

# 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 41 – May 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

### NOTIFICATION OF CHANGE TO A PRE-QUALIFIED SUPPLIER'S LEGAL ENTITY <sup>(1)</sup>

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://www.training.qld.gov.au/training-organisations/pre-qualified-suppliers/pqs-contract-management/index.html>.

Failure to notify the Department of your intention will result in funds being withheld until the Department provides approval 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).

### REQUIREMENT TO PUBLISH AUDIT RESULTS – Reminder <sup>(2)</sup>

PQS are reminded that under the *Registered Training Organisation User Choice Pre-qualified Supplier 2010-2015 Policy* and the *Pre-qualified Supplier Policy 2014-15 for Queensland Government subsidised training places* a PQS must:

**Publish on its website, in a prominent and easy-to-access location, its latest VET Quality Framework (or Australian Quality Framework [AQTF]) audit results.**

Periodic checks are undertaken by Contract Management and Performance and other areas within the Department and the following issues have been identified:

- The audit link is not easily located;
- The link to the document is not operating; or
- The audit information has been removed since the previous check.

It is your responsibility to ensure that your organisation has reviewed its website and that current audit results are published in line with the policy.

Where a PQS meets the Australian Skills Quality Authority criteria to be eligible for a deregulation of regulatory responsibility they are still required to publish current audit information in an easy to access location on their website as per the above listed section of the policy.

### **CONTRACT MANAGEMENT AND PERFORMANCE UNIT CONTACT <sup>(3)</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 Policy
- User Choice 2010-2015 Policy
- SRTO Evidence Guide
- Certificate 3 Guarantee Program Policy
- Pre-qualified Supplier Policy
- Evidence Guide for Pre-qualified Supplier
- 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.

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

**General enquiries: 3328 6892**

### **QUEENSLAND TRANSITION GUIDES <sup>(4)</sup>**

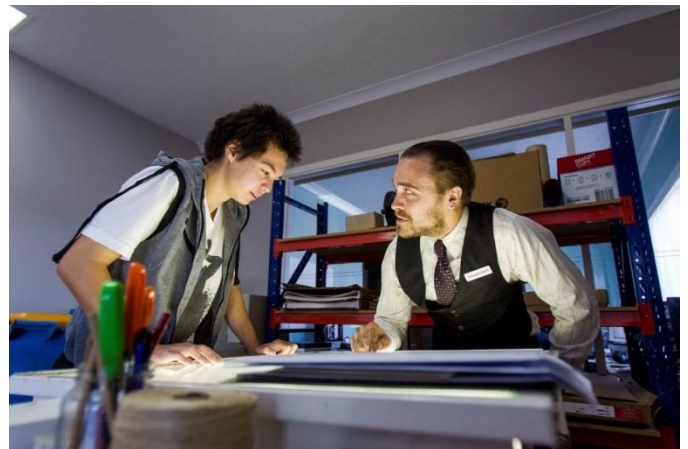
Guides are no longer available from the Department. Nominal hours information can now be sourced by a PQS through DETConnect. Other RTOs are able to source this information from NCVET. Mapping information is available from the relevant Industry Skills Council.

### **UNIQUE STUDENT IDENTIFIER INFORMATION <sup>(5)</sup>**

All students (new and continuing) participating in nationally recognised training in Australia from 1 January 2015 are required to have a verified Unique Student Identifier (USI). As legislated (Student Identifiers Act 2014 – Part 5, Section 53) a Registered Training Organisation (RTO) must not issue a VET Statement of Attainment or a VET Qualification to a student that hasn't been assigned a USI, except where an exemption applies.

Further information regarding USI requirements and RTO obligations can be found at [USI Info for Training Organisations](#) or by contacting ASQA Info Line on 1300 701 801.

In the near future, the Department will be implementing data validations against the requirements for the provision of a USI. Where a valid USI value is not supplied, errors and warnings will be generated and included in your Validation Error Report for your information and rectification. The Department will endeavour to communicate details of these validations to all reporting RTOs prior to implementation.



## SPECIALISED KEYBOARDS AVAILABLE FROM SKILLS DISABILITY SUPPORT <sup>(6)</sup>

Keyboards may be considered a standard piece of office equipment, however they are not always easy to operate for a person with a disability. Skills Disability Support holds a range of specialised keyboards that may assist your learners with a disability, including:

- Large key/large print keyboards eg [Big Keys LX Keyboard](#), [VisionBoard Wireless Keyboard](#).
- Keyboards suitable for one handed typing eg [Matias half-Qwerty Keyboard](#), [Matias 508 keyboard](#).
- Large key numeric keypads eg Googlepad EZ Numeric keypad.
- Keyboards for iPads eg Kensington keyboard.

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

## APPLICATIONS OPEN FOR QUEENSLAND OVERSEAS FOUNDATION GLOBAL CONNECTION BURSARY <sup>(7)</sup>

Currently employed VET graduates, trainers and assessors wanting to undertake short-term training and professional development opportunities abroad are invited to apply for the [Queensland Overseas Foundation](#) (QOF) Global Connections Bursary.

The QOF Bursary provides up to \$2000 to VET graduates, trainers and assessors to support attendance at courses, workshops, conferences, work shadowing and other development activities that will contribute to the work and training outcomes of Queensland VET students and apprentices. [Apply now!](#)



## 2014-15 QUEENSLAND VET INVESTMENT PLAN

### QUEENSLAND TRAINING SUBSIDIES LIST <sup>(8)</sup>

The current version of the Queensland Training Subsidies List is Version 8 (effective date 18 May 2015). Note: These updates relate to superseded qualifications.

**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:

UEE62211 – Advanced Diploma of Electrical – Engineering - the student must hold an electrical trade qualification (Certificate III); and

NWP40107 – Certificate IV in Water Operations - student must be an existing worker in the Water industry.

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

### TRAINING AND EMPLOYMENT SURVEY 2014-15 <sup>(9)</sup>

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

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

The Training and Employment Survey template for 2014-15 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

There was a big improvement in survey responses for the April 2015 period as compared to previous survey periods. Thank you for your attention to this matter and the Department looks forward to receiving your next report due 14 July 2015 by the due date.

## TERMINATION OF PRE-QUALIFIED SUPPLIER AGREEMENTS <sup>(10)</sup>

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 seriously. There were an additional 2 instances this month, resulting in termination of PQS Agreements.

**Important:** Please ensure that you have a sound understanding of Pre-qualified Supplier Policy, Program Policies, related Fact Sheets, as well as your obligations under the VET Pre-qualified Supplier Agreement that you hold with the Department.

## BREACH NOTICES FOR PRE-QUALIFIED SUPPLIER AGREEMENTS <sup>(11)</sup>

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

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

- third party advertising;
- enrolment in lower level qualifications when student is not eligible; and
- inducements.

Since March 2015 the Department has issued 14 Breach Notices to PQS and is currently waiting for PQS responses on how concerns will be addressed.

## ERROR OF THE MONTH – Reminder <sup>(12)</sup>

### Error Fact Sheet No: 34009 – No Tuition Fees Reported

This error occurs where the PQS has not reported student contribution fees collected from the participant at a unit of competency level rounded to the nearest dollar.

For rectification information please refer to <http://www.training.qld.gov.au/resources/training-organisations/pdf/error-fact-sheet-34009.pdf>.

## USER CHOICE

### NOTIFICATION OF CHANGE OF QUALIFICATION FORM (ATF-028) – APPRENTICES AND TRAINEES (13)

As you are aware, the Notification of Change of Qualification Form is available for use when one or multiple apprentices and/or trainees need to be transitioned due to a qualification being superseded. Where the change of qualification is for only one apprentice or trainee, an SRTO can facilitate this process. To alleviate any confusion in this regard, the form has had the following information added for clarity:

“An SRTO seeking to make a change of qualification for only one apprentice or trainee should complete SECTIONS 1, 2 and 4.”

### DECLARATIONS (14)

The following qualifications have been approved for User Choice funding due to superseded qualifications:

#### MEA15 - Aeroskills Training Package

Qualification	Code	Priority
Certificate II in Aeroskills	MEA20415	2
Certificate III in Aircraft Surface Finishing	MEA30115	1
Certificate IV in Aeroskills (Avionics)	MEA40615	1
Certificate IV in Aeroskills (Mechanical)	MEA40715	1
Certificate IV in Aeroskills (Structures)	MEA41315	1

#### BSB15 – Business Services Training Package

Qualification	Code	Priority
Certificate III in Recordkeeping	BSB30815	3
Certificate II in Business	BSB20115	3
Certificate III in Business	BSB30115	3
Certificate III in Business Administration (Legal)	BSB31015	3
Certificate III in Work Health and Safety	BSB30715	3
Certificate III in Business Administration	BSB30415	3
Certificate III in Business Administration (Education)	BSB30915	3
Certificate III in Business Administration	BSB31115	3

#### AUR14 - Automotive Retail, Service and Repair Training Package (effective from 25 May 2015)

Qualification	Code	Priority
Certificate III in Marine Mechanical Technology	AUR30514	1
Certificate III in Heavy Commercial Vehicle Mechanical Technology	AUR31114	1

#### Construction Industry Course

Qualification	Code	Priority
Certificate III in Construction Material Testing	10544NAT	2

**Note:** All declared apprenticeships/traineeships and details about User Choice funding can be found on Queensland Training Information Service (QTIS) located on the Department's 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 Delivery Schedule/Schedule A. Only when scope has been approved can you then apply for the qualification to be added to your Delivery Schedule/Schedule A through Variations on Line using your Purchasing on Line (POL) account. Qualifications are not automatically added to your Agreement.

Failure to do this will result in no payment.

**Also Remember:** All variations to add new qualifications to all Programs are currently on hold until 31 May 2015 with the exception being to add qualifications that supersede qualifications already listed on a PQS' Delivery Schedule/Schedule A.

