Guarantee - Evidence Guide for Pre-Qualified Suppliers <sup>(9)</sup>

The Department is currently finalising the Certificate 3 Guarantee Evidence Guide for Pre-Qualified Suppliers. The Guide will provide detailed information on the requirements holders of Certificate 3 Guarantee PQS Agreement must meet and the types of evidence necessary to prove compliance, at audit, with the Agreement, the Certificate 3 Guarantee PQS Policy 2013-2014 and the Certificate 3 Guarantee Program Policy 2013 - 2014.

When implemented correctly by the PQS, the Evidence Guide will help maintain compliance and remove much of the stress that can be associated with compliance audits.

A copy of the Evidence Guide will be emailed to you as soon as it is available. The date of that email to you will be the “**date of effect**” of the Evidence Guide. That means every enrolment taken by your organisation after that date, for activity under the Certificate 3 Guarantee Program, will be subject to audit against specifications outlined in the Evidence Guide.

I urge you to closely read the Evidence Guide, once received, and immediately review and revise systems and procedures **that you may need to** ensure the practices of your organisation meet the evidence requirements detailed.”

### 2013-2014 - PROGRAM REVIEW <sup>(10)</sup>

The Department is currently undertaking a review of the Certificate 3 Guarantee program and once finalised this will lead to an updated and revised program policy document to apply from 1 July 2014.

We envisage that the revised program policy should be finalised by early May 2013 and the relevant Pre-qualified Supplier Agreement process undertaken within May/June 2014.

### INCLUSIVE PRACTICE – Continuous Professional Learning <sup>(11)</sup>

The Certificate 3 Guarantee Policy makes reference to the provision of evidence of staff continuous professional learning on Inclusive Practice, either through completion of the Department’s online learning modules or through documentation relating to the existing Inclusive Practice

learning processes used (Certificate 3 Guarantee Program Policy 2013-2014 p. 10).

The Department’s modules, along with overview information, are now available at no cost from:  
<http://www.training.qld.gov.au/training-organisations/support/inclusive-learning.html>

### Lodging Variations Electronically – Variations Online now available <sup>(12)</sup>

Variations Online (VOL) is now available to Pre-Qualified Suppliers to submit variation requests electronically for the Certificate 3 Guarantee Program.

To access VOL use your Purchasing Online ([www.training.qld.gov.au/tol](http://www.training.qld.gov.au/tol)) account and select the Variations Link on the left hand side.

Once logged in, you can create a new variation by hovering your mouse over the action icon (spanner) next to your Certificate 3 Guarantee Agreement (QS) and selecting “New Variation” on the pop up menu.

You can submit the following Variation Elements for QS Agreements:

- Add Qualification – Add qualifications from the Contestable Qualifications pricelist published on the Department’s [website](http://training.qld.gov.au/resources/investing-in-skills/pdfs/contestable-qualifications.pdf) (<http://training.qld.gov.au/resources/investing-in-skills/pdfs/contestable-qualifications.pdf>)
- Remove qualification – Request to either remove a qualification from your Delivery Schedule or request to have a Delivery End date added to qualification on the Delivery Schedule.

Remember, you can only submit one variation **per agreement** to the Department at a time, however you can have many variation items on the variation as you like (for example 2 additions and 1 removal).

If you are having trouble accessing Purchasing Online please contact the Purchasing Online team by telephone on (07) 3227 6271 or via email at [Purchasing.Online@dete.qld.gov.au](mailto:Purchasing.Online@dete.qld.gov.au).

If you require assistance lodging a variation please contact your contract manager or email [Supplier.Management@dete.qld.gov.au](mailto:Supplier.Management@dete.qld.gov.au)



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## FEE FREE TRAINING YEAR 12 GRADUATES <sup>(13)</sup>

From 1 January 2014, Year 12 graduates are able to access fee-free training as part of the Queensland Government's *Great skills. Real opportunities* action plan. The fee-free training will be available for Year 12 graduates for training in high priority qualifications identified by the Queensland Government and industry groups, through a range of certificate level III vocational education and training courses, as well as apprenticeships and traineeships.

High priority qualifications will develop the skills most needed by employers and the Queensland economy, and are based on skill demand, advice from industry, and whether the qualification will lead to employment. The list of high priority qualifications is online at [www.training.qld.gov.au/information/investing-in-skills/fee-free/index.html](http://www.training.qld.gov.au/information/investing-in-skills/fee-free/index.html).

The Year 12 Graduate Fee-Free training strategy is for those individuals that:

- have completed Year 12 in Queensland and hold a Senior Statement issued by the Queensland Studies Authority
- enrol and start training with an approved training provider within 12 months of completing Year 12 (that is, by the end of the calendar year following completion of Year 12)
- are a Queensland resident.

As students who meet the requirements of a Year 12 Graduate are not required to contribute to the cost of their training the Queensland Government will provide additional contributions to Registered Training Organisations.

Further details of the Year 12 Graduate Fee-Free training strategy are now available on the Department of Education, Training and Employment's website at [www.training.qld.gov.au/information/investing-in-skills/fee-free/index.html](http://www.training.qld.gov.au/information/investing-in-skills/fee-free/index.html). Full policy conditions and pricing arrangements are available on the Certificate 3 Guarantee website [www.training.qld.gov.au/information/investing-in-skills/certificate3/training-provider.html](http://www.training.qld.gov.au/information/investing-in-skills/certificate3/training-provider.html) and the User Choice Program website at [www.training.qld.gov.au/training-organisations/user-choice/index.html](http://www.training.qld.gov.au/training-organisations/user-choice/index.html).

To offer fee-free training to Year 12 Graduates your organisation must have:

- the appropriate scope of registration in the relevant high priority qualifications identified above; and
- the relevant high priority qualifications listed on your existing User Choice PQS and/or Certificate 3 Guarantee Delivery Schedule/s (i.e. QS or PS Delivery Schedule)

If you do hold the relevant scope of registration, but the qualification is not listed on your Delivery Schedule you may seek a variation to your existing Delivery Schedule to add the relevant qualification/s by following the standard variation process.

To obtain further details in relation to this information, please contact your Contract Manager in Contract Management and Performance on email [Supplier.Management@dete.qld.gov.au](mailto:Supplier.Management@dete.qld.gov.au)

## FUND SOURCE CODES – FEE FREE TRAINING <sup>(14)</sup>

When making claims for fee-free funding against either the Certificate 3 Guarantee or the User Choice programs use the fund source codes identified below.

### User Choice

Fees and Charges	Fund Source Code
Full Fee	GS2
Partial Exemption	GS3
Full Exemption	GS4

### Certificate 3 Guarantee

Fund Source Code	GS1
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## LAST WORD

*You, yourself, as much as anybody in the entire Universe, deserve your love and affection.*

**Buddha**



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