

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 25 – January 2014

TOPICS

USER CHOICE (Pages 1-3)

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FEE-FREE YEAR 12 GRADUATES (Page 6)

14. Fee-free Year 12 Graduates
15. Correct Fund Source Codes - reminder

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

STUDENT CONTRIBUTION FEES - 2014 ⁽¹⁾

The Student Contribution Fee under the 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 ⁽²⁾

As of 1 January 2014 a 3% price increase will be applied to some restricted qualifications. To find out which qualifications this increase applies to please refer to the User Choice 2013-2014 qualification and price list effective 1 January 2014 which will be available on our web page from 1 February 2014.

DATA SUBMISSIONS FOR 2013-2014 CONTRACT PERIOD ⁽³⁾

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.

SCHOOL-BASED APPRENTICESHIP AND TRAINEESHIP (SAT) PAID WORK REQUIREMENTS AND COMPLETION ⁽⁴⁾

Suppliers are reminded that the policy for school-based traineeships and apprenticeships which commenced or recommenced on or after 1 January 2013 requires that:

- a **minimum requirement** of 50 paid working days per 12 month period must be undertaken. A SAT can work more than the minimum requirement by working weekends, school holidays, after school shifts, etc.
- SATs in the Electrotechnology industry are required to undertake a minimum of 80 paid working days per 12 month period.
- for a school-based trainee to complete in less than 12 months they must have had a **minimum** of 50 days paid employment in the workplace.

For SATs whose training contract commenced or recommenced before 1 January 2013, the minimum paid



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work requirement remains at 48 days (80 days for Electrotechnology) per 12 month period.

It is unlikely that an apprenticeship would be completed before a student left school. If in exceptional circumstances this situation did arise (for example, if the apprentice had an earlier full-time training contract), a DETE officer would review the situation prior to completing the apprenticeship.

A working day is defined as 7.6 hours (based on a 38 hour working week).

To meet Queensland definitional requirements for a school-based apprenticeship or traineeship (SAT), a working day is calculated as 1/5 of the equivalent full-time hours in the relevant award – in most cases, 38 ordinary hours worked over a 5 day week which equates to a 7.6 hour working day. To achieve the 50 day minimum requirement this equates to 380 hours over the 12 month period (excluding electrotechnology).

The 7.6 hours may be split over a number of days if required. (Minimum and maximum hours provided in any single day must comply with the relevant industrial award.)

Completion Forms

For SAT training contracts that commenced or recommenced on or after 1 January 2013, the parties must complete and sign Form ATF-027: School-based Completion Agreement/Notice of Issue of Qualification. This form contains a declaration which the employer is required to sign, certifying that the minimum paid work requirement has been fulfilled.

For SAT training contracts which commenced or recommenced before 1 January 2013, the parties must complete and sign Form ATF-011: Completion Agreement/Notice of Issue of Qualification. This form does not contain the minimum paid work declaration.

Both forms are available from DETE's website at www.apprenticeshipsinfo.qld.gov.au/information-resources/forms.html.

If Form ATF-011 has inadvertently been completed instead of Form ATF-027, DETE requires the employer to provide written confirmation that the minimum number of paid working days stated above have been completed.

Key Points

- Apprenticeships and traineeships are employment-based pathways towards a qualification.

- The employment must be meaningful and allow the school-based apprentice or trainee the opportunity to gain a genuine work-based experience.
- All parties have a responsibility to ensure the integrity of the apprenticeship and traineeship system. If there is an issue notify your local DETE office via Apprenticeships Info on 1800 210 210.

For additional information please refer to the [policy for school-based apprentices and trainees](#) or contact Apprenticeships Info on 1800 210 210 or email opra@dete.qld.gov.au

ERRORS...NEW VALIDATION FOR USER CHOICE ⁽⁵⁾

From 1 January 2014 three new validations will be introduced to User Choice.

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



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DECLARATIONS ⁽⁶⁾

The following qualifications have been approved for User Choice funding:

CPC08 – Construction, Plumbing and Services Training Package

Qualification	Code	Priority
Certificate III in Fire Protection	CPC32812	1

SIT12 – Tourism, Travel and Hospitality Training Package

Qualification	Code	Priority
Certificate II Hospitality	SIT20213	3
Certificate III Hospitality	SIT30713	3
Certificate III in Commercial Cookery	SIT30813	1
Certificate III in Catering Operations	SIT31013	1

Note: All declared apprenticeships/traineeships and details about User Choice funding can be found on Queensland Training Information Service (QTIS) located on the Departments Home Page <http://qtis.training.qld.gov.au/TrainingNews>

Remember: You must have scope of registration before applying for the addition of any qualification to your Schedule A/Delivery Schedule. Only when scope has been approved can you then apply for the qualification to be added to your Schedule A/Delivery Schedule through Variations on Line using your Purchasing on Line (POL) account.

CONTACTING CONTRACT MANAGEMENT AND PERFORMANCE UNIT (CM&P) ⁽⁷⁾

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

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: (07) 3405 3715.



Department of Education, Training and Employment

Great skills. Real opportunities.

The Queensland Government reform action plan for further education and training

Great state. Great opportunity.




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CERTIFICATE 3 GUARANTEE PROGRAM

2013-2014 - PROGRAM REVIEW ⁽⁸⁾

The Department is currently undertaking a review of the Certificate 3 Guarantee program and once finalised 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.

PRE-QUALIFIED SUPPLIER OBLIGATIONS – reminder ⁽⁹⁾

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 on-line learning modules or through documentation relating to the existing Inclusive Practice learning processes used (refer to page 10 in the Certificate 3 Guarantee Policy).

We anticipate that this training will be available through the Department's website in February 2014. There is no charge involved in accessing this on-line training.

For further advice or update please email the Unit's general email account on supplier.management@dete.qld.gov.au

TRAINING COMPLIANCE UNIT (TCU) - CERTIFICATE 3 GUARANTEE – AUDITS ⁽¹⁰⁾

To be eligible to receive a Government Contribution under the Certificate 3 Guarantee, prospective students must meet all eligibility criteria. In order to ensure RTO entitlement for funding under this Program it must assess the eligibility of each prospective student and retain all evidence to support this has been conducted prior to enrolment.

At audit, the RTO must be able to demonstrate integrity of process in the assessment of prospective student eligibility. This means collecting and retaining a range of evidence to support a prospective student meets the eligibility criteria.

To meet this requirement the RTO must collect and retain evidence of the student's:

- date of birth
- Queensland residency

- Australian or New Zealand citizenship
- Australian Permanent Residency
- not already holding a post-school certificate III qualification or higher level qualification
- not already being enrolled in a post-school certificate III qualification or higher level qualification
- eligibility for concession
- completion as a Queensland year 12 Graduate (for students enrolling under "Fee Free Training" arrangements).

Evidence of these requirements include a copy of:

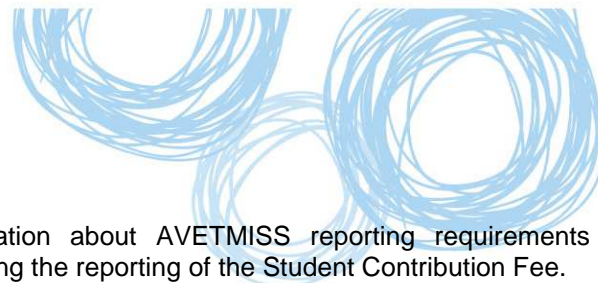
- the student's Driver's Licence or 18+ card
- the student's Australian or New Zealand Passport
- the student's Birth Certificate
- the student's permanent visa or formal communication from the Department of Immigration showing approval of a permanent visa subclass
- a letter from a utility company, financial institution or Government institution showing a Queensland address and the student's name (this as possible evidence of Queensland residency, only)
- the student's Medicare card
- the student's Health Care or Concession card
- Senior Statement issued by the Queensland Studies Authority ("Fee Free Training").

The RTO must provide appropriate records from the Department's Apprentice Information Self Service (AISS) system and other relevant sources, indicating the prospective student does not hold and is not enrolled in a post-school certificate III qualification or higher level qualification. **(RTOs should note the absence of a student's name from AISS does not guarantee his/her eligibility under this criterion).** Many students undergo unfunded training with private training providers, which may not appear on AISS. Others may change name after receiving their qualification. Therefore, apart from evidencing and documenting outcomes from their search of AISS, RTOs are required to evidence other actions/processes undertaken to ensure prospective students do not already hold or are not already enrolled in a Certificate III or higher qualification.)

Where a prospective student is unable to provide evidence to satisfy some eligibility criteria, the Department may accept a fully and properly completed



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Statutory Declaration from the student addressing those specific areas where substantive evidence cannot be obtained. Statutory Declarations generically addressing all or most eligibility criteria will not be accepted at audit.

As stated earlier RTOs will be required, at audit, to demonstrate their application of processes of integrity in ensuring student eligibility. For instance, an enrolment form which asks students to tick or respond to eligibility criteria, is insufficient evidence of student eligibility and will not be accepted at audit, regardless of whether it has been signed by the student.

Failure in this regard can result in full recovery of funding paid for relevant students.

JOBS SERVICES AUSTRALIA (JSA) PROVIDER JOB SEEKER REFERRAL PROCESS ⁽¹¹⁾

As per the Queensland Government Certificate 3 Guarantee Program Policy 2013-2014, section 3.5.3 “Concessional Participants”, when a Commonwealth Government agency (e.g. Jobs Services Australia Provider) is using Australian Government funding to pay student fees on behalf of the Participant, then no concessions are to apply. That is, the Government Subsidy payable is as for a Non- Concessional Participant.

The Australian Government Department of Employment has recently reminded Job Services Australia (JSA) Providers of this requirement. In addition, they have also communicated to JSAs a new process for the referral of job seekers to Queensland Government subsidised training that is effective immediately.

This process requires that when accessing a Government subsidised Certificate 3 Guarantee training place in Queensland, a JSA needs to complete the “Queensland Government Subsidised Training Place Job Seeker Referral Form”. JSAs cannot refer a job seeker to a Government subsidised training place in Queensland without the referral form

JSAs will also need to talk to providers prior to referring a job seeker to a Queensland Government subsidised training course to discuss the information required in order to complete the referral form.

REPORTING OF STUDENT CONTRIBUTION FEES ⁽¹²⁾

Section 3.4 - Reporting and Payment, of the Certificate 3 Guarantee Program Policy 2013-2014 provides

information about AVETMISS reporting requirements including the reporting of the Student Contribution Fee.

Section 3.4.2 (h) indicates that for each Participant, the PQS must submit electronic data that provides the amount of Student Contribution Fees collected per Unit of Competency.

It has come to the Department’s attention that in some cases, AVETMISS software systems are either rounding these values to the nearest dollar, or as there is only capacity for 4 characters to be reported, is removing the decimal point e.g. \$12.75 is being received as \$1275.

In order to alleviate this issue, please report the Student Contribution Fees collected per Unit of Competency by rounding to the nearest dollar amount with no decimal point or cents. For example, **if the competency charge is \$25.75 please enter 26 only.**

Enquiries regarding this issue should be directed to the Contract Management and Performance Unit at:

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

APPROVED FOR DELIVERY UNDER CERTIFICATE 3 GUARANTEE PROGRAM ⁽¹³⁾

The following superseding qualification has been approved for inclusion under this program:

CHC30113 – Community Services Training Package

Qualification	Code	Priority
Certificate III in Early Childhood Education and Care	CHC30113	1

Remember: You must have scope of registration before applying for the addition of any qualification to your Schedule A/Delivery Schedule. Only when scope has been approved can you then apply for the qualification to be added to your Schedule A/Delivery Schedule by forwarding your variation request through to supplier.management@dete.qld.gov.au .

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FEE FREE TRAINING YEAR 12 GRADUATES ⁽¹⁴⁾

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.

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. 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 and the User Choice Program website at 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

CORRECT FUND SOURCE CODES – reminder ⁽¹⁵⁾

Suppliers are reminded to ensure they use the correct fund source codes to claim fee-free training for Year 12 graduates.

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

LAST WORD

*Experience is the child of Thought,
and Thought is the child of Action.*

Benjamin Disraeli



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