

# 2021/25 Skills Assure Supplier

## Third Party Delivery Reference Sheet

### Background

In accordance with your Skills Assure Supplier (SAS) Agreement and *Third Party Arrangements Directive 2022-25*, you must provide the Department of Employment, Small Business and Training (DESBT) with details of all third party arrangements under your SAS Agreement.

In addition, for all new enrolments from 1 July 2021 you must deliver a minimum of 50% of Training and Assessment Services in any qualification listed on your Delivery Schedule (see *Third Party Arrangements Directive 2022-25*).

### Reporting Requirements

Where your submitted Third Party Arrangement Form indicates that a Third Party is delivering Training and Assessment Services on your behalf, Contract Management will create a Third Party Reporting Schedule. This schedule will be provided to you and will detail a three (3) character code (Third Party code) for each organisation reported by you.



### Third Party Reporting Schedule 2023-2025

#### SAS Name: ACME Training

6 July 2024

#### Third party arrangements - Services including training and/or assessment.

- ABC Training Pty Ltd T/A ABC Training Pty Ltd (Purchase Schedule ID: XX1)

The code must be:

- reported for all enrolments from **1 July 2021** where a third party has been involved in *any* component of the training and/or assessment for the student at a unit of competency level; and
- reported in the Purchasing Contract Schedule Identifier field contained in the NAT120 file located as position 137.

Where the training and/or assessment is being delivered as part of a funded Skills Queenslanders for Work project, SAS approved to deliver under Skilling Queenslanders for Work must ensure that they report the schedule number issued to them under the program.

The below table shows the AVETMISS VET Provider Collection Specifications document found under the Training Activity NAT00120 file. This table details the position and length of the Purchasing Contract Schedule Identifier field.

<b>Field table</b>			
Fields shaded in grey may appear in Unique Student Identifier transcripts.			
<b>FIELDS – TRAINING ACTIVITY (NAT00120) FILE</b>	<b>POSITION</b>	<b>LENGTH</b>	<b>TYPE</b>
Training organisation identifier	1	10	A
Training organisation delivery location identifier	11	10	A
Client identifier	21	10	A
Subject identifier	31	12	A
Program identifier	43	10	A
Activity start date	53	8	D
Activity end date	61	8	D
Delivery mode identifier	69	3	A
Outcome identifier – national	72	2	A
Funding source – national	74	2	A
Commencing program identifier	76	1	A
Training contract identifier	77	10	A
Client identifier – apprenticeships	87	10	A
Study reason identifier	97	2	A
VET in schools flag	99	1	A
Specific funding identifier	100	10	A
School type identifier	110	2	A
<b>Record length for national data collection:</b>		111	
Outcome identifier – training organisation	112	3	A
Funding source – state training authority	115	3	A
Client tuition fee	118	5	N
Fee exemption/concession type identifier	123	2	A
Purchasing contract identifier	125	12	A
<b>Purchasing contract schedule identifier</b>	137	3	A
Hours attended	140	4	N
Associated course identifier	144	10	A
Scheduled hours	154	4	N
Predominant delivery mode	158	1	A
<b>Carriage return/line feed (ASCII 13/10):</b>		2	

## More Information

For more information on third party reporting, please refer to <https://desbt.qld.gov.au/training/providers/sas/contract/third-party> or email [contractmanagement@desbt.qld.gov.au](mailto:contractmanagement@desbt.qld.gov.au).

