

Skills Assure Supplier Key Contact Nomination Form

The Contract Management team are the primary contact for all Skills Assure Suppliers (SAS) who hold an active agreement with the Department of Trade, Employment and Training. To ensure a consistent flow of information is maintained, SAS must nominate up to four (4) key contacts who will liaise with Contract Management staff in relation to agreement and policy-related matters, including data and payment anomalies and compliance enquiries. All nominated key contacts will be subscribed to the Contract Connector and receive important broadcasts and alerts. If a change in key contacts occurs, a **new** contact nomination form must be submitted each time.

Please ensure this form is in .pdf format before clicking submit!

Contact types (some can and may overlap)

Must be submitted by the **chief executive** listed on www.training.gov.au

- **Responsible Officer** means the 'chief executive' listed on www.training.gov.au
 - **Data** means the employee overseeing AVETMISS compliant data submissions
 - **Compliance** means the employee handling compliance and agreement enquiries
 - **Finance** means the employee in charge of financial matters (accounts payable/receivable, reconciling payments etc)
- Reports** are monthly cumulative claim reports each SAS is sent after a payment has been released.
At least **one contact is to be nominated** to receive these reports. *It is not a remittance advice.*

**** By filling in and submitting this form SAS understand it replaces all previous versions and agree that each nominated key contact is authorised to make enquiries on their behalf ****

Date:		SAS Trading Name:				RTO Code:	
Contact Type	Title	First name and family name	Position title	Phone	Mobile	Email	Reports
Responsible officer							
Data							
Compliance							
Finance							

The Information Privacy Act 2009 allows or authorises us to collect this personal information. We will only use your information for collection purposes. It will not be disclosed unless authorised or required by law. Your personal information will be handled in accordance with the Information Privacy Act 2009.

NOTE: The department's acceptance of key contact details on this form does not constitute consent for the purposes of clause 28.1 of the SAS agreement