

# 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 43 – July 2015

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**NOTE:** Throughout the Newsletter Pre-qualified Suppliers (PQS) 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.

## GENERAL

### FEEDBACK ON USEFULNESS OF CONTRACT CONNECTOR <sup>(1)</sup>

The Contract Management and Performance Unit is seeking feedback on the usefulness of Contract Connector.

- |                          |                  |                          |                 |
|--------------------------|------------------|--------------------------|-----------------|
| <input type="checkbox"/> | extremely useful | <input type="checkbox"/> | somewhat useful |
| <input type="checkbox"/> | very useful      | <input type="checkbox"/> | not useful      |

Please send your responses to the Supplier Management inbox at [supplier.management@dete.qld.gov.au](mailto:supplier.management@dete.qld.gov.au). We would love to hear from you.

Thank you for your responses to date. We are leaving the invitation to respond open until 14 August 2015 for those of you who have not had time to respond.

### WEBINARS FOR PRE-QUALIFIED SUPPLIERS <sup>(2)</sup>

The Contract Management and Performance Unit are planning a series of webinars on topics of importance to Pre-qualified Suppliers.

The first webinar is planned for August 2015. This webinar will focus on the key changes made to the VET Investment Plan and PQS policy document for the 2015/16 financial year.

Unfortunately numbers are limited to 25 places, so if you are interested in attending please email [supplier.management@dete.qld.gov.au](mailto:supplier.management@dete.qld.gov.au)

We anticipate posting a copy of the webinar recording on our website in September 2015.

## FINALISING 2014-2015 FINANCIAL YEAR <sup>(3)</sup>

The Department's payment database manages data flow for a number of funded programs by recognising training activity for each financial year. Agreements are then completed in line with the policy guiding each program.

In order to maximise payment made against training delivered, PQS must ensure that all data is submitted error free within the required timeframe specified. For PQS delivering training for:

### 2010-2016 User Choice Program

PQS have 90 days (until 30 September 2015) to submit error free data. Where errors relate to a student's Training Contract such as cancellations and amendments etc, PQS need to follow up with Apprenticeships Info on 1800 210 210.

**Reminder:** PQS will receive **two (2) payments** under their Pre-qualified Supplier (PQS) agreement for data submitted during July to September and paid with the August to October payments.

### 2014-2016 Queensland VET Investment

PQS have 30 days (until 31 July 2015) to submit error free data, which meets the AVETMIS Standard and all program rules as well as departmental validations for delivery and payment.

**Reminder:** PQS will receive **two (2) payments** under their Pre-qualified Supplier (PQS) agreements for data submitted during July and paid with the August payments.

PQS's will note a delay between the financial year payments due to validation of data for each financial year.

## COMMON ISSUES OF NON-COMPLIANCE FOUND AT AUDIT <sup>(4)</sup>

### Assessment

This is the second in a series of articles developed by Market Quality regarding issues of non-compliance commonly found at audit. It aims to address the sufficiency of assessment evidence required to demonstrate compliance and speaks to the evidence requirements for recognition of prior learning (RPL) assessments.

### Unmarked assessment <sup>(a)</sup>

At audit, the PQS will be required to produce the entire range of assessment evidence relied upon in reaching its determination of student competency. This demand

relates to every unit of competency for every student for which the organisation claimed funding. Assessment evidence must be marked, signed and dated by the assessor and provide clear evidence to support the assessment outcome.

Competency is achieved when a student can demonstrate required knowledge and skills and their practical application as required by the unit of competency. Acceptable evidence of the demonstration of practical skills includes, but is not limited to, observation checklists, video evidence with criteria checklist and task checklists. In addition, for trainees and apprentices, documented validation/verification of their on-the-job performance, as determined by a qualified workplace supervisor will also be required.

The key to understanding PQS obligations in these and other compliance matters is the program specific Evidence Guide produced by Market Quality and available at:

For User Choice:

<http://training.qld.gov.au/resources/training-organisations/pdf/srto-evidence-guide.pdf>

For Queensland VET Investment:

<http://training.qld.gov.au/resources/training-organisations/pdf/pqs-evidence-guide.pdf>

These evidence guides must be read in conjunction with the relevant policy documents, which are available online at:

For User Choice

<http://training.qld.gov.au/training-organisations/funded-programs/user-choice/index.html>

For Certificate 3 Guarantee

<http://training.qld.gov.au/training-organisations/funded-programs/certificate3/index.html>

## Recognition of Prior Learning (RPL) <sup>(b)</sup>

RPL is a form of competency assessment. Again, all the assessment material completed or used during the RPL assessment process, in reaching determinations of competency, for each unit of competency must be retained for provision at audit. This includes, but is not limited to, items such as originals or certified copies of certificates and other evidence of relevant formal and informal training, references or testimonials from third parties that contributed to the assessor's competency judgement and self-assessments against key components of the relevant unit of competency.

The types of evidence you are required to retain, again, are clearly identified in the program specific evidence guide mentioned earlier.

As a PQS it is your responsibility to meet your obligations in these and all other compliance matters. Failure to do so exposes your organisation to remedies available under the agreement, including the recovery of funds paid, referral to ASQA of concerns over the adequacy of assessments and possible termination of the agreement.

#### **NOTIFICATION OF CHANGE TO PQS LEGAL ENTITY (5)**

All PQS approved by the Department to deliver publicly funded training and assessment services within Queensland must obtain written consent from the Department prior to any change in legal entity and control of the PQS.

This approval includes changes to key personnel of the PQS. Key personnel can include, but is not limited to, Chief Executive Officer (CEO), Managing Director, Director, Manager or shareholders

Notification of a Change to a Pre-qualified Supplier's Legal Entity Factsheet is now available to assist PQS to provide all paperwork pertaining to a change in legal entity and control. The link is available from <http://training.qld.gov.au/resources/training-organisations/pdf/pqs-change-legal-entity-fact-sheet.pdf>

Failure to notify the Department of your intention **WILL** result in funds being withheld until the Department provides consent or otherwise to the change in legal entity and control.

PQS need to submit the required information by email to Contract Management and Performance at [supplier.management@dete.qld.gov.au](mailto:supplier.management@dete.qld.gov.au)

#### **BREACH NOTICES FOR PQS AGREEMENTS (6)**

Breach Notices are being issued to PQS when there is evidence that the terms of the VET Pre-qualified Supplier Agreement, are not being adhered to.

Breach Notices are issued for a variety of reasons including, but not limited to:

- third party advertising
- advertising free training
- false and misleading advertising; and
- offering inducements.

This month the Department has issued **one (1) Breach Notice** to a PQS.

#### **TERMINATION OF PRE-QUALIFIED SUPPLIER AGREEMENTS (7)**

The Department is committed to the ongoing monitoring of its Agreements with Pre-qualified Suppliers. Events of

Default in relation to any Agreements with the Department are treated very seriously.

There were **two (2)** instances of an Event of Default this month which resulted in termination of the Agreement.

Please ensure that you have a sound understanding of the Pre-qualified Supplier Policy, program policies, guidelines, related fact sheets as well as your obligations under the Pre-qualified Supplier Agreement that you hold with the Department

#### **CLAUSE 4 – PERFORMANCE MONITORING AND EVALUATION (8)**

You are encouraged to work with all members of your organisation to highlight awareness of the following clause in the PQS Policy which states that:

“Should the department terminate the PQS Agreement as a result of an Event of Default (as defined in the PQS Agreement), the department may impose an exclusion period of up to two years on the RTO. The exclusion period may also extend to any individuals or organisations associated with the RTO including as a director, executive, manager or shareholder of the RTO or the RTO's shareholders (“associated individual or organisation”). This means an associated individual or organisation cannot be associated with another RTO entity seeking PQS status until the exclusion period has expired.”

#### **ERROR OF THE MONTH – Reminder (9)**

**Error Fact Sheet No: 33014**  
**Error Description - Multiple Claim – This Module/Unit of Competency has been claimed previously**

##### **Explanation:**

The Module or Unit of Competency being claimed for this Participant has been claimed previously. This error can be caused by the following:

1. The Unit of Competency has already been claimed by another RTO.
2. The Unit of Competency has already been claimed by the Supplier.
3. The Supplier has changed the Agreement Number, Training Schedule Line Number, the enrolment start and/or end date. When data is changed our system sees the Unit of Competency as being claimed twice until such time as the original payment is reversed. This is known as a ‘false multiple’.

**Rectification Action:**

The Supplier should recognise Statements of Attainment issued by another RTO and report the Unit of Competency as a credit transfer (60).

The Supplier should ensure that the Unit of Competency has not been reported twice. If the Supplier has identified that data has been changed please contact your Contract Manager to rectify the error. Please note that if the Unit of Competency was claimed previously in a closed financial year the original payment cannot be reversed and the error cannot be rectified.

**NOTE:** The Supplier must ensure that they identify Units of Competency already completed by the Participant at the time of sign up. Credit transfers (60 outcomes) can then be reported for these units.

This information is also available at:  
<http://www.training.qld.gov.au/resources/training-organisations/pdf/error-fact-sheet-33014.pdf>

**CONTACT US <sup>(10)</sup>**

Your relationship with your Contract Manager is key to understanding your obligations under all Agreements you hold with the Department.

Before seeking advice or information from your Contract Manager, you are encouraged to review relevant documents, including associated guidelines and fact sheets. These documents include but are not limited to the following:

- User Choice Pre-qualified Supplier 2010-2016 Policy

- User Choice 2010-2016 Policy
- SRTO Evidence Guide (User Choice 2010-2016)
- Certificate 3 Guarantee Program Policy 2015-2016
- Pre-qualified Supplier Policy 2015-2016 for Queensland VET Investment
- Evidence Guide for Pre-qualified Supplier for Queensland VET Investment
- Higher Level Skills Policy
- Vocational Education Training in Schools (VETiS) Fact Sheet

If you are unable to locate the information you need, then email the Unit's general email account on:  
[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 your enquiry is responded to.

When sending emails to the supplier management inbox please ensure that either your agreement number or organisation's trading name form part of the subject heading for identification.

**Emails sent to a specific officer who may be away or working elsewhere in the Department may delay a response until the officer returns. Emailing the general account will ensure that your email is addressed promptly.**

**General enquiries: 3328 6892**

## 2015-16 QUEENSLAND VET INVESTMENT PLAN

### 2015-16 ANNUAL VET INVESTMENT PLAN - MINISTERIAL ANNOUNCEMENT <sup>(11)</sup>

On Monday 6 July 2015 a joint media release regarding the 2015-16 Annual VET Plan was made by Treasurer, Minister for Employment and Industrial Relations and Minister for Aboriginal and Torres Strait Islander Partnerships, The Honourable Curtis Pitt and the Attorney-General and Minister for Justice and Minister for Training and Skills, The Honourable Yvette D'Ath.

The 2015-16 Annual VET Investment Plan details the Queensland Government's \$754.6 million investment in vocational education and training (VET) over the coming year.

The plan supports the Queensland Government's Working Queensland jobs plan, a core element of which is to ensure Queenslanders have access to quality training programs that deliver effective skills to meet employment and business demands.

The plan outlines VET investment through the following programs and strategic interventions:

- [Certificate 3 Guarantee](#)
- [User Choice \(apprenticeships and traineeships\)](#)
- [Higher Level Skills](#)
- [Skilling Queenslanders for Work](#)
- [Vocational Education and Training in Schools \(VETiS\)](#)
- [Industry Pre-apprenticeship program](#)
- [Trade Skills Assessment and Gap Training program](#)

From an investment perspective, the 2015-16 Annual VET Investment Plan is expected to have a positive impact on many of the government's performance measures and service standards for VET in the medium term. These positive impacts including improvements in:

- the proportion of Queenslanders with higher level qualifications (certificate III and above)
- the proportion of VET graduates in employment or further study
- the proportion of graduates and employers satisfied with the overall quality of training.

Further detail of the 2015-2016 Queensland VET Investment Plan can be found at the following hyperlink: <http://www.training.qld.gov.au/documents-data/strategies-plans-reports/vet-investment-plan/index.html>

## QUEENSLAND TRAINING SUBSIDIES LIST <sup>(12)</sup>

The 2015 – 2016 version of the Queensland Training Subsidies List is Version 2 and is effective from 1 July 2015.

### Restrictions on Qualifications:

It is the responsibility of the PQS to ensure adherence to the qualification restrictions stipulated under the Queensland Training Subsidies List. For example:

**UEE40411** – Certificate IV Electrical – Instrumentation - students must hold an electrical trade qualification (Certificate III)

**NWP40107** – Certificate IV in Water Operations – students must be an existing worker in the Water industry.

**TLI41810** - Certificate IV in Warehousing - students must be an existing worker in the Water industry.

**Evidence of student eligibility will be required by audit.**

### INVESTMENT PLAN PROGRAMS – OPEN FOR FUNDING APPLICATIONS <sup>(13)</sup>

#### Trade Skills Assessment and Gap Training <sup>(a)</sup>

As part of the [Queensland Government's 2015–16 Annual VET Investment Plan](#), User Choice Pre-qualified Suppliers can now apply for funding under the [Trade Skills Assessment and Gap Training program](#).

Funding offered through the Trade Skills Assessment and Gap Training program is open to eligible RTOs to help people gain their trade qualification by having their existing trade-related skills and experience recognised. Applications may be submitted at any time between 1 July 2015 and 5pm 31 March 2016.

Funding applications are now also open under the [Industry Pre-apprenticeship Program](#), which enables industry organisations and other eligible organisations to invest in innovative pre-apprenticeship training, with an aim to minimise current and potential trade skills shortages and support individual career advancement.

#### Building and construction apprenticeship opportunities increased <sup>(b)</sup>

Recent changes to the [Queensland Government Building and Construction Training Policy](#) will boost skills and create more job opportunities for apprentices and trainees on Queensland Government building and construction projects.

From 1 July 2015, the policy was extended to include public private partnerships for building projects over \$500,000 and civil construction projects over \$3 million, as well as projects over \$20 million undertaken by government-owned corporations.

For full details, visit

[www.training.qld.gov.au/trainingpolicy](http://www.training.qld.gov.au/trainingpolicy)

### **SPECIALISED MOUSE ALTERNATIVES NOW AVAILABLE FROM SKILLS DISABILITY SUPPORT (14)**

Skills Disability Support holds a range of specialised mouse alternatives for use by your learners with disabilities. They allow the user to move the computer cursor more easily and are a great option for learners with hand injuries, motor skill or movement difficulties. Our range includes:

- Trackballs e.g. [n-Abler Trackball](#), Wave Wireless Switch-adapted trackball
- Joysticks with standard carrot top, T-bar or soft ball attachments e.g. [it-Stick wireless joystick](#), Traxsys Roller II
- External switches that replace mouse clicks e.g. [Switch Click USB](#)

Contact [SkillsDisabilitySupport@dete.qld.gov.au](mailto:SkillsDisabilitySupport@dete.qld.gov.au) to borrow specialised mouse alternatives for your eligible learners. For more information about Skills Disability Support visit [www.training.qld.gov.au/sds](http://www.training.qld.gov.au/sds)

### **TRAINING AND EMPLOYMENT SURVEY (15)**

#### **Training and Employment Survey Report due 14 July 2015**

Training completed or discontinued from 1 January to 31 March 2015 was due to be reported on **14 July 2015**. Overdue responses need to be urgently emailed to the Supplier Management inbox address at [supplier.management@dete.qld.gov.au](mailto:supplier.management@dete.qld.gov.au)

**ESSENTIAL:** Your agreement number and the due date of 14 (relevant month) 2015 is in the subject heading for identification.

The Training and Employment Survey template can be accessed via the link below:  
<http://training.qld.gov.au/resources/training-organisations/doc/student-survey-template.doc>

#### **Training and Employment Survey Reporting Periods:**



Quarter to be reported on (completions/ Cancellations)	Timeframe after completing training to survey participants	Date survey to be submitted to Department:
1 January to 31 March 2015	1 April to 30 June 2015	14 July 2015
1 April to 30 June 2015	1 July to 30 September 2015	14 October 2015
1 July to 30 September 2015	1 October to 31 December 2015	14 January 2016
1 October to 31 December 2015	1 January to 31 March 2016	14 April 2016