

User Choice Programs 2021-22

Summary of changes - Skills Assure Supplier Audit Evidence Requirements (User Choice Programs 2021-22) - effective 7 July 2021

WHOLE OF DOCUMENT UPDATES

| Reference | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|-------------------------|---------|----------------|-------|---------|---------|----------|---------------|
| Document title | 2.0 | 1/07/2021 | | | | | NIL to report |
| FET Act 2014 references | 2.0 | 1/07/2021 | | | | | NIL to report |
| Policy reference | 2.0 | 1/07/2021 | | | | | NIL to report |

SUPPLIER GOVERNANCE AND INTERNAL CONTROLS

| Subsection | Version | Date Effective | Added | Removed | Updated | Page No. | Comments |
|--------------------------------------|---------|----------------|-------|---------|---------|----------|--|
| Corporate | 2.0 | 1/07/2021 | X | | | 1-3 | New section on Supplier Governance and Control added |
| Training and Assessment | 2.0 | 1/07/2021 | X | | | 3-7 | New section on Supplier Governance and Control added |
| Enrolment/Induction | 2.0 | 1/07/2021 | X | | | 7 | New section on Supplier Governance and Control added |
| Employer Resource Assessments (ERAs) | 2.0 | 1/07/2021 | X | | | 8 | New section on Supplier Governance and Control added |
| AVETMISS Data | 2.0 | 1/07/2021 | X | | | 8 | New section on Supplier Governance and Control added |

EMPLOYMENT ARRANGEMENTS / ENROLMENT

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|------------------------------------|---------|----------------|-------|---------|---------|----------|---------------|
| Employment Arrangements | 2.0 | 1/07/2021 | | | | | NIL to report |
| Employer Resource Assessment (ERA) | 2.0 | 1/07/2021 | | | | | NIL to report |
| Enrolment | 2.0 | 1/07/2021 | | | | | NIL to report |
| Training Plans | 2.0 | 1/07/2021 | | | | | NIL to report |
| Training Records | 2.0 | 1/07/2021 | | | | | NIL to report |

TRAINING

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|--|---------|----------------|-------|---------|---------|----------|---------------|
| Face to face with supplier premises or workplace | 2.0 | 1/07/2021 | | | | | NIL to report |
| Electronic delivery / Outcome | 2.0 | 1/07/2021 | | | | | NIL to report |
| Other delivery (e.g. correspondence / distance delivery) | 2.0 | 1/07/2021 | | | | | NIL to report |

ASSESSMENT

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|-------------------------------------|---------|----------------|-------|---------|---------|----------|--|
| Assessment | 2.0 | 1/07/2021 | | | | | NIL to report |
| Evidence of Assessment | 2.0 | 1/07/2021 | | | | | NIL to report |
| AVETMISS outcome identifiers | 2.0 | 1/07/2021 | X | | | 28-29 | AVETMISS Outcome identifier '65' - Transitional gap training added |
| Recognition of Prior Learning (RPL) | 2.0 | 1/07/2021 | | | X | 30-31 | Retention of evidence updated under acceptable evidence |
| On the job Verification | 2.0 | 1/07/2021 | | | | | NIL to report |
| Marking Guides | 2.0 | 1/07/2021 | | | | | NIL to report |

STUDENT CONTRIBUTION FEES

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|---|---------|----------------|-------|---------|---------|----------|---|
| Induction Information | 2.0 | 1/07/2021 | | | | | NIL to report |
| Collection of student contribution fees | 2.0 | 1/07/2021 | | | | | NIL to report |
| Partial student contribution fee exemptions | 2.0 | 1/07/2021 | | | | | NIL to report |
| Full student contribution fee exemptions | 2.0 | 1/07/2021 | X | | | 40 | Free Apprenticeships for under 25's added |
| Employer contribution fee | 2.0 | 1/07/2021 | | | | | NIL to report |
| Refunds | 2.0 | 1/07/2021 | | | | | NIL to report |

AVETMISS Data

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|---------------------------------------|---------|----------------|-------|---------|---------|----------|--|
| AVETMISS Reporting Requirements | 2.0 | 1/07/2021 | X | | | 48 | Reporting Third Party identifier codes |
| AVETMISS Data | 2.0 | 1/07/2021 | | | | | NIL to report |
| AVETMISS Delivery mode identifier | 2.0 | 1/07/2021 | | | | | NIL to report |
| AVETMISS Outcome identifier | 2.0 | 1/07/2021 | | | | | NIL to report |
| AVETMISS Postcodes | 2.0 | 1/07/2021 | | | | | NIL to report |
| AVETMISS Activity start and end dates | 2.0 | 1/07/2021 | | | | | NIL to report |

ADMINISTRATION

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|--------------------------------------|---------|----------------|-------|---------|---------|----------|--|
| Supplier's employees and contractors | 2.0 | 1/07/2021 | X | | | 49 | Retention of trainer and assessor qualifications |
| Third party arrangements | 2.0 | 1/07/2021 | X | | | 50 | Third party arrangements and 6-monthly review requirements |
| Records | 2.0 | 1/07/2021 | | | | | NIL to report |
| Complaints and disputes | 2.0 | 1/07/2021 | X | | | 52-53 | Complaints and disputes sections added |
| Conflict of Interest and Inducements | 2.0 | 1/07/2021 | | | | | NIL to report |

GLOSSARY, REFERENCES AND DOCUMENT CONTROL

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|-------------------|---------|----------------|-------|---------|---------|----------|---------------|
| Glossary of Terms | 2.0 | 1/07/2021 | | | | | NIL to report |
| References | 2.0 | 1/07/2021 | | | | | NIL to report |

VET Investment Programs 2021-22

Summary of changes - Skills Assure Supplier Audit Evidence Requirements (VET Investment Programs 2021-22) - effective 7 July 2021

WHOLE OF DOCUMENT UPDATES

| Reference | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|--------------------|---------|----------------|-------|---------|---------|----------|---------------|
| Document title | 2.0 | 1/07/2021 | | | | | NIL to report |
| Policy reference | 2.0 | 1/07/2021 | | | | | NIL to report |
| Program references | 2.0 | 1/07/2021 | | | | | NIL to report |
| Terminology | 2.0 | 1/07/2021 | | | | | NIL to report |

SUPPLIER GOVERNANCE AND INTERNAL CONTROLS

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|-------------------------|---------|----------------|-------|---------|---------|----------|---|
| Corporate | 2.0 | 1/07/2021 | X | | | 1-3 | New section on Supplier Governanace and Internal Controls |
| Training and Assessment | 2.0 | 1/07/2021 | X | | | 3-7 | New section on Supplier Governanace and Internal Controls |
| Enrolment | 2.0 | 1/07/2021 | X | | | 7-8 | New section on Supplier Governanace and Internal Controls |
| AVETMISS Data | 2.0 | 1/07/2021 | X | | | 9 | New section on Supplier Governanace and Internal Controls |

ENROLMENT

| Subsection: | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|--|---------|----------------|-------|---------|---------|----------|--|
| Eligibility | 2.0 | 1/07/2021 | | | X | 14 | Evidence required for an existing worker updated |
| Foundation Skills Eligibility (Certificate 3 Guarantee Specific) | 2.0 | 1/07/2021 | | | | | NIL to report |
| Supported training pathway for disadvantaged learners eligibility: Lower-level Qualifications and Foundation Skills (Certificate 3 Guarantee Specific) | 2.0 | 1/07/2021 | | | | | NIL to report |
| Higher Level Skills specific eligibility | 2.0 | 1/07/2021 | | | X | 21 | Evidence required for an existing worker updated |
| VET in schools (VETIS) specific eligibility | 2.0 | 1/07/2021 | | | | | NIL to report |
| Information Sharing Requirements | 2.0 | 1/07/2021 | | | | | NIL to report |

TRAINING

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|---|---------|----------------|-------|---------|---------|----------|---------------|
| Record of Participation in Training | 2.0 | 1/07/2021 | | | | | NIL to report |
| Withdrawn / Discontinued Claims (AVETMISS outcome 40) | 2.0 | 1/07/2021 | | | | | NIL to report |
| Vocational Placement | 2.0 | 1/07/2021 | | | | | NIL to report |

ASSESSMENT

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|-------------------------------|---------|----------------|-------|---------|---------|----------|---|
| Evidence of Assessment | 2.0 | 1/07/2021 | | | | | NIL to report |
| Recognition of Prior Learning | 2.0 | 1/07/2021 | | | X | 36 | Retention of evidence updated under acceptable evidence |
| Marking Guide | 2.0 | 1/07/2021 | | | | | NIL to report |

FEES

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|------------|---------|----------------|-------|---------|---------|----------|--|
| Fees | 2.0 | 1/07/2021 | X | | | 39 | Specific fee-free programs added to exceptions or exemptions |
| Refunds | 2.0 | 1/07/2021 | | | | | NIL to report |

AVETMISS DATA

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|---------------------------------|---------|----------------|-------|---------|---------|----------|--|
| AVETMISS Reporting Requirements | 2.0 | 1/07/2021 | X | | | 45 | Reporting Third Party identifier codes |

ADMINISTRATION

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|--------------------------------------|---------|----------------|-------|---------|---------|----------|--|
| Records | 2.0 | 1/07/2021 | | | | | NIL to report |
| Supplier's Employees and Contractors | 2.0 | 1/07/2021 | | | X | 47 | Retention of trainer and assessor qualifications |
| Third party arrangements | 2.0 | 1/07/2021 | X | | | 48 | Third party arrangements and 6-monthly review requirements |
| Industry and Employer Networks | 2.0 | 1/07/2021 | | | | | NIL to report |
| Publicity and Marketing | 2.0 | 1/07/2021 | | X | | | Publicity and marketing removed from audit evidence requirements |
| Complaints and Disputes | 2.0 | 1/07/2021 | | | | | NIL to report |
| Conflict of Interest and Inducements | 2.0 | 1/07/2021 | | | | | NIL to report |

APPENDIX, GLOSSARY, REFERENCES AND DOCUMENT CONTROL

| Subsection | Version | Date effective | Added | Removed | Updated | Page No. | Comments |
|---------------------------------------|---------|----------------|-------|---------|---------|----------|---------------|
| Appendix 1- Evidence of Eligibility | 2.0 | 1/07/2021 | | | | | NIL to report |
| Appendix 2 - Eligibility Requirements | 2.0 | 1/07/2021 | | | | | NIL to report |
| Appendix 3- Overpayments Information | 2.0 | 1/07/2021 | | | | | NIL to report |
| Glossary of Terms | 2.0 | 1/07/2021 | | | | | NIL to report |
| References | 2.0 | 1/07/2021 | | | | | NIL to report |