

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 20 – August 2013

TOPICS

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2. Policy and Procedure updates
3. Transitioning arrangements – New qualifications
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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.

EOFY PAYMENT ARRANGEMENTS ⁽¹⁾ For Pre-qualified supplier agreements

The PQS agreements run for a 5 year period from 1 July 2010 to 30 June 2015 and maintain the same Agreement Number throughout the program. In order to manage the data flow throughout the 5 year program period, the Department’s payment system separates the training activity for each financial year.

In order to finalise training activity at the end of the financial year, suppliers have 90 days (until 30 September) to submit error free data.

Suppliers will receive two (2) (PQS) agreement payments for data submitted during July to September and paid with the August to October claims. **Suppliers please note: There will be delay between these payments due to:**

- The first payment to be processed and paid will cover your 2012-2013 financial year data.
- The second payment to be processed and paid will be for the 2013-2014 financial year data.

Once the 2012-2013 financial year data has been finalised and paid for in October you will return to receiving one payment for data submissions from November 2013.

Policy and Procedure updates ⁽²⁾ Adequate Training Arrangements

A new policy covering the requirements for supervision and adequate training arrangements has been created and added to the existing **Apprenticeship and Traineeship Operational Policies and Procedures**. The new policy is titled “Adequate Training Arrangements – Policy”

In line with the new policy the procedure titled “**Adequate Training Arrangements - Procedure**” has been updated and now includes information which was previously located in the procedure **Relating to Ratio of Apprentices and Trainees to Qualified Persons**.

The “ratio of apprentices and trainees to qualified persons” procedure has been removed as it is no longer current.

The Employer Resource Assessment (ERA) has also been updated in line with the new policy and updated procedure. In summary the policy and procedure has been aligned to actual practice where the SRTO makes a determination on whether there is adequate supervision and training arrangements in place to allow for completion of the apprenticeship/traineeship.

A section has also been added in respect to dealing with a Group Training Organisation or Principal Employer Organisation and the different considerations this has for an SRTO. In all aspects of the new policy, procedure and ERA it is very clear the SRTO is required to retain sufficient evidence to support any variation from the ratio of 1:1.





If an SRTO identifies that an employer is not able to provide adequate arrangements to achieve the outcomes required under the training plan the SRTO should not commit to the training plan and must advise the employer, the Australian Apprenticeships Centre and the Department immediately. For further information please review the new policy and procedure.

The new policy and procedure are available at training.qld.gov.au

<http://www.training.qld.gov.au/about/vet-policies-procedures/apprenticeships-traineeships/procedures/index.html>

For further information please contact Brett Haagsma on 3237 9757 or brett.haagsma@dete.qld.gov.au

TRANSITIONING REQUIREMENTS FOR NEW QUALIFICATIONS ⁽³⁾

SRTOs must ensure that they meet the requirements of ASQA's General Direction: Transition and Teach-out policy. For DETE funded training this specifically relates to:-

New Students – once a replacement qualification is published on the national register, an RTO may commence training or assessment of the superseded qualification to a new student, for a period of 12 months or until it is registered for the replacement qualification (whichever occurs first).

Teach-out provisions – The RTO may continue to deliver training and assessment services and issue awards to current students of the superseded qualification who would be genuinely disadvantaged if required to transfer to the replacement qualification, for up to 6 months after the expiry of the transition period for its replacement.

TRAINING COMPLIANCE UNIT (TCU) ⁽⁴⁾

The Training Compliance Unit (TCU) was established approximately 12 months ago, following Queensland's referral of certain regulatory powers to the national regulator, the Australian Skills Quality Authority (ASQA). TCU's function is to conduct audits of Pre-qualified Suppliers to determine compliance with their Agreement, the *Vocational Education, Training and Employment Act 2000* and all associated policies and guidelines. Since its establishment, TCU has conducted 63 audits of Pre-Qualified Suppliers.

In coming months, TCU will use this forum to briefly outline the types of non-compliance commonly found at

audit and share information on how PQS holders can better achieve compliance at audit. The first of these issues relates to Training Plans.

Training Plans

The most common non-compliance relates to training plans and the SRTO's failure to meet obligations under Clause 3.2 of the PQS Agreement.

It is a requirement that the training plan of an apprentice or trainee must contain the information prescribed in the VETE Act and the VETE Regulation, as outlined in Skills Queensland Guideline 10. The guideline clearly identifies all information which must be included in the training plan for each apprentice and trainee.

At the time of audit, the audit team will review the SRTO's training plan template and each apprentice and trainee's training plan on the student file to ensure it meets the minimum requirements as outlined in Skills Queensland Guideline 10.

To ensure compliance with Clause 3.2 of the Agreement, the organisation should review its training plan template and ensure it meets each of these requirements.

EOFY CLOSURES– USER CHOICE ⁽⁵⁾ PROGRAM AGREEMENTS

The 2012-2013 financial year ended 30 June 2013. Suppliers have 90 days (until 30 September 2013) to finalise and submit all AVETMISS data for the 2012-2013 financial year. Data errors appearing on the Validation Report **MUST** be rectified by 30 September 2013 to ensure payment.

There will be no extension granted to submit 2012-2013 financial year data past 30 September 2013.

Where errors relate to a student's Training Contract such as cancellations and amendments etc., Suppliers need to follow up with the relevant Training Queensland Regional Office.

For all other funding types with Program completion dates in the same timeframe, Suppliers must ensure that all data is submitted and error free within the required timeframe as specified in their Agreement.



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CERTIFICATE III GUARANTEE PROGRAM – Policy Amendment ⁽⁶⁾

Section 3.2.3 of the *Certificate 3 Guarantee Program Policy 2013-2014* - Obligations of Pre-qualified Suppliers has been amended and is **effective immediately**.

The amended policy states “It is not permissible for a Certificate 3 Guarantee Pre-qualified Supplier to publish or advertise fee free training”.

The updated policy is available on the Department of Education, Training and Employment website at <http://training.qld.gov.au/information/investing-in-skills/certificate3/training-provider.html>,

SUPPLIER RESPONSIBILITY ⁽⁷⁾ . . .

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 or 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.

ERRORS EXPLAINED ⁽⁸⁾

This month’s validation error is 33021 – Withdrawn student with no student registration cancellation or SRTO change recorded in DELTA.

Explanation

The supplier has claimed a “40” Withdrawn/Discontinued with participation outcome for which payment is only due when either the Training Contract is cancelled, withdrawn, or there is a change recorded in DELTA.

Remedy

A Cancellation form should be completed by the employer and apprentice/trainee to cancel the Training Contract. The Cancellation form can be accessed through the link below.

<http://apprenticeshipinfo.qld.gov.au/resources/pdf/forms/mutual-cancel.pdf>

The Supplier should notify the nearest Training Queensland Regional Office of the cancellation. For further details contact Apprenticeship Info on Ph 1800 210 210

<http://www.apprenticeshipinfo.qld.gov.au/resources/pdf/postcodesbydistrict.pdf>

The Supplier must not submit a claim if there is no record of learning interaction/participation in formal training for the unit of competency/module with a Withdrawn / Discontinued – 40 outcome.

If there has been a change of SRTO, a *Change of supervising registered training organisation (SRTO)* form must be completed.

<http://apprenticeshipinfo.qld.gov.au/resources/pdf/forms/change-rto.pdf>

CONTACTING CONTRACT MANAGEMENT AND PERFORMANCE UNIT (CM&P) ⁽⁹⁾

CM&P is your primary contact regarding information about your **executed** Agreement including payment, variation requests and any other agreement related issues. The User Choice 2010-2015 documents located on User Choice website, <http://training.qld.gov.au/training-organisations/user-choice/documents-2010-2015.html> contains all information for the 2010-2015 User Choice program. Before seeking advice or information from CM&P regarding the program you are encouraged to read these documents 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

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

Tel: 34053715.



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