

Pre-qualified Supplier Audit Evidence Requirements (VET Investment Programs 2018–19)

(Effective 6 August 2018)



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Your guide to compliance

This *Pre-qualified Supplier Audit Evidence Requirements (VET Investment Programs 2018-19)* has been developed by the Queensland Department of Employment, Small Business and Training ([DESBT](#)) to provide specific detail to pre-qualified suppliers ([PQS](#)) on the level of supporting documentation required for PQS to evidence the adequate completion of tasks as required by the *Vocational Education and Training (VET) Pre-qualified Supplier (PQS) Agreement* and relevant policies which underpin the *2018–19 Annual VET Investment Plan* from July 2018.

When implemented correctly, the audit evidence requirements will help your organisation work more effectively within Queensland's funded training program environment and assist in maintaining compliance. Your contract manager is your first point of contact to clarify any requirements not addressed here.

The *Pre-qualified Supplier Audit Evidence Requirements* document follows the structure of the *Pre-qualified Supplier Policy 2018–19* and provides general advice on the types of evidence necessary to assist in demonstrating compliance with the *VET PQS Agreement*, the *Pre-qualified Supplier Policy 2018–19* and relevant program policies. In 2018–19, the relevant VET investment programs are the Certificate 3 Guarantee program and the Higher Level Skills program.

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ENROLMENT

ELIGIBILITY

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| Pre-qualified Supplier Policy 2018–19 | Performance standard 3 Performance standard 4 |
| Other relating documents | Certificate 3 Guarantee Program Policy 2018–19 Higher Level Skills Program Policy 2018–19 |

STUDENT ELIGIBILITY

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
|---|--|
| <p>The supplier is required to demonstrate their process and provide the evidence collected to support the student enrolment.</p> <p>Please note: When a student has partially completed any qualification and / or completed a lower-level qualification (which does not impact on eligibility), a copy of the statement of attainment or authenticated VET transcripts issued by the Registrar as per the meaning given in the Student Identifiers Act 2014 must be accessed to determine eligibility for credit transfer.</p> | <p>Enrolment form containing questions sufficient to identify ineligible candidates and seeking to identify previously achieved units of competency.</p> <p>Some examples include:</p> <ul style="list-style-type: none"> highest qualification completed (e.g. Certificate II, Certificate III, Certificate IV, Bachelor Degree) any currently enrolled courses previous surname/s. <p>Additionally, evidence to support ALL eligibility criteria as identified within the Student Eligibility section of this document or, alternatively, within appendices 1 & 2.</p> <p>Please note: All forms of eligibility evidence must be valid at the point of enrolment unless otherwise specified (see appendices 1 & 2 of this document).</p> |
| <p>Retain evidence of the student's age at time of commencement (must be 15 years or over).</p> | <p>See appendices 1 & 2 of this document.</p> |

STUDENT ELIGIBILITY

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
|---|--|
| <p>Retain evidence of the student's permanent residency in Queensland.</p> <p>Please note: Defence personnel, while they may hold evidence of residency, do not meet eligibility / intent of the funded program.</p> | <p>See appendices 1 & 2 of this document.</p> <p>Please note: The copy retained as evidence must clearly show the prospective student's current address which must match any other address information provided by the student (for example, on their enrolment form). Where the student's address differs across information captured by the PQS, it must retain a range of evidence to support the student's eligibility as a Queensland resident.</p> |
| <p>Retain evidence of the student's Australian citizenship, Australian permanent residency (includes humanitarian entrant), temporary residency status with the necessary visa and work permits on the pathway to permanent residency, or New Zealand citizenship.</p> <p>Please note: The Department of Home Affairs has developed a free online service, Visa Entitlement Verification Online (VEVO), which gives visa holders and registered Australian organisations access to visa status details and conditions.</p> <p>A visa restriction which prohibits a person from study and employment would deem the person ineligible for the funded program.</p> | <p>See appendices 1 & 2 of this document.</p> <p>Additionally, for students who are not Australian or New Zealand citizens, evidence of visa status must be documented, recorded and retained and could include:</p> <ul style="list-style-type: none"> • student's permanent visa label on their passport and / or documents from the Department of Home Affairs showing approval of a permanent visa subclass • temporary residency visa and work permits with copies of correspondence to and from the Department of Home Affairs indicating progress toward permanent residency • current Medicare card (usually green Medicare card; however in some cases the blue Medicare card can be used with sufficient additional documentation – coloured copies required) |
| <p>Retain evidence to confirm that prospective students do not hold a post-school certificate III qualification (Certificate 3 Guarantee) or higher-level qualification (Higher Level Skills training).</p> <p>Retain evidence to ensure prospective students are not already enrolled in a certificate III or higher qualification relevant to the specific program under which training is being funded.</p> <p>Please note: The supplier must make an informed judgment about the person's educational qualification gained overseas and whether it would enable the person to gain or qualify for their desired employment in Queensland. The supplier must clearly document their reasons for how they arrived at that opinion or evaluation, and be able to present this information at audit.</p> | <p>Enrolment forms or other pre-enrolment documentation which requires the prospective student to provide sufficient information to make an informed decision on eligibility.</p> <p>Some examples include:</p> <ul style="list-style-type: none"> • highest qualification completed (e.g. Certificate II, Certificate III, Certificate IV, Bachelor Degree) • any currently enrolled courses • previous surname/s. <p><i>Continued over page</i></p> |

STUDENT ELIGIBILITY

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>For further information regarding overseas qualifications, see: https://training.qld.gov.au/training/incentives/certificate3/faq</p> | <ul style="list-style-type: none"> Records from the Apprenticeships Information Self Service (AISS) system, conducted within 30 days of the student enrolment, and other relevant sources, indicating the prospective student does not hold and is not enrolled in a post-school Australian Qualifications Framework (AQF) certificate III qualification or higher-level qualification (Certificate 3 Guarantee) or a AQF certificate IV qualification or higher-level qualification (Higher Level Skills program). Evidence of other actions / processes undertaken to ensure prospective students do not already hold or are not already enrolled in a certificate III or higher qualification relevant to the specific program under which training is being funded. |
| <p>Conduct a search prior to enrolment using the AISS tool / search facility to help confirm whether prospective students have previously attained a certificate III or higher-level qualification; and/ or prospective are not already enrolled in a certificate III or higher qualification relevant to the specific program under which training is being funded.</p> <p>Please note: AISS may not capture all student records or awards, therefore the supplier must also confirm with prospective students whether they hold, or are currently enrolled in, a certificate III or higher-level qualification and not rely solely on AISS.</p> | <p>AISS screenshot and / or printout of the search conducted.</p> <p>Please note:</p> <ul style="list-style-type: none"> The AISS search must not have been conducted more than 30 days prior to the enrolment of the student. The absence of a student's name from AISS does not guarantee his / her eligibility under this criterion. AISS does not contain all fee-for-service training records and will not provide options for close alternatives to the name entered if it has been misspelt. Where AISS indicates a qualification has been previously attained, this renders the student ineligible, irrespective of the number of units of competency reported as being achieved. If the PQS is convinced the student does not have a previously held qualification, it must direct the student back to the previous RTO to request the removal / amendment of data. If the RTO no longer exists the student is to be directed to Australian Skills Quality Authority (ASQA) to request information about their training with the previous RTO. <p>Should AISS identify the attainment of a previously held qualification, the following types of evidence at audit are required to justify accepting the student under the funding program:</p> <ul style="list-style-type: none"> Evidence that data has been removed / amended by the previous RTO (for example, new AISS search) Written notification from Australian Skills Quality Authority confirming that the student has not undertaken any training |

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| | <ul style="list-style-type: none"> Written notification from Australian Skills Quality Authority under Section 56 of the National Vocational Education and Training Regulator Act 2011 advising the qualification issued by the previous RTO has been cancelled. |
| <p>Retain evidence an AISS search has been undertaken in order to determine eligibility for applicable credit transfer/s.</p> <p>Please note: Should it be identified that a student is eligible for applicable credit transfer/s, a copy of the relevant AQF certification document will need to be gathered and retained. An AISS screenshot is not sufficient evidence to validate an AVETMISS Outcome identifier '60' – Credit transfer outcome.</p> | <p>AISS screenshot and / or printout of the search conducted.</p> <p>Please note: The AISS search must not have been conducted more than 30 days prior to the enrolment of the student.</p> |

STUDENT ELIGIBILITY

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>Retain evidence of the student's eligibility for concession, if applicable. The student's eligibility for concessional status must be confirmed by the supplier at the time of the student's enrolment and evidence must be retained by the supplier.</p> <p>Please note: The concession card must be valid at the time of enrolment. Expired cards will not be accepted.</p> | <p>See appendices 1 & 2 of this document.</p> <p>Additionally, the following may be required:</p> <ul style="list-style-type: none"> evidence the student is the partner or dependant of a person who holds a Health Care and / or Concession Card and is named on that card evidence the student is an Aboriginal or Torres Strait Islander – self-declaration on the enrolment form by the student will suffice evidence the student is with disability – Pensioner Concession Card or other documentation verifying the holder is with disability evidence the student is an adult prisoner – formal signed confirmation from the place of incarceration. |
| <p>Retain evidence of the student's graduation from Year 12 in Queensland, if seeking to enrol under fee-free training arrangements.</p> <p>Please note:</p> <ul style="list-style-type: none"> To be eligible to access fee-free training the student must enrol and start training with a supplier by the end of the calendar year following the completion of Year 12. | <p>Any of the following:</p> <ul style="list-style-type: none"> Queensland Certificate of Education (QCE) Senior Statement issued by the Queensland Curriculum Assessment Authority (QCAA) Tertiary Entrance Statement Queensland Certificate of Individual Achievement (QCIA) other approved equivalent documentation. |

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| <ul style="list-style-type: none"> • Where a student has been identified as eligible for fee-free training AND the supplier has attempted all means to gain sufficient evidence to support this, however the student has not provided evidence and waived their right to <u>fee-free training</u>, the supplier must evidence its process for obtaining information, as well as obtain confirmation from the student they have waived their right to fee-free training. In this instance, the supplier must charge and collect a co-contribution fee prior to submission of claim for payment. • Where a student has completed Year 12 midway through the year and the QCE will not be issued until the end of the year, the supplier must obtain a letter from the school confirming the student has graduated Year 12. This does not negate the requirement to obtain a copy of the QCE once issued. | |
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STUDENT ELIGIBILITY

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
|---|---|
| <p>Where a qualification requires a security clearance (e.g. police check or blue card) in order for the student to be deemed competent for vocational placement within an industry, that document must be retained by the supplier prior to the commencement of vocational placement for audit purposes.</p> | <p>Any of the following:</p> <ul style="list-style-type: none"> • a letter from the relevant governing body approving the security clearance • a copy of the student's police check • a copy of the student's blue card. <p>Please note: Whilst the attainment of the security clearance, prior to or at the time of enrolment, is not mandatory, students must be made aware of this requirement accordingly. Should a supplier enrol a student who cannot obtain the relevant security clearance in order to achieve the qualification, recovery of funds for unit/s of competency claimed may occur.</p> |
| <p>Retain evidence of the student's participation in a specific cohort-targeted initiative (i.e. Skilling Queenslanders for Work (SQW), Indigenous VET Partnerships, Strategic Industry Initiatives, community learning or Industry Pre-apprenticeship Program).</p> | <p>A document / letter of referral for the student from the funded organisation / community-based organisation under the applicable strategic initiative / project. This document / letter must identify the student by first name, surname and date of birth as eligible under the initiative / project. The letter must be presented on the funded organisation's letterhead and be signed and dated by a representative of the organisation.</p> <p>Please note: All other aspects of eligibility, such as previously held qualifications, will have been addressed by the organisation accessing the strategic initiative.</p> |
| <p>Retain evidence required to support any specific restrictions to enrolment in a qualification outlined in the Priority Skills List.</p> | <p>This could include, depending on the restriction:</p> |

- evidence to prove current employment in an industry such as an official letter or email from the employer, or pay advice and current identification card
- evidence of an Australian Business Number (ABN), invoicing and client list for self-employed candidates
- a copy of the relevant industry qualification.

EXCEPTIONS OR EXEMPTIONS

For students enrolled in Vocational Education and Training in Schools ([VETiS](#)), the supplier is not required to retain evidence the student was 15 years or over at the time of enrolment.

For SQW, eligibility is determined by the community-based organisation ([CBO](#)). Please refer to the requirements above regarding retention of evidence to substantiate eligibility.

Foundation Skills (Certificate 3 Guarantee Specific)

Under the Certificate 3 Guarantee, foundation skills training (i.e. Language, Literacy and Numeracy ([LLN](#)) and work skills training) and lower-level vocational qualifications are also subsidised, based on an individual's learning, skilling or support needs, to achieve employment outcomes for students.

Please note:

The Australian Government's Department of Education and Training has released an interactive online Foundation Skills Assessment Tool ([FSAT](#)) to identify and measure an individual's foundation skill levels (LLN, as well as employability skills).

The supplier will not be paid for foundation skills where:

- claims are submitted for VETiS students, as these individuals are not eligible for funded delivery of foundation skills
- claims are submitted under [AVETMISS](#) Outcome identifier '51' – Recognition of prior learning ([RPL](#)) for foundation skills delivery
- an individual requires intensive LLN support; individuals eligible for assistance under an Australian Government LLN program must be redirected by the supplier to such a program before enrolling in the Certificate 3 Guarantee.

For further information refer to:

- Adult Migrant English Program ([AMEP](#))
- Skills for Education and Employment ([SEE](#)).

REQUIREMENTS

ACCEPTABLE EVIDENCE

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| <p>The supplier must conduct an effective assessment of a prospective student's need for foundation skills training, including LLN proficiency skills, prior to enrolment.</p> <p>Pre-qualified Supplier Policy 2018–19: Performance standard 4</p> <p>Certificate 3 Guarantee Program Policy 2018–19</p> | <p>Effective assessment of a candidate's need for foundation skills training must include evidence of:</p> <ul style="list-style-type: none"> assessment of the student's capabilities against recognised foundation skills benchmarks - Australian Core Skills Framework (ACSF) or the Core Skills for Work Developmental Framework (CSfWDF). This could be evidenced by tests, interviews and activities but must include a reliable LLN test. information from qualified professionals concerning any impairments and disabilities the student may have (if applicable) documented analysis of the impact of educational, training and work history, and impairments / disabilities on the student's suitability for foundation skills training and ability to complete the vocational qualification |
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Foundation Skills (Certificate 3 Guarantee Specific)

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| | <ul style="list-style-type: none"> assessment of the student's capabilities against the knowledge and skills required for completion of the vocational qualification. <p>Further supporting evidence may include:</p> <ul style="list-style-type: none"> analysis against industry peak body or packaging rules advice concerning the LLN score, essential to fulfil industry competency requirements relating to the vocational qualification record of interview, completed Australian Core Skills Framework (ACSF) or the Core Skills for Work Developmental Framework (CSfWDF) test or activity relating to approved or registered core skills copies of documents relevant to the student's previous education and training, work history, impairments and disabilities. <p>All analyses must be customised to the competencies required to meet the relevant qualification or vocational outcome.</p> |
| <p>The supplier must develop a training and support plan tailored to the student's needs. It must be developed prior to the commencement of the training and must outline how foundation</p> | <p>A training and support plan clearly demonstrating the student's pathway to the targeted vocational qualification. The following must be identified within the training and support plan indicating key milestones.</p> |

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| <p>skills training will be delivered and the foundation skills outcomes expected to be achieved through completion of the vocational qualification. The plan and learning pathway must be agreed to by the student.</p> <p>Pre-qualified Supplier Policy 2018–19: Performance standard 4 Certificate 3 Guarantee Program Policy 2018–19</p> | <ul style="list-style-type: none"> • learning support strategies which clearly address the barriers to the completion of a certificate III level qualification as identified in the student’s initial assessment (which identified the requirement for foundation skills training) and how and where these will be implemented into their training, including any customisation necessary to assist with completion of the vocational qualification • review dates and key milestones, including notes on progress and any adjustments needed to further assist the student to best support their learning needs • information to trainers on how to best support the student with their learning needs • information on why particular electives have been chosen, i.e. how this supports the customisation of the student’s program and in the completion of the qualification, and how it maximises the selection of foundation skills / LLN elective units • confirmation agreeing to the terms of the training and support plan signed by the student. |
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Foundation Skills (Certificate 3 Guarantee Specific)

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>The supplier must review the training and support plan at the achievement of each key milestone and / or whereby an agreement has been reached on adjustments to the plan based on the progress of the student and the most appropriate path to meet learning needs and vocational training outcomes.</p> <p>Pre-qualified Supplier Policy 2018–19: Performance standard 4 Certificate 3 Guarantee Program Policy 2018–19</p> | <p>A documented analysis and justification by the assessor. Further this document must be signed by the student and the assessor to indicate milestones completed with relevant dates.</p> |

Lower-level Qualification (Certificate 3 Guarantee Specific)

Under the Certificate 3 Guarantee program, lower-level vocational qualifications may only attract a government subsidy where the training falls within one of the following circumstances:

Individual – where the student is assessed as a disadvantaged learner that faces barriers to training participation and requires additional support prior to enrolment in a certificate III vocational qualification (in accordance with Performance standard 4, item C of the PQS Policy, including the requirement for the PQS to develop a training and support plan for each student)

Pre-apprenticeship – where the qualification provides basic trade skills to facilitate entry into a traditional apprenticeship relevant to the basic trade skills delivered. These are lower-level qualifications on the [Priority Skills List](#) that do not have a certificate III pathway subsidised under the Certificate 3 Guarantee

Cohort-specific programs – where the qualification is approved for delivery as part of a project funded under SQW, Indigenous VET Partnerships or Strategic Industry Initiatives or where an exemption for a specific qualification is specified on the Priority Skills List

Justification for choosing lower-level qualifications and the expected outcomes for all students must be progression to employment, further training, career advancement or approval relating to a specific cohort under a funding strategy. This justification must be evidenced and supporting documentation retained for each student.

The supplier will not be paid for enrolment in lower-level qualifications where claims are submitted under AVETMISS Outcome identifier '51' – Recognition of prior learning ([RPL](#)) for lower-level delivery.

Please note: Lower-level qualifications delivered through VETiS are managed through specific arrangements (see the VETiS-specific section of this document).

Lower-level Qualification (Certificate 3 Guarantee Specific)

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>The supplier must retain evidence of the circumstances that support a student's enrolment in a lower-level qualification, either at the individual, pre-apprenticeship or cohort-specific level.</p> <p>Pre-qualified Supplier Policy 2018–19: Performance standard 4</p> <p>Certificate 3 Guarantee Program Policy 2018–19</p> | <p>Individual</p> <p>Policies, procedures and templates forming part of a thorough process that supports the analysis of specific areas of difficulty an individual may have in completing certificate III qualifications and which is further customised to the student and to the end result qualification.</p> <p>In addition, the supplier must provide the following:</p> <ul style="list-style-type: none"> • An upfront skills assessment that identifies the learner as disadvantaged and requiring lower-level vocational training, as opposed to foundation skills / LLN training, prior to enrolment into a certificate III qualification. This should include LLN tests and analyses of those tests by suitably qualified assessors as per the supplier's own policy and procedure guidelines. • A training and support plan that is tailored to the individual's circumstances and abilities at enrolment and must include: <ul style="list-style-type: none"> ▪ learning support strategies which clearly address the barriers to the completion of a certificate III level qualification as identified in the student's initial assessment (which identified the requirement for foundation skills training) and how and where these will be implemented into their training, including any customisation necessary to assist with completion of the vocational qualification ▪ review dates, including notes on progress and any adjustments needed to further assist the student to best support their learning needs ▪ information for trainers on how to best support the student with their learning needs ▪ signed confirmation by the student agreeing to the terms of the training and support plan. <p>Cohort-specific programs</p> <p>Document / letter of referral provided by the referring organisation for each student reported under the specific program.</p> |
| EXCEPTIONS OR EXEMPTIONS | |
| <p>If approval has been given to deliver a lower-level qualification specific to a funding strategy e.g. SQW, then this qualification cannot be delivered to mainstream students.</p> | |

Higher Level Skills specific

The Higher Level Skills program aims to help individuals gain the higher-level skills required to secure employment or career advancement in a priority industry or transition to university to continue their studies.

The Higher Level Skills program also provides eligible employers or industry bodies with the capacity to address current workforce development needs that are adversely impacting on productivity, provided individual employees meet the program's eligibility requirements.

The Higher Level Skills program provides eligible individuals with access to a subsidised training place in selected Australian Qualifications Framework ([AQF](#)) certificate IV level and above qualifications or priority [skill sets](#).

Individuals may be participating in specific cohort-targeted initiatives or programs, but access their training through the Higher Level Skills program. These initiatives include:

- Strategic Industry Initiatives
- Indigenous VET Partnerships

In addition to the requirements outlined in the student eligibility section above, the PQS must also provide evidence of processes that ensure prospective students do not already hold, or are not already enrolled in, a certificate IV or higher qualification.

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>The supplier must ensure students are accessing funding from the Higher Level Skills program in accordance with the rules and any restrictions and / or exemptions.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Performance standard 3</i></p> | <p>Specific restrictions and / or exemptions may apply in relation to participation in certain subsidised qualifications. Any additional eligibility requirements will be based on industry advice and / or requirements under the relevant national training package and will be detailed in the Priority Skills List.</p> |

Higher Level Skills specific

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| | <p>Evidence to demonstrate that the student meets the restriction or exemption which includes:</p> <ul style="list-style-type: none"> • an official letter or email from the employer, or pay advice and current identification card to prove current employment in an industry • evidence of ABN, invoicing and client list for self-employed candidates • a copy of the relevant industry qualification. <p>For further information regarding exemptions, please refer to the Priority Skills List.</p> |
| <p>To attract a subsidy for a skill set under the Higher Level Skills program, the supplier must target workers who already hold entry-level qualifications (certificate III level) in the industry and who require further training for career progression.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Performance standard 3</i> <i>Higher Level Skills Program Policy 2018–19</i></p> | <p>A copy of the certificate III qualification within the relevant industry.</p> |
| <p>Specific cohort targeted</p> <p>For students accessing training through a specific cohort-targeted initiative (listed above), the supplier must retain evidence of the referral of the student from the funded organisation under the strategic initiative. All other aspects of eligibility will have been addressed by the organisation accessing the strategic initiative.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Performance standard 3</i> <i>Higher Level Skills Program Policy 2018–19</i></p> | <p>A document / letter of referral for the student from the funded organisation under these strategic initiatives. This document / letter must identify the student, by name, as eligible.</p> <p><i>Please note: All other aspects of eligibility, such as previously held qualifications, will have been addressed by the organisation accessing the strategic initiative.</i></p> |

Higher Level Skills specific

EXCEPTIONS OR EXEMPTIONS

If a diploma / advanced diploma on the Priority Skills List has entry requirements which necessitate completion of specific units or qualifications at certificate IV or higher, a student who has completed a higher-level qualification under a fee-for-service arrangement may still be eligible for Higher Level Skills program funding. A student who already holds a certificate IV or above qualification may be eligible for funding for some skill sets as identified in the Priority Skills List.

VET in schools (VETiS) Specific

The VET investment budget will provide funding for students to complete one VETiS qualification listed on the Priority Skills List while attending secondary school (in Years 10, 11 and 12). Qualifications are primarily at certificate I and II level and are those that have been identified by industry as leading to employment. The school-based apprentice / traineeship pathway may be used for certificate III and above level training.

Suppliers who enter into arrangements for the delivery of VETiS are encouraged to articulate the roles, responsibilities and expectations of each party in a formal agreement.

REQUIREMENTS

ACCEPTABLE EVIDENCE

Retain evidence to support the student is currently enrolled in secondary school, in Year 10, 11 or 12.

Any form of correspondence / document from the school confirming the student is currently enrolled.

Retain evidence to support each student's eligibility for the program prior to enrolment.

Pre-qualified Supplier Policy 2018–19: Performance standard 3

Certificate 3 Guarantee Program Policy 2018–19

Please note: A single letter could be used to evidence a student cohort, however it must list each student individually by name and a copy must be located in the respective student's file.

Evidence must include:

- letter from the Queensland school confirming the following eligibility criteria have been met for each student:
 - name, date of birth, Australian or New Zealand citizenship
 - Queensland residency (**Please note:** For privacy reasons, actual address details do not need to be provided.)
 - school year currently enrolled
 - immigration documentation confirming status (if prospective student is from overseas and has Australian permanent residency or is on the path to permanent residency)
 - statement from the school concerning all VET qualifications previously attempted and outcomes, i.e. statements of attainment or qualifications issued)
 - if the previous qualification was completed, the letter from the school must include how it was funded
 - correspondence where the authorised signatory uses an official stamp, detailing their position and name of school or detention centre, next to their printed name and [signature](#).

In addition, supporting evidence could be provided in the form of a birth certificate.

INFORMATION SHARING REQUIREMENTS

| Pre-qualified Supplier Policy 2018–19 | Performance standard 1 |
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| REQUIREMENTS | ACCEPTABLE EVIDENCE |
| <p>Notify the prospective student of the expectations and rules regarding accessing a government-subsidised training place under the relevant funded program. This notification must include advice that the student will no longer be eligible for a government-subsidised training place under a program once they complete the qualification level targeted through the program.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Performance standard 1</i></p> | <p>This could include:</p> <ul style="list-style-type: none"> • sign-off by student acknowledging advice has been provided concerning expectations and rules in regards to accessing a government-subsidised training place under the relevant program • an induction checklist, including the relevant eligibility criteria, information about partnering RTOs (as applicable) and advice that the student will no longer be eligible for a government-subsidised training place under a program once they complete the qualification level targeted through the program. This document must include the name and signature of the student acknowledging they are aware of the expectations and rules. For any information delivered electronically, emails containing the appropriate eligibility criteria with hyperlinks to the appropriate information pages of the department's Training website and information about partnering RTOs (as applicable), complete with return email from the student acknowledging receipt. Read receipts would not provide sufficient evidence in this case • advertising material including, but not limited to, flyers, brochures, information packs and websites • student handbook provided prior to enrolment, with evidence to support the student acknowledges its contents. |
| <p>Refer the prospective student to any applicable student fact sheet for the relevant program published on the department's Training website, so they have access to independent information and a point of contact within the department.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Performance standard 1</i></p> | <p>This could include:</p> <ul style="list-style-type: none"> • an induction checklist signed by the student indicating he / she has been referred to an applicable student fact sheet for the relevant program • sign-off by student acknowledging the student has been referred to an applicable fact sheet for the relevant program • student handbook provided prior to enrolment, with evidence to support the student acknowledges its contents. |

INFORMATION SHARING REQUIREMENTS

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>Notify each student in writing providing information for the qualification which includes:</p> <ul style="list-style-type: none"> • a breakdown of all costs, including how and when fees will be charged and collected at the unit of competency level • training timelines, delivery mode, delivery location and vocational or work placement, when this is a mandatory component of the qualification under the unit of competency requirements • support services available to assist students to complete training • completion of a training and employment survey within three months of completing or discontinuing subsidised training. • the name and contact details of any third party delivering training or assessment services on behalf of the PQS. <p><i>Certificate 3 Guarantee Program Policy 2018–19</i> <i>Pre-qualified Supplier Policy 2018–19: Performance standard 5</i></p> | <p>This could include:</p> <ul style="list-style-type: none"> • an induction checklist signed by the student indicating he / she has been referred to an applicable written documentation for the relevant program • sign-off by student acknowledging the student has been referred to a training fact sheet or written summary of information • student handbook provided prior to enrolment, with evidence to support the student acknowledges its contents. |
| <p>Where some or all of the training and / or assessment services are to be subcontracted to a partner RTO, notify the prospective student of the full name of the partner RTO and the training and / or assessment services to be provided by the partner RTO.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Performance standard 1</i></p> | <p>This could include:</p> <ul style="list-style-type: none"> • an induction checklist including the relevant eligibility criteria, information about partnering RTOs (as applicable) and advice that the student will no longer be eligible for a government-subsidised training place under a program once they complete the qualification level targeted through the program. This document must include the name and signature of the student acknowledging they are aware of the expectations and rules. For any information delivered electronically, emails containing the appropriate eligibility criteria with hyperlinks to the appropriate information pages of the department's Training website and information about partnering RTOs (as |

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| | <p>applicable), complete with return email from the student acknowledging receipt. Read receipts would not provide sufficient evidence in this case</p> <ul style="list-style-type: none">• student handbook provided prior to enrolment, with evidence to support the student acknowledges its contents. |
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TRAINING

RECORD OF PARTICIPATION IN TRAINING

Vocational Education and Training Pre-qualified Supplier Agreement

Clause 9

Please note: To streamline the requirements for suppliers to evidence training participation, the department will accept the student's [signature](#) on the initial record of training participation for each individual unit of competency. Subsequent records of training participation will only require the student's name and the [signature](#) of the trainer to validate attendance. This evidence will be sufficient to substantiate any AVETMISS data relating to withdrawn claims for payment.

REQUIREMENTS

Retain full and complete records supporting each student's participation in training for each unit of competency / module from commencement to completion.

Please note: The department has noted situations where suppliers are undertaking an electronic training delivery method at their own premises. This involves students attending a classroom environment to complete their online learning and will often see students working through different units of competency or even different qualifications at the same time but with access to a trainer (tutor) to help them through the unit should assistance be required. In the department's view, this method of delivery would be considered to be entered as AVETMISS Delivery identifier '20' – Electronic-based delivery, or AVETMISS Delivery mode identifier of YYN or NYN (depending on whether the student required assistance from the trainer or not) for AVETMISS Release 8.0.

ACCEPTABLE EVIDENCE

Face-to-face delivery (at the supplier's premises and / or workplace)

The record of participation in training must contain the following information:

- name of the student
- unit of competency / module code and name
- the date/s of training
- duration of training (actual hours of training delivered against individual units of competency)
- location
- trainer's [signature](#), [signature](#) of the student (including date of signing).

Evidence covering the above information can be captured within the following types of records:

- class rolls
- workplace visit sheets
- attendance record.

RECORD OF PARTICIPATION IN TRAINING

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>Please note: Issuance of training materials does not constitute training. For correspondence-type delivery the supplier must maintain a record of the contacts between the student and the trainer / assessor by email (or whatever mode of communication is being used), which includes the required information (with the exception of the student's signature if it is not possible to obtain it and there is another method of verifying the student's agreement).</p> | <p>Electronic delivery</p> <p>The record of participation in training must contain the following information:</p> <ul style="list-style-type: none"> • name of the student/s • unit of competency / module code and name • the date/s of training • duration of training (actual hours of training delivered against individual units of competency). <p>Evidence covering the above information can be captured within the following types of records:</p> <ul style="list-style-type: none"> • Log-on and log-off reports, which include the above information with unique sign-on identifier to indicate the student's signature. <p>Distance / correspondence delivery</p> <p>The record of participation in training must contain the following information:</p> <ul style="list-style-type: none"> • name of the student/s • unit of competency / module code and name • the date/s of training • location • duration of training (actual hours of training delivered against individual units of competency) • trainer's signature and date signed. <p>Evidence demonstrating the engagement of learning can cover the above information captured within correspondence (e.g. emails) between the student and the supplier confirming the commencement and / or progression through nominated unit/s of competency.</p> |
| <p>Withdrawn / Discontinued Claims (AVETMISS outcome identifier 40)</p> | |
| <p>The supplier may submit a withdrawn claim for payment where evidence has been retained to validate a student/s after engaging in some learning activity has then notified the supplier of their withdrawal before completing all the assessment criteria; or the student after engaging in some learning activity has then stopped attending or submitting assessments (i.e. discontinues) without notifying the supplier (in this case the supplier should be satisfied the student will not return to complete the competency).</p> | |

Vocational Education and Training Pre-qualified Supplier Agreement: Clause 9

Please note: This outcome is not applicable for students who engage in an RPL process.

RECORD OF PARTICIPATION IN TRAINING

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>Retain records of each student's participation in training for each unit of competency, including records of the commencement of educational content, attendance and progression.</p> <p>Vocational Education and Training Pre-qualified Supplier Agreement: Clause 9</p> <p>Please note: Withdrawn / discontinued claims for payment will only be validated where records of participation in training contain all of the aforementioned required acceptable evidence.</p> | <p>Evidence to support the record of participation in training which contains all of the aforementioned required acceptable evidence.</p> |
| <p>Where the supplier claimed a AVETMISS Outcome identifier '40' – Withdrawn / discontinued outcome for a student (i.e. received 50% payment) and subsequently, for the same student and unit of competency / module, claimed an outcome that pays 100% (for example, AVETMISS Outcome identifier '20' – Competency achieved / pass or AVETMISS Outcome identifier '30' – Competency not achieved / fail outcome) then, unless approved by the department, the supplier is only entitled to payment of the balance between the previous amount paid for the '40' outcome and the amount now due for the 100% claim.</p> <p>Pre-qualified Supplier Policy 2018–19: Appendix 5 – Table 4</p> | <p>AVETMISS data has been accurately resubmitted to the department with correct outcome identifier.</p> |

| VOCATIONAL PLACEMENT | |
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| Other relating documents | Certificate 3 Guarantee Program Policy 2018–19 Higher Level Skills Program Policy 2018–19 |
| REQUIREMENTS | ACCEPTABLE EVIDENCE |
| <p>Where work / vocational placement has been identified as a mandatory requirement for completion of the qualification, the supplier must advise each prospective student at enrolment in writing through a training fact sheet or summary of information.</p> <p><i>Certificate 3 Guarantee Program Policy 2018–19</i></p> | <p>This could include:</p> <ul style="list-style-type: none"> • training fact sheet or summary of information • student handbook provided prior to enrolment, with evidence to support the student acknowledges its contents • all advertising material including, but not limited to, flyers, brochures, information packs and websites, aligned with the relevant directives and policies. |
| <p>Where work / vocational placement is a mandatory requirement for training in the qualification, evidence of vocational placement must be retained, including the quantum of vocational placement undertaken.</p> | <p>Evidence includes:</p> <ul style="list-style-type: none"> • Vocational placement agreement and / or additional evidence where there is an agreement between the placement host, the student and the training organisation detailing the total hours required as well as the dates and hours the student will be in the workplace • Evidence the student has attended the workplace as per terms specified in the agreement. This would include a workplace supervisor's signature against specific dates the student has attended (e.g. timesheet / hours log). |

ASSESSMENT

EVIDENCE OF ASSESSMENT

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| Vocational Education and Training Pre-qualified Supplier Agreement | Clause 9 |
| Pre-qualified Supplier Policy 2018–19 | Appendix 5 – Table 4, Appendix 6 - Table 5 |
| Other relating documents | Certificate 3 Guarantee Program Policy 2018–19 |
| <p>Formal assessment conducted by the supplier must involve the evaluation and retention of a sufficient range of assessment evidence and must comply with the assessment guidelines and other requirements stated within the relevant unit of competency within the nationally endorsed training package. For example, if the full range of assessment instruments used for a unit of competency comprise short answer questions and an observation, the supplier must keep records of the completed written assessment (short answer questions) and the observation checklist / benchmark criteria the assessor used to make a judgement on competence (observation assessment).</p> <p>Please note:</p> <ul style="list-style-type: none"> • <i>Assessment instruments retained by the supplier to validate claims for payment must contain sufficient evidence to verify that a qualified assessor has reviewed and assessed the adequacy of the student's responses against the requirements of the unit of competency. Evidence will not be accepted where the assessor has only signed and dated the unit of competency coversheet.</i> • <i>Outcome identifiers must align with Pre-qualified Supplier Policy 2018–19, Appendix 5 –Table 4 and AVETMISS data element definitions manual. Claims may not be made for any activity outlined in Pre-qualified Supplier Policy 2018–19, Appendix 6 –Table 5.</i> | |

EVIDENCE OF ASSESSMENT

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>AVETMISS Outcome identifier ‘20’ – Competency achieved / pass</p> <p>Formal assessment conducted by the supplier must involve the evaluation and retention of a sufficient range of assessment evidence to enable a decision to be made regarding competence and must comply with the assessment guidelines and other requirements stated within the relevant unit of competency within the nationally endorsed training package.</p> <p>Please note:</p> <ul style="list-style-type: none"> Assessments requiring a written response must be the student’s own work. Responses to written assessments should not be identical or too similar to the associated marking guide, nor from one student to another, except in cases where there is only one correct answer. For example, identical answers would be appropriate if the question required the student to identify the appropriate act of Parliament which covers activity in a particular industry. Where a student provides a verbal response, as part of an oral assessment instrument or where reasonable adjustment has been taken in relation to the completion of written theory questions, this must be recorded verbatim. The supplier must ensure that expectations of the range of tasks and the performance level expected for the practical demonstration of skills is clearly documented. It is not acceptable to simply ‘cut and paste’ unit of competency requirements to evidence the observation of practical skills. Assessment evidence will not be accepted where the assessor has only signed and dated the unit of competency coversheet but the actual assessment instrument includes no notations supporting the evidence has actually been assessed. An overview document identifying the unit of competency and containing only the signatures of the student and assessor to indicate a satisfactory result is not sufficient evidence of practical assessment under a funded program. In the instance whereby the unit of competency requires vocational placement the student must have completed all forms of assessment and the vocational placement before reporting | <p>All completed assessment instruments, and associated assessment tools, used by the assessor to form a determination of competence for each unit of competency. Assessment instruments retained by the supplier to validate claims for payment must contain sufficient evidence to verify that a qualified assessor has reviewed and assessed the adequacy of student responses against the requirements of the unit of competency.</p> <p>Acceptable evidence to validate an AVETMISS Outcome identifier ‘20’ claim for payment must include, for each unit of competency:</p> <ul style="list-style-type: none"> full and complete assessment instruments in accordance with: <ul style="list-style-type: none"> methods of assessment unit of competency requirements (e.g. range of assessment and number of assessments) the supplier marking guides. assessment instruments have been assessed (marked), signed and dated by the responsible assessor assessment instruments have been signed and dated by the student acknowledging the outcome of the assessment process. <p>For example, if the full range of assessment instruments used for a unit of competency comprise of short answer questions and an observation, the supplier must retain evidence of the completed written assessment (short answer questions) and the observation checklist / benchmark criteria the assessor used to make a judgement on competence (observation assessment).</p> <p>Assessment evidence for practical skills observation must include a record of the skills the assessor observed the student demonstrating relevant to the unit of competency to substantiate the judgement of competence. The use of checklists with pre-populated lists of observable behaviours relevant to the unit is acceptable provided the checklist demonstrates individualisation and / or contextualisation to the student to which it relates, in addition to the task and activity observed. Individualisation / contextualisation could be demonstrated through, for example, the writing of commentary or notes on the behaviours observed during the completion of tasks, and identifying the relevant variable/s demonstrated by the student from the pre-populated list in relation to the activity being observed.</p> <p>Further, if the supplier intends to retain photographic and / or video evidence to support a judgement of competence, the supplier must retain evidence of a mapping document which verifies the relationship between the photographic and / or video evidence and how it aligns to unit/s of competency.</p> |

AVETMISS Outcome identifier '20' – Competency achieved / pass.

Vocational Education and Training Pre-qualified Supplier Agreement: Clause 9

EVIDENCE OF ASSESSMENT

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>AVETMISS Outcome identifier '30' – Competency not achieved / fail</p> <p>The supplier must ensure sufficient evidence is retained to validate the supplier's decision to report a student as not competent, or as not satisfying one or more of the requirements for the unit of competency / module.</p> <p>The supplier must also ensure sufficient evidence has been retained to support the student has been given the number of re-assessment attempts as outlined within its own assessment policy.</p> <p>Please note: In the instance whereby the unit of competency requires vocational placement and the student has completed all forms of assessment except vocational placement (for any reason), then the appropriate outcome is AVETMISS Outcome identifier '40' – Withdrawn / discontinued and not AVETMISS Outcome identifier '30' – Competency not achieved / fail. This is because the student has not attempted all forms of assessment.</p> <p><i>This outcome is not appropriate for students undertaking RPL.</i></p> <p>Vocational Education and Training Pre-qualified Supplier Agreement: Clause 9</p> | <p>Documented evidence that the student has attempted all forms of assessment required for the unit of competency and has been determined as competency not achieved in at least one form of assessment.</p> <p><i>For example, this code would apply if a student attempted 10 of 10 required assessments and was assessed as not competent in one or more of the assessments. However, if a student had only attempted 9 of 10 assessments, this code would not apply as the student is required to attempt all of the assessments in order to qualify for a 'Competency not achieved / fail' outcome.</i></p> |

EVIDENCE OF ASSESSMENT

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>AVETMISS Outcome identifier '65' – Transitional gap training</p> <p>AVETMISS Outcome identifier '65' must be used when transitioning a student from a superseded qualification to the new qualification or when previously completed unit/s of competency have been superseded, such as when:</p> <ul style="list-style-type: none"> • A student commencing in a qualification which is subsequently superseded is required to transition to new qualification • A student enrolling with the supplier into the current qualification is able to present qualification or statement of attainment which lists the unit/s of competency previously attained under a superseded qualification. <p>Vocational Education and Training Pre-qualified Supplier Agreement: Clause 9</p> <p>Pre-qualified Supplier Policy 2018—19: Appendix 4, Appendix 5 – Table 4</p> | <p>Where previously completed unit/s of competency are identified as not being equivalent to new unit/s thereby necessitating additional delivery, the supplier must provide all necessary gap training and assessment to address the outcomes of the new unit.</p> <p>In each instance, the supplier must provide evidence of:</p> <ul style="list-style-type: none"> • a completed mapping process (i.e. qualification mapping guide) ascertaining where the current unit of competency, which has been determined as not equivalent (does not fully map), compares to the unit previously completed by the student • gap training and gap assessment, including on-the-job verification from the employer (if applicable), to support its claim/s for payment. <p>Please note:</p> <ul style="list-style-type: none"> • <i>Where direct mapping (equivalency) is identified, credit transfers must be acknowledged and accurately reported.</i> • <i>Where no mapping is possible, the supplier is required to deliver the entire unit of competency.</i> • <i>Where previously completed unit/s of competency are identified as not being equivalent to new unit/s, therefore necessitating additional delivery, the supplier must provide all necessary gap training <u>and</u> assessment to address the outcomes of the new unit.</i> • <i>No student co-contribution can be charged for this AVETMISS Outcome identifier.</i> |

Exceptions or exemptions

It is acknowledged in some instances it is impractical to retain the actual completed product of an assessment item (e.g. ladder or cake). However in these instances the supplier is required to retain the completed checklist the assessor used to make a judgement on competence for each student. Additionally, the supplier must retain additional supplementary evidence such as videos, photographs, observation reports etc.

RECOGNITION OF PRIOR LEARNING

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| Vocational Education and Training Pre-qualified Supplier Agreement | Clause 9 |
| Pre-qualified Supplier Policy 2018–19 | Performance standard 5, Appendix 5 – Table 4 |
| <p>Recognition of prior learning (RPL) involves the assessment of the previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process (rather than a training process) in which the individual's formal, non-formal and informal learning is assessed. This assessment determines the extent to which that individual has achieved the required learning outcomes, competency outcomes or standards for entry to, and / or partial or total completion of a program of study.</p> <p>Please note: RPL does not include any additional training at the unit of competency or module level as it is an assessment-only pathway. If a unit of competency or module has any training activity associated with it, then AVETMISS Outcome identifier '51' – Recognition of prior learning (RPL) – granted or AVETMISS Outcome identifier '52' – Recognition of prior learning – not granted must not be used. Should training need to occur in order for a student to meet unit requirements, then AVETMISS Outcome identifier '20' outcome is to be used, if appropriate.</p> <p>Assessment instruments retained by the supplier to validate claims for payment must contain sufficient evidence to verify that a qualified assessor has reviewed and assessed the adequacy of students' responses against the requirements of the unit of competency. Evidence will not be accepted where the assessor has only signed and dated the unit of competency coversheet alone.</p> <p>Further, the RPL requirements for a 'challenge test/s (including practical and knowledge tests)' referenced below relate specifically to the submission of claims for funding under a Queensland Government PQS agreement. This evidence represents the minimum requirement a supplier must retain if it wishes to conduct RPL processes under Queensland Government funded arrangements.</p> | |
| <div style="display: flex; justify-content: space-between;"> REQUIREMENTS ACCEPTABLE EVIDENCE </div> | |
| <p>AVETMISS Outcome identifier '51' – Recognition of prior learning (RPL)</p> <p>The supplier must ensure sufficient evidence is retained to validate the supplier's decision to award RPL. Evidence retained by the supplier must incorporate all of the assessments undertaken for the RPL process along with any other supporting documentation, such as originals or certified copies of formal / informal course certificates, references or testimonials from employers, volunteer organisations, clubs and associations etc. that contributed to the judgement of the student's competence.</p> | <p>A Training and Assessment Strategy (TAS) customised to the relevant industry and the specific skills of each student including:</p> <ul style="list-style-type: none"> • RPL assessment policies and procedures • an outline of how the PQS will come to its decision to recognise the student's proficiency against each unit of competency required for the qualification • assessment mapping document • assessment validation schedule • assessment validation report <p><i>Continued over page</i></p> |

RECOGNITION OF PRIOR LEARNING

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>RPL must be conducted with the same rigour as any other form of assessment. Where assessment is completed via RPL it must comply with the packaging rules of the relevant qualification; and be conducted in accordance with the <i>Principles of Assessment</i> and <i>Rules of Evidence</i> (refer to Standards for Registered Training Organisations (RTOs) 2015).</p> <p>Please note:</p> <ul style="list-style-type: none"> The supplier will be challenged at audit in cases where the sequence of training and assessment and RPL are not in accordance with unit of competency requirements. If applicable, RPL should not be granted for competencies where the supplier then provides training and assessment for the underpinning pre-requisite(s). The supplier must retain evidence the assessor has verified the authenticity of employment and detailed the industry experience of, and qualifications held by, the letters' authors. | <ul style="list-style-type: none"> industry consultation report third parties to be consulted essential points to discuss with the candidate / student essential points to discuss with recent employers. |
| | <p>A mapping document:</p> <ul style="list-style-type: none"> A document that maps key requirements of the qualification / unit of competency and includes identification of critical aspects of evidence and the required skills and knowledge for units claimed. The document must also list each piece of assessment evidence which was considered in the decision to grant RPL for the candidate and links it to the relevant unit requirements. <p>Proof of competence must include:</p> <ul style="list-style-type: none"> Documented “<i>Competency Conversation</i>” with the student which is signed by the student and the RTO assessor. Actual questions and responses must be documented and retained. Please note: Questions asked by the assessor as well as the expected responses should be selected from a benchmark document developed by the supplier to ensure consistency and reliability of the assessment process when used across multiple candidates. Documented “<i>Competency Conversation</i>” with at least one recent employer validating the student has demonstrated workplace performance against unit requirements, which is further verified by signatures from the employer and the RTO assessor. Actual questions and responses must be documented and retained. |

Please note: Questions asked by the assessor as well as the expected responses should be selected from a benchmark document developed by the supplier to ensure consistency and reliability of the assessment process when used across multiple candidates.

RECOGNITION OF PRIOR LEARNING

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| | <ul style="list-style-type: none"> • Documented student self-appraisal (signed by the student) of formal and informal knowledge and skills against tasks relevant to the units making up the qualification • Record of experience <u>relevant to the intended qualification</u>. Evidence will include, but is not limited to, a resume or consecutive list of <u>recent</u> employment, which includes dates during which employment occurred, a short description of work undertaken and contact details of employer or supervisor • Where applicable and in accordance with the unit of competency requirements, challenge test/s (including practical and knowledge tests) addressing the elements and performance criteria of the unit, and the skills required as a minimum in the relevant industry • Where applicable and in accordance with the unit of competency requirements, further evidence to support the decision to grant RPL to the student. <p>Please note: A table pre-populated with possible response/s with only ticked boxes and a student <u>signature</u> would not provide sufficient evidence for the purposes of RPL claims under these programs.</p> <p><i>In addition, the supplier must retain evidence their assessor has verified the authenticity of the client's previous employment and detailed the industry experience of, and qualifications held by, the letters' authors. All supporting evidence from previous employers, volunteer organisations, clubs and associations must be on official letterhead.</i></p> |

MARKING GUIDE

| Vocational Education and Training Pre-qualified Supplier Agreement | Clause 9 |
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| REQUIREMENTS | ACCEPTABLE EVIDENCE |

The supplier must keep, for each unit of competency for each student, the assessor's completed marking guide/s, criteria and observation checklists.

Vocational Education and Training Pre-qualified Supplier Agreement: Clause 9

The supplier must have a full and complete marking guide (*Benchmark Answers*) for each unit of competency aligning to each method of assessment as nominated in the supplier's Training and Assessment Strategy.

Please note: If the marking guide is updated or changed the supplier must retain copies relating to students trained and assessed under VET Investment funded programs for 6 years from the end of the term.



FEES

FEES

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| Pre-qualified Supplier Policy 2018–19 | Performance standard 1, Appendix 1, Appendix 3 |
| Other relating documents | Certificate 3 Guarantee Program Policy 2018–19 Higher Level Skills Program Policy 2018–19 |

REQUIREMENTS

ACCEPTABLE EVIDENCE

Provide upfront information regarding the total cost of the qualification to each prospective student.

Pre-qualified Supplier Policy 2018–19: Performance standard 1, Appendix 1

Certificate 3 Guarantee Program Policy 2018–19

Higher Level Skills Program Policy 2018–19

This could include:

- all advertising material including but not limited to flyers, brochures, information packs and websites stating fees reported to the department
- contact logs, emails, induction information list signed off by student, student handbook or similar document outlining full spectrum of fees at unit of competency level
- administrative process to record, monitor and progress fee charges and payments
- student handbook provided prior to enrolment, with evidence to support the student acknowledges its contents.

Please note: Where the co-contribution fee has changed, relevant screenshots and hardcopies for that student cohort are to be retained.

FEES

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>Outline total co-contribution fees (including all costs associated with the achievement of the qualification such as identification cards, tuition fees, services fees, material fees), both concessional and non-concessional, and any variations in fees due to mode of delivery, geographical location of the student, higher cost of training, etc.</p> <p>Additional, atypical or minor charges are permitted on a cost recovery basis for services not required for delivery of training and assessment or awarding of a qualification e.g. re-issue of a qualification.</p> <p>Pre-qualified Supplier Policy 2018–19: Performance standard 1, Appendix 1</p> <p>Please note: Costs associated with Australian Federal Police checks undertaken prior to vocational placement must be advertised with co-contribution fees and included in initial notifications to prospective students. However, if the student is a fee-free Year 12 graduate this cost cannot be charged to the student.</p> | <p>This could include:</p> <ul style="list-style-type: none"> • all advertising material, including but not limited to flyers, brochures, information packs and websites stating fees reported to the department • contact logs, emails, induction information list signed off by student, student handbook or similar document outlining full spectrum of fees at unit of competency level • administrative process to record, monitor and progress fee charges and payments • student handbook provided prior to enrolment, with evidence to support the student acknowledges its contents. <p>Please note: Where the co-contribution fee has changed, relevant screenshots and hardcopies for that student cohort are to be retained.</p> |
| <p>Disclose information for each funded qualification (for all variations of delivery) that the supplier is approved to deliver under the funding program.</p> <p>Pre-qualified Supplier Policy 2018–19: Performance standard 1, Appendix 1</p> | |
| <p>Do not publish / advertise fee-free training, except in relation to students who fit within the “Exceptions or exemptions” specifications under the Co-contribution Fees section of this document.</p> <p>Pre-qualified Supplier Policy 2018–19: Performance standard 1, Appendix 1</p> | |

FEES

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
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| <p>Ensure fees are paid by the student and / or a third party prior to the submission of claims for payment.</p> <p>Pre-qualified Supplier Policy 2018–19: Appendix 1</p> <p>Please note: At audit, if payment claims for units are made prior to the collection of co-contribution fees, then they will be identified as overpayments and will result in sanctions, including recovery of funds.</p> | <p>This could include:</p> <ul style="list-style-type: none"> • invoices and receipts, financial reports relating to student fees and bank statements to demonstrate payment has been received and retained by the PQS • evidence collected from the student confirming the concessional status of the student as at the date of enrolment • administrative process to record, monitor and progress fee charges and payments. <p>Please note: Evidence of payment of the co-contribution fee through a payment plan / purchase order / invoice arrangement by appropriate third parties, i.e. employers, job active providers, on behalf of the student would be sufficient evidence to demonstrate this requirement provided the supplier can show that the payment is received within the terms of payment (for example, payable within 30 days or as per time-to-pay arrangement terms).</p> |
| <p>Publish its fees on the supplier's website in a prominent and easy to access location.</p> <p>Pre-qualified Supplier Policy 2018–19: Performance standard 1, Appendix 1</p> | <p>A functional website from where fee information can be accessed from a clearly labelled access point on the home page and / or an easily accessible search function.</p> <p>Please note: Where the co-contribution fee has changed, relevant screenshots and hard copies for that student cohort are to be retained.</p> |
| <p>Report to the department all co-contribution fees, at the unit of competency level in whole dollar amounts.</p> <p>Pre-qualified Supplier Policy 2018–19: Appendix 3</p> | <p>Submission of accurate AVETMISS data reflecting the co-contribution fee amount in accordance with the invoice / receipt of payment.</p> |

Exceptions or exemptions

Competencies assigned code '60' or '65' AVETMISS or department Outcome identifiers.

Foundation skills: This training can be provided fee-free to students if determined so by the supplier.

Lower-level qualifications for concessional students: This training can be provided fee-free to students if determined so by the supplier.

Queensland Year 12 graduates: who enrol in a high-priority qualification and commence training within 12 months of completing Year 12 (that is, by the end of the calendar year following completion of Year 12).

Where no fee has been charged for 'fee-free' Year 12 graduates, evidence needs to be supplied that the student is a Queensland Year 12 graduate who enrolls and commences training within 12 months of completing Year 12 (that is, by the end of the calendar year following completion of Year 12).

VETiS students: This training is provided fee-free to school students and additional costs are met by the school.

Skilling Queenslanders for Work (SQW) participants: This training is provided fee-free to students with any additional costs met through SQW funding (held by the community-based organisation (CBO)). If determined by the supplier, lower-level vocational qualifications for concessional students only (see the Student Eligibility section of this document for further information) can be provided fee-free to students, rendering the requirement for a fee to be charged to the CBO. In all other instances, it is expected that the PQS will charge and collect the co-contribution fee from the CBO on behalf of the student.

REFUNDS

| Pre-qualified Supplier Policy 2018–19 | Performance standard 1 |
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| Other relating documents | Certificate 3 Guarantee Program Policy 2018–19 Higher Level Skills Program Policy 2018–19 |
| REQUIREMENTS | |
| ACCEPTABLE EVIDENCE | |
| <p>The supplier must:</p> <ul style="list-style-type: none"> have a refund policy provide the policy to students prior to them enrolling with the PQS. <p><i>Pre-qualified Supplier Policy 2018–19: Performance standard 1</i> <i>Certificate 3 Guarantee Program Policy 2018–19</i> <i>Higher Level Skills Program Policy 2018–19</i></p> | <p>Evidence of handbooks / documents (e.g. student application, eligibility enquiry form, information sheets) / emails / flyers / contact logs sent, dated prior to enrolment, concerning the refund policy.</p> |

AVETMISS DATA

| | |
|--|---|
| Pre-qualified Supplier Policy 2018–19 | Appendix 3 Appendix 4 Appendix 5 – Table 1, Table 2, Table 3, Table 4 Appendix 6 – Table 5 |
| Other relating documents | NIL |

AVETMISS REPORTING REQUIREMENTS

The supplier must ensure the supplier's student management system is compliant against the most current AVETMISS release and Queensland state requirements.

It is the responsibility of the supplier to ensure it submits for each student accurate and compliant VET activity data that contains complete information against all relevant fields specified for the applicable AVETMISS and Queensland state requirements. This submission of such data is required to be reported within specified timeframes as outlined within Appendix 3: Reporting Conditions of the *Pre-qualified Supplier Policy 2018–19*.

AVETMISS REPORTING REQUIREMENTS

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
|---|--|
| <p>Accurate AVETMISS data is submitted to the department in accordance with the most current national AVETMISS reporting requirements and meets all requirements outlined in Appendix 3 of the <i>Pre-qualified Supplier Policy 2018–19</i>.</p> <p>Pre-qualified Supplier Policy 2018–19: Appendix 3</p> <p>Please Note: Unique Student Identifier (USI) — from January 2015 all students (new and continuing) participating in nationally recognised training are required to have a USI. A VET qualification or statement of attainment must not be issued to any student without a USI. Enrolment procedures must include the attainment of the USI for each student and qualifications and statements of attainment must also include the student's USI. Where an exemption applies the evidence can be produced at audit.</p> | <p>For each student, compliant VET activity data that contains complete and correct information against all relevant fields specified for the applicable AVETMISS and Queensland state requirements as superseded, amended or replaced from time to time, including:</p> <ul style="list-style-type: none"> • PQS Agreement number • a verified Unique Student Identifier (USI) • date of birth • complete student address and contact details, including street number and name; suburb, locality or town; contact telephone number, email address • complete student demographic data including, but not limited to, gender, Indigenous status, disability status and main language spoken • correct fund source code • whether eligible for a concession • delivery mode / type identifier • predominant delivery mode • outcome identifier • location postcode where training delivery predominantly took place — for online delivery the PQS must report the postcode where the training is coordinated (such as state office), not the student location • amount of co-contribution fees collected per unit of competency (rounded to nearest dollar) • highest school level completed identifier (not applicable from AVETMISS release 8.0) • year when highest school level completed • prior educational achievement flag and identifier • VET in schools flag (if applicable) • labour force status identifier for Job Seekers either 06 or 07 as specified in AVETMISS • labour force status identifier for Existing Workers either 01, 02, 03, 04 or 05 as specified in AVETMISS • actual hours of training and assessment delivered where the student has engaged in the learning activity and withdrawn from the unit of competency prior to completion • when all requirements for the successful completion of the qualification, course or skill set have been met, the student must be reported in the Program Completed file (NAT00130); until the certificate is issued to the student, the 'issued flag' in the Program Completed file must remain as an 'N' (Not Issued) value • when the certificate is issued to the student, the 'issued flag' value in the Program Completed file must be changed to 'Y' (Issued) • date program completed • parchment issue date |

- any other information as requested by the department.

AVETMISS REPORTING REQUIREMENTS

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
|--|--|
| <p>Report accurate AVETMISS activity start and end dates for each student for each unit of competency.</p> <p>Pre-qualified Supplier Policy 2018–19: Appendix 3</p> <p>Please note:</p> <ul style="list-style-type: none"> • To ensure this occurs, a supplier is encouraged to cross-reference all of its student participation records against the AVETMISS start dates that have been reported. • Use of generic start and end dates for all units in a qualification is not acceptable. | <p>The AVETMISS start date reported accurately represents when formal training commenced in the unit of competency. Start dates should be supported by evidence of when formal training commenced for each unit of competency. Evidence would include trainer logs, signed student attendance sheets etc.</p> <p>The AVETMISS end date reported accurately represents when the student was deemed competent in the unit of competency.</p> <p>End date indicating when the final approval of competence has been signed off for each unit of competency for each student. This may be in the form of a unit overview sheet countersigned by the student, the assessor and, in the instances where assessment occurs during vocational placement, the workplace representative. The auditor will be comparing the latest piece of assessment successfully completed by the student for the unit of competency with the AVETMISS end date reported to the department. The supplier is encouraged to cross-reference all supporting evidence for the claim against the AVETMISS end dates that have been reported to ensure they match.</p> |
| <p>Report the accurate delivery mode identifier as specified in AVETMISS.</p> <p>Pre-qualified Supplier Policy 2018–19: Appendix 3</p> <p>Please note: AVETMISS Release 8.0 mandates the submission of a 'predominant delivery mode' based on delivery mode details reported in AVETMISS Delivery mode identifier (which now consists of three (3) mandatory fields). Information regarding AVETMISS 8.0 is available at: https://www.ncver.edu.au/publications/publications/all-publications/avetmiss-8.0-for-vet-providers-whats-changing-from-release-7.0#.</p> | <ul style="list-style-type: none"> • In instances where there are one or more methods of training used by a supplier (for example, a combination of face-to-face instruction and online learning), the supplier must have documented evidence to support which method is predominant per unit of competency and must ensure the correct predominate delivery mode is reported. • To identify the predominant delivery mode, for example, where face-to-face instruction is 5 hours, online resources is 10 hours, the following would be reported: <ul style="list-style-type: none"> ○ for AVETMISS data submitted under AVETMISS Release 7.0, online resources would be the predominant delivery mode and AVETMISS Delivery mode identifier '20' must be reported). ○ for AVETMISS data submitted under AVETMISS Release 8.0, the supplier would report the use of Internal and External Delivery modes by reporting YYN within the respective AVETMISS Delivery mode identifier fields as well as reporting 'E' as the predominant mode of delivery. |

AVETMISS REPORTING REQUIREMENTS

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
|--|---|
| <p>Report the accurate outcome identifier specified in AVETMISS for the relevant outcome.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Appendix 3, Appendix 4, Appendix 5 – Table 4</i></p> | <p>AVETMISS Outcome identifier ‘20’ – Competency achieved / pass See Assessment section of this document for evidence of AVETMISS Outcome identifier ‘20’.</p> <p>AVETMISS Outcome identifier ‘30’ – Competency not achieved / fail See Assessment section of this document for evidence of AVETMISS Outcome identifier ‘30’.</p> <p>AVETMISS Outcome identifier ‘40’ – Withdrawn / discontinued See Training section of this document for evidence of AVETMISS Outcome identifier ‘40’.</p> <p>AVETMISS Outcome identifier ‘51’ – Recognition of prior learning (RPL) See Assessment section of this document for evidence of AVETMISS Outcome identifier ‘51’.</p> <hr/> <p>AVETMISS Outcome identifier ‘60’ – Credit transfer A copy of the qualification, record of results (which includes details of the issuing RTO and the date issued), statement of attainment previously issued to the student for each unit of competency / module, or authenticated VET transcripts issued by the Registrar as per the meaning given in the Student Identifiers Act 2014.</p> <p><i>Please note:</i> A screenshot and / or record from the student’s AISS search is not acceptable evidence for this outcome. In the instance whereby the supplier is unable to obtain the record of results, statement of attainment and / or authenticated VET transcripts issued by the Registrar as per the meaning given in the Student Identifiers Act 2014, the supplier may be required to provide training and / or assessment under a fee-for-service arrangement.</p> |

AVETMISS REPORTING REQUIREMENTS

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
|---|--|
| | <p>AVETMISS Outcome identifier '65' – Transitional gap training</p> <p>See Assessment section of this document for evidence of AVETMISS Outcome identifier '65'.</p> |
| <p>Report the accurate concessional status for each student.</p> <p>Pre-qualified Supplier Policy 2018–19: Appendix 3, Appendix 5 – Table 3</p> | <p>See Eligibility section of this document for more detail on evidence for concessional status.</p> |
| <p>Report the accurate co-contribution fee collected per unit of competency (rounded to the nearest dollar).</p> <p>Pre-qualified Supplier Policy 2018–19: Appendix 3</p> <p>Please note: Where an invoice has been issued, the supplier must wait until payment in full has been received before reporting the fee amount to the department.</p> | <p>Invoices and receipts referencing the relevant student's name, which match the amount of co-contribution fees reported (with allowance made for rounding to the nearest dollar). Evidence should also include proof the fee has gone through the PQS' financial accounting system and has been banked appropriately.</p> <p>Please note: Evidence of payment of the co-contribution fee through a payment plan / purchase order / invoice arrangement by appropriate third parties, i.e. employers, job active providers, on behalf of the student would be sufficient evidence to demonstrate this requirement provided the supplier can demonstrate the payment is received within the terms of payment (for example, payable within 30 days or as per time-to-pay arrangement terms).</p> |

AVETMISS REPORTING REQUIREMENTS

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
|--|---|
| <p>Report an AVETMISS postcode of where the student undertakes training.</p> <p>Pre-qualified Supplier Policy 2018–19: Appendix 3</p> <p>Please note: If training is conducted at the supplier's premises, then the postcode of that location would be reported. If the student is predominantly undertaking training via the supplier's trainer attending the workplace, then the workplace's postcode would be reported.</p> <p>If training is conducted via an electronic (including online) or by correspondence method of delivery, the supplier must report the postcode where the training has been co-ordinated from, such as the supplier's national head office or Queensland state office location.</p> | <p>A valid record of student participation in training. See Training section of this document for more detail on acceptable evidence to validate student participation in training.</p> <p>Please note:</p> <ul style="list-style-type: none"> Location loadings are paid to encourage delivery in Queensland's identified country and remote areas, including Cape York and the Torres Strait. Location loadings will only be payable for AVETMISS delivery codes 10 (classroom-based) and 30 (employment-based), and internal delivery (I) and workplace-based (W) predominant delivery modes only. Locations attracting loading amounts can be found in the Priority skills localities and location loadings list. The audit team will examine training attendance sheets and training logs for evidence of delivery in country and remote locations. |

AVETMISS REPORTING REQUIREMENTS

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
|--|---|
| <p>Do not submit claims for payment for units in excess of the competency count for the qualification.</p> <p>Pre-qualified Supplier Policy 2018–19: Appendix 6</p> | <p>AVETMISS data reported against the program proving it does not exceed the maximum competency count.</p> |
| <p>Report any unit of competency available for credit transfer as a credit transfer. It is the responsibility of the supplier to check a student's statement of attainment for previously undertaken training and determine if any completed unit/s of competency can be counted towards the qualification in which the student intends to enrol. If yes, the supplier must record the unit of competency as a credit transfer.</p> <p>Pre-qualified Supplier Policy 2018–19: Appendix 3, Appendix 4, Appendix 6</p> <p>Please note: In circumstances where legislation, regulation or industry standards stipulate students must undertake retraining and reassessment of units of competency to address licensing or industry specific requirements, the department will not provide funding in those instances where evidence exists indicating the student has previously completed the same or equivalent unit of competency. (For example, after obtaining specific security licenses in Queensland, a student is required to undertake "triennial revalidation" and complete units of competency from Certificate II and / or III in Security Operations in order to maintain industry currency. The retraining of these units will not be funded under the Certificate 3 Guarantee program.)</p> | <p>A copy of the qualification, record of results (which includes details of the issuing RTO and the date issued) and / or statement of attainment previously issued to the student and / or authenticated VET transcripts issued by the Registrar as per the meaning given in the Student Identifiers Act 2014.</p> <p>Please note: If the qualification or statement of attainment presented by the student is from a superseded qualification, the supplier must refer to the mapping guide within the relevant training package to determine where equivalency is identified and issue a credit transfer for all equivalent units of competency.</p> |

AVETMISS REPORTING REQUIREMENTS

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
|--|---|
| <p>Report the accurate fund source code for the student and program.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Appendix 3, Appendix 5 – Table 1 & 2</i></p> | <p>This could include:</p> <ul style="list-style-type: none"> • enrolment form • student records identifying the program • letter of referral from CBO / program supplier • signed approval letter from the department. |
| <p>Accurately report the student's highest level of schooling completed.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Appendix 3</i></p> | <p>This could include:</p> <ul style="list-style-type: none"> • enrolment forms • school completion certificates. |
| <p>Report within 30 days, the 'issued flag' for that qualification when the student has successfully completed all requirements of the recognised qualification and the supplier has issued the qualification.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Appendix 3</i></p> | <p>This would include:</p> <ul style="list-style-type: none"> • accurate submission of AVETMISS data • issuance of the qualification. |
| <p>Report a valid Purchasing Contract Schedule Identifier (Purchase Schedule Number) and / or Purchasing Contract Identifier (Agreement Number) when delivering under Skilling Queenslanders for Work, Indigenous VET Partnerships, Strategic Industry Initiatives, Community Learning or Industry Pre-apprenticeship Program.</p> | <p>This would include:</p> <ul style="list-style-type: none"> • VET Pre-qualified Supplier Agreement • letter of referral from CBO / program supplier. |

ADMINISTRATION

RECORDS

| | |
|--|-----------------------|
| Vocational Education and Training Pre-qualified Supplier Agreement | Clause 9 Clause 10 |
| <p>The supplier must retain for six (6) years from the end of the Term documents, records and all information necessary to substantiate, to the reasonable satisfaction of the department, compliance with the terms and conditions of the agreement, including:</p> <ol style="list-style-type: none"> a. Information and material necessary to provide a complete record of Training and Assessment including: <ol style="list-style-type: none"> i. Records of each student's participation in Training and Assessment for each unit of competency, including records of the commencement of education content, attendance and progression ii. Evidence that the on-the-job training component (only if on-the-job training is applicable) has been achieved for each unit of competency for each student before the supplier claims payment of funding in relation to the unit of competency iii. Evidence supporting the accuracy and validity of data included in reports provided by the supplier to the department under Clause 5, including evidence supporting the start and end dates for each student for each unit of competency iv. Copies of the Qualifications and Statements of Attainment issued to each student. b. For each unit of competency, for each Student: <ol style="list-style-type: none"> i. The assessor's completed marking guide, criteria and observation checklists for the unit of competency ii. The completed assessment items for the unit of competency retained in hard copy (paper-based) or electronic (digital/scanned) form. c. Information and material specified in the <i>Pre-qualified Supplier Audit Evidence Requirements</i> published by the department. d. Any other information and material reasonably requested by the department. <p>Please note: <i>The retention of assessment evidence to validate the submission of various AVETMISS Outcome identifiers references and includes documentation retained in either a hard copy (paper-based) or electronic (digital / scanned) form. Whilst not specifically referenced within the PQS Agreement, the department does accept the retention of assessment evidence within an electronic format.</i></p> | |

INDUSTRY AND EMPLOYER NETWORKS

| Pre-qualified Supplier Policy 2018–19 | Performance standard 5 |
|---|--|
| REQUIREMENTS | ACCEPTABLE EVIDENCE |
| <p>Maintain strong industry and employer networks to deliver training linked to local job vacancies and employment outcomes, facilitate any vocational or work placements, and support students to transition to the workforce or into further training.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Performance standard 5</i></p> | <p>This could include documentation of:</p> <ul style="list-style-type: none"> • partnership with relevant industry bodies or business enterprises • involvement with industry advisory committees relevant to student’s employment and vocational goals • documented industry networking with a consistent pattern of interaction with employers or managers in relevant industries (e.g. signed records of conversation, industry engagement event minutes and / or memoranda of understanding) • formation of, or participation in, assessment moderation networks involving relevant employers • staff, resource or knowledge exchange programs with employers and / or industry networks • for suppliers delivering pre-employment or foundation skills training, engagement with employment service providers, disability employment networks or other such bodies that facilitate employment outcomes for the particular cohort of students engaging in training and assessment • contact logs with employers, correspondence between the supplier and employer • vocational placement plans. |

PUBLICITY & MARKETING

| Pre-qualified Supplier Policy 2018–19 | Performance standard 2 Performance standard 3 |
|--|---|
| Vocational Education and Training Pre-qualified Supplier Agreement | Clause 11 |
| Other relating documents | Certificate 3 Guarantee Program Policy 2018–19 Higher Level Skills Program Policy 2018–19 Pre-qualified supplier marketing and disclosure directives fact sheet |
| <p>Skilling Queenslanders for Work (SQW) – The SQW initiative funds CBOs to deliver tailored, local community-based support services to the selected target cohort as per project requirements. Suppliers are not funded under the SQW initiative and are not permitted to market the project or the additional support services. Additionally, a CBO who hold a SQW agreement with the department is not permitted to market the qualifications offered by a supplier under their <i>VET Pre-qualified Supplier Agreement</i>.</p> | |
| REQUIREMENTS | ACCEPTABLE EVIDENCE |
| <p>Hold approval from the department for the specific program and qualification being marketed.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Performance standard 2</i></p> | <p>Written approval from the department for the specific program/s and qualification/s at the time the training and assessment services are delivered and the time funding is claimed in relation to that delivery.</p> |
| <p>Comply with all department policies and directives in relation to the proper promotion and marketing of a program.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Performance standard 2</i> <i>Pre-qualified supplier marketing and disclosure directives fact sheet</i></p> | <p>All advertising material including, but not limited to, flyers, brochures, information packs and websites aligned with the relevant directives and policies.</p> |
| <p>Do not use the Queensland Government Coat of Arms in advertising, communication and / or promotional material.</p> <p><i>Vocational Education and Training Pre-qualified Supplier Agreement: Clause 11</i></p> | |

PUBLICITY & MARKETING

| REQUIREMENTS | ACCEPTABLE EVIDENCE |
|--|--|
| <p>Do not advertise fee-free training, or market, advertise or offer any gift or other benefit to a student, prospective student, employer or any other person which, in the department's reasonable opinion, is considered to be an inducement or likely to influence the student, prospective student, employer or any other person to enrol with the PQS.</p> <p><i>Pre-qualified supplier marketing and disclosure directives fact sheet</i></p> | <p>All advertising material including, but not limited to, flyers, brochures, information packs and websites demonstrably align with the relevant directives and policies.</p> |
| <p>Use the correct program name (Certificate 3 Guarantee) with the correct capitalisation. 'C3G' or 'Certificate III Guarantee' is not acceptable.</p> <p><i>Pre-qualified supplier marketing and disclosure directives fact sheet</i></p> | |
| <p>Acknowledge the Queensland Government and / or the department as the funding source.</p> <p><i>Pre-qualified supplier marketing and disclosure directives fact sheet</i></p> | |
| <p>Ensure any third party, irrespective of the nature of the relationship it has with the supplier, does not market the funding program, the PQS's funded training and assessment or the supplier's participation in the program. Failure to abide by this condition may result in termination of the VET PQS Agreement. Read the supplier marketing and disclosure fact sheet for further clarification. The department does not permit a third party to advertise employment opportunities with the sole purpose of referring individuals to training offered by a supplier. A 'third party' does not include a separate entity with expertise in marketing or similar, engaged by the supplier to provide advice to, or assist the supplier to market the supplier in line with the department's marketing instructions.</p> <p><i>Pre-qualified supplier marketing and disclosure directives fact sheet</i> <i>Pre-qualified Supplier Policy 2018–19: Performance standard 3</i></p> | <p>This includes all advertising material including, but not limited to, flyers, brochures, information packs and websites demonstrably aligned with the relevant directives and policies.</p> |






COMPLAINTS

| Pre-qualified Supplier Policy 2018–19 | Performance standard 2 |
|---|--|
| REQUIREMENTS | ACCEPTABLE EVIDENCE |
| <p>Ensure appropriate avenues exist for students, and / or employers where applicable, to make complaints, and that business processes are in place to resolve any complaints in a timely and fair manner.</p> <p><i>Pre-qualified Supplier Policy 2018–19: Performance standard 2</i></p> | <p>This could include:</p> <ul style="list-style-type: none"> • information in student handbooks, flyers, information packs or induction scripts informing the student of the official process to register their complaints • a complaints policy and procedures' document clearly outlining what the supplier staff must do to resolve complaints and issues • records of complaints made and actions taken, where relevant. |



CONFLICT OF INTEREST AND INDUCEMENTS

| Vocational Education and Training Pre-qualified Supplier Agreement | Clause 12 |
|--|--|
| REQUIREMENTS | ACCEPTABLE EVIDENCE |
| <p>Do not give or offer to give any gift or other benefit to a student including a prospective student or any other persons, which in the department's reasonable opinion could be viewed as an inducement or likely to influence enrolment with the supplier in a qualification funded under the program.</p> <p><i>Vocational Education and Training Pre-qualified Supplier Agreement: Clause 12</i></p> | <p>This would include:</p> <ul style="list-style-type: none"> marketing, promotional and advertising materials and any other marketing activities do not contain inducements or offers of gifts letters or emails sent by the supplier to the department regarding marketing activities and subsequent responses from the department. |
| <p>Immediately give notice to the department if a conflict or risk of conflict of interest arises. It is the responsibility of the supplier to identify any potential conflict of interest and its possible effect on the integrity of the funded arrangement and the outcomes expected from the program.</p> <p><i>Vocational Education and Training Pre-qualified Supplier Agreement: Clause 12</i></p> | <p>This would include:</p> <ul style="list-style-type: none"> risk management process addressing potential conflicts of interest, including inducement, and evidence of monitoring of these activities letters or emails sent by the supplier to the department outlining the conflict or risk of conflict of interest and subsequent responses from the department. |



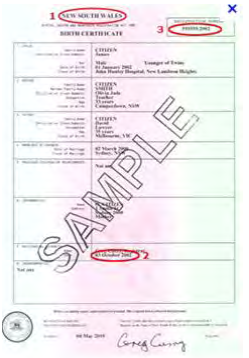
APPENDIX 1 – EVIDENCE OF ELIGIBILITY

| Identification type | As evidence of | Sample |
|---|---|---|
| <p>Queensland Driver Licence</p> | <p>Date of birth</p> <p>Queensland residency (if back of licence, showing address, is retained)</p> |  |
| <p>Adult Proof of Age Card</p> | <p>Date of birth</p> <p>Queensland residency (if back of card, showing address, is retained)</p> |  |
| <p>Heavy vehicle or marine licence</p> | <p>Date of birth</p> <p>Queensland residency (if back of licence, showing address, is retained)</p> |  |
| <p>Pensioner Concession Card</p> | <p>Eligibility for concession</p> <p>Queensland residency (if showing Queensland address)</p> |  |
| <p>Health Care Card</p> <p>Different classes include:</p> <ul style="list-style-type: none"> ex-carer allowance (child) foster child low income | <p>Eligibility for concession</p> <p>Queensland residency (if showing Queensland address)</p> |  |

APPENDIX 1 – EVIDENCE OF ELIGIBILITY

| IDENTIFICATION TYPE | AS EVIDENCE OF | SAMPLE |
|--|--|--|
| <p>Commonwealth Seniors Health Card</p> | <p>Eligibility for concession Queensland residency (if showing Queensland address)</p> |  |
| <p>Medicare card</p> | <p>A current green Medicare card is sufficient evidence of Australian Permanent Residency.</p> <p>A blue interim Medicare card may address eligibility requirements for students claiming temporary residency status if accompanied by the necessary Australian Government Department of Immigration and Border Protection / Department of Home Affairs documentation, visa and work permits on the pathway to permanent residency.</p> <p>A yellow Reciprocal Health Care Card does not address eligibility requirements.</p> |  |

APPENDIX 1 – EVIDENCE OF ELIGIBILITY

| IDENTIFICATION TYPE | AS EVIDENCE OF | SAMPLE |
|--|---|---|
| <p>Australian passport</p> | <p>Australian citizenship Date of birth</p> |  |
| <p>Australian citizenship certificate</p> | <p>Australian citizenship</p> |  |
| <p>Australian birth certificate</p> | <p>Australian citizenship Date of birth</p> |  |

APPENDIX 1 – EVIDENCE OF ELIGIBILITY

| IDENTIFICATION TYPE | AS EVIDENCE OF | SAMPLE |
|--------------------------------------|------------------------------------|--------|
| Visa Entitlement Verification Online | Visa status details and conditions | |

Additional examples of evidence to support Queensland residency

| | | |
|--|--|--|
| Queensland residential address documents | <p>Any of the following:</p> <ul style="list-style-type: none"> • Australian Electoral Commission document (e.g. acknowledgement of electoral enrolment letter or electoral enrolment card) • contract of property purchase, lease / rental document, mortgage / land ownership certificate • electricity, gas or telephone account issued the last six (6) months • Queensland local government rates notice • Queensland Driver Licence or Queensland Driver Licence Receipt • bank statement issued within the last six (6) months • official letter from Centrelink or the Australian Government Department of Human Services • Australian Taxation Office assessment / Tax-file number confirmation notice. | |
|--|--|--|

Please note: All forms of eligibility evidence must be valid at the point of enrolment unless otherwise specified above.

APPENDIX 2 - ELIGIBILITY REQUIREMENTS – checklist (items 1–7 only)

| Item number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|------------------------------------|----------------------|-----------------------------|------------------------------------|--------------------------------|--|---------------------------------------|-------------------------------|--|
| Category | Date of birth | Queensland residency | Australian citizenship | New Zealand citizenship | Australian permanent residency* | Australian temporary residency | Concession eligibility | Fee-free training for Year 12 graduates |
| Mandatory requirement for evidence | Yes | Yes | Yes, for one of these categories ★ | | | | Yes, if claimed | Yes, if claimed |

EVIDENCE LIST

| | | | | | | | | |
|--|---|-----|-------|-------|---|--|---|--|
| Driver licence | ✓ | ✓ ✓ | | | | | | |
| 18+ card | ✓ | | | | | | | |
| Heavy vehicle or marine licence | ✓ | ✓ ✓ | | | | | | |
| Birth certificate or birth extract | ✓ | | ✓ ✓ ✓ | ✓ ✓ ✓ | | | | |
| Australian, New Zealand or international passport | ✓ | | ✓ ✓ ✓ | ✓ ✓ ✓ | | | | |
| <i>Visa Entitlement Verification Online (VEVO)</i> | | | | | ✓ | | | |
| Dept. of Veterans' Affairs / Pensioner Concession Card | | ✓ ✓ | | | | | ✓ | |
| Health Care Card | | ✓ ✓ | | | | | ✓ | |

APPENDIX 2 - ELIGIBILITY REQUIREMENTS – checklist (items 1–7 only)

| Item number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|------------------------------------|----------------------|-----------------------------|------------------------------------|--------------------------------|--|---------------------------------------|-------------------------------|--|
| Category | Date of birth | Queensland residency | Australian citizenship | New Zealand citizenship | Australian permanent residency* | Australian temporary residency | Concession eligibility | Fee-free training for Year 12 graduates |
| Mandatory requirement for evidence | Yes | Yes | Yes, for one of these categories ★ | | | | Yes, if claimed | Yes, if claimed |

EVIDENCE LIST

| | | | | | | | | |
|--|--|-----|---|---|---|---------|---|---|
| Commonwealth Seniors Health Card | | ✓ ✓ | | | | | ✓ | |
| Medicare card (current green only) | | | ✓ | ✓ | ✓ | ✓ | | |
| Blue Medicare card | | | | | | ✓ ✓ ✓ ✓ | | |
| Senior Statement or Statement of Results | | | | | | | | ✓ |

For each eligibility criterion that applies, the PQS must collect and retain at least one suitable piece of evidence.

★ Includes humanitarian permanent residency visas

Additional examples of evidence for Queensland residency please see Attachment 1.

Legend

| | |
|---------|--|
| ✓ | Suitable evidence. |
| ✓ ✓ | Must show a Queensland residential address if used as evidence of Queensland residency. |
| ✓ ✓ ✓ | Must be an Australian Citizen or hold a New Zealand birth certificate, birth extract or passport if used as evidence of Australian or New Zealand citizenship. |
| ✓ ✓ ✓ ✓ | Subclass 201 and 202 Humanitarian visa holders, with visa and work permits and commencement of application for permanent residency. |

APPENDIX 3 - OVERPAYMENTS INFORMATION

| | |
|--|--|
| Overview | <p>The PQS system is based on a performance framework wherein the assessment, selection and monitoring of RTOs is linked to national standards and department-specific requirements in quality management.</p> <p>The PQS must operate in accordance with the terms of their PQS approval, including the PQS Agreement and relevant program policies. Failure to comply may result in the department seeking recovery of funds paid under the PQS Agreement.</p> |
| Overpayments | <p>Overpayments, as defined in Clause 8.1 of the PQS Agreement, refer to those payments made by the department to the supplier to which the supplier is not entitled to in accordance with the agreement or the department's policies.</p> <p>Insufficient retention of evidence as outlined in the department's policies and related documentation, such as evidence requirements, constitutes an unsubstantiated claim and therefore an overpayment. The department may seek full recovery for these overpayments.</p> |
| <p>In some instances, full recovery may not be applied and instead a partial recovery for overpayments amounting to a percentage less than 100% recovery or a recovery of the difference may be applied.</p> | |

| Overpayment issue resulting in partial recovery | Recovery amount |
|--|---|
| <p>Co-contribution fees Not providing evidence that co-contribution fees have been charged and collected for each unit of competency in which a student enrolls.</p> | <p>20% of funding paid for all related units of competency for all related students.</p> |
| <p>Incorrect use of AVETMISS outcome codes Reporting inaccurate AVETMISS outcome codes resulting in the supplier being paid a higher government subsidy than is allowable.</p> | <p>Difference in funding paid for all related units of competency for all related students.</p> |
| <p>Incorrect delivery mode and/or postcode Reporting inaccurate delivery modes and/or postcodes resulting in the supplier being paid a higher government subsidy than is allowable.</p> | <p>Difference in funding paid for all related units of competency for all related students.</p> |
| <p>Qualification issued flag not set Not advising the department a student has been issued with a certificate within 30 days of it being issued.</p> | <p>10% of funding paid to the PQS for all related units of competency for all related students.</p> |
| <p>Insufficient or no evidence of vocational/work placement Where vocational or work placement is a mandatory requirement for training and/or assessment in the qualification (at the qualification level), insufficient or no evidence of the placement, including the quantum of placement undertaken. <i>Where unit of competency assessment requirements include a specific period of hours in the workplace, insufficient or no evidence of the period of placement (including the quantum of hours) will result in full recovery.</i></p> | <p>20% of funding paid for all students who have completed the qualification.</p> |

GLOSSARY OF TERMS

| TERM | DEFINITION | LINK IF APPLICABLE |
|-----------------|--|---|
| ABN | Australian Business Number | http://www.australia.gov.au/information-and-services/money-and-tax/tax/abn-australian-business-number |
| ACSF | Australian Core Skills Framework | https://www.education.gov.au/australian-core-skills-framework |
| AISS | Apprenticeships Info Self Service | http://apprenticeshipsinfo.qld.gov.au/about-us/aiss.html |
| AMEP | Adult Migrant English Program | https://www.education.gov.au/adult-migrant-english-program-0 |
| AQF | Australian Qualifications Framework | http://www.aqf.edu.au/ |
| ASQA | Australian Skills Quality Authority | http://www.asqa.gov.au/ |
| AVETMISS | Australian Vocational Education and Training Management Information Statistical Standard | https://www.ncver.edu.au/publications/publications/all-publications/statistical-standard-software/avetmiss-data-element-definitions-edition-2.3 |
| CBO | Community-based Organisation | https://training.qld.gov.au/community-orgs/funded/sqw |
| CSWDF | Core Skills for Work Developmental Framework | https://www.education.gov.au/core-skills-work-developmental-framework |
| DESBT | Department of Employment, Small Business and Training | https://desbt.qld.gov.au/ |
| FFYr12 | Fee-free training for Year 12 graduates | https://training.qld.gov.au/training/incentives/year12-fee-free |
| FSAT | Foundation Skills Assessment Tool | https://www.education.gov.au/foundation-skills-assessment-tool |
| LLN | Language Literacy Numeracy | https://training.qld.gov.au/providers/inclusive/foundation/resources |
| PQS | Pre-qualified Supplier | https://training.qld.gov.au/providers/pqs |

GLOSSARY OF TERMS

| TERM | DEFINITION | LINK IF APPLICABLE |
|-----------------------------|--|---|
| PSL | Priority Skills List | https://training.qld.gov.au/docs-data/strategies/vetinvest/subsidieslist |
| QCAA | Queensland Curriculum and Assessment Authority | https://www.qcaa.qld.edu.au/ |
| QCE | Queensland Certificate of Education | https://www.qld.gov.au/education/career/qualifications/pages/qce.html |
| QCIA | Queensland Certificate of Individual Achievement | https://www.qcaa.qld.edu.au/senior/certificates-qualifications/qcia |
| RPL | Recognition of prior learning | https://training.qld.gov.au/training/recognition/rpl |
| RTO | Registered Training Organisation | https://www.asqa.gov.au/vet-registration/apply-registration |
| SEE | Skills for Education and Employment | https://www.education.gov.au/skills-education-and-employment |
| SQW | Skilling Queenslanders for Work | https://training.qld.gov.au/community-orgs/funded/sqw |
| USI | Unique Student Identifier | https://www.usi.gov.au/documents/factsheet-student-information-rtos |
| VETiS | Vocational Education and Training in Schools | https://training.qld.gov.au/providers/funded/vetis |
| VEVO | Visa Entitlement Verification Online | http://www.homeaffairs.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-(vevo) |
| Conflict of interest | In the reasonable opinion of an independent observer, the interest of the PQS comes into conflict with, or opposition to, the objectives or standards within the VET PQS Agreement, the PQS Policy or the relevant program policy. | |
| Directly | Within three (3) months of completion of the lower-level qualification. | |

GLOSSARY OF TERMS

| TERM | DEFINITION |
|------------------------|---|
| Existing worker | Described in the Pre-qualified Supplier Policy as a current employee who has a one month or more employment relationship with their employer and has actively fulfilled work duties for this period. The one-month working relationship could be full-time or on a part-time / casual employment equivalent basis. Existing workers have access to employee entitlement and therefore do not include volunteers. Registration with a Labour Hire Company does not satisfy the 'existing worker' requirement, unless at the commencement of the training the prospective student has been engaged in employment for a period of one month or more and is currently employed. |
| Inducement | The offer of gifts or money to a person or business to entice or persuade that person or business. |
| New worker | Individuals employed within the last three months, or have been offered a position with a commencement date after the completion of training. |
| Recent | Employment history within three (3) years of the date of the enrolment. |
| Signature | <p>Refers to 'signed' or 'signature' within this document and incorporates the use of both manually handwritten and electronic signatures.</p> <p>For the purpose of departmental funding programs, a manually handwritten signature refers to instances where a person uses a pen to sign their name on a hard copy document. Similarly, an electronic signature will incorporate only the following:</p> <ul style="list-style-type: none"> • a digital rendition of a person's signature e.g. scanned version on a touch screen • electronic communication, such as an email that provides an agreement / approval / signed consent and must clearly show the sender's name and domain address belonging to them, and the contents of the email or attached document clearly highlights the person's intention in relation to the information communicated • a digitised signature using an encrypted digital code, which must be provided, that authenticates the person who is affixing their signature to a document. <p>Any of the above types of electronic signatures can be accepted but central to the matter is the authenticity of each and every occasion an electronic signature is presented i.e. it must be an imprint that is original at each point of use. The signature system must not be taken from a database and must not allow the RTO to copy and reuse an electronic signature previously submitted or provided.</p> |
| Skill set | A single unit of competency or combination of units of competency from one or more training packages that link to a licence, regulatory requirement or defined industry need. Nationally endorsed skill sets have been approved by ASQA and assigned a code for reporting purposes. |

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| | Priority skill sets subsidised under the PQS Policy are published on the Priority Skills List on the department's website: https://training.qld.gov.au/docs-data/strategies/vetinvest/subsidieslist |
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GLOSSARY OF TERMS

| TERM | DEFINITION |
|--------------------------|---|
| Third party | Any entity, organisation or person that is not a part of the RTO entity awarded PQS status (i.e. not employed by the PQS, nor part of its organisational structure such as a director). A third party operates as a separate entity, either with or without a contract or agreement with the PQS. Without limitation, a third party is related to the PQS if: (a) the third party is a Related Body Corporate of the PQS; or (b) there is any commonality in the key personnel of the third party and the key personnel of the PQS. |
| Term of Agreement | <p>This Agreement starts on the date specified in the department's letter to the supplier advising of the supplier's success in obtaining 'Pre-qualified Supplier' status and will continue until the earlier of:</p> <ul style="list-style-type: none"> a) the date this Agreement terminated in accordance with the terms of this Agreement; b) and the date that the last Funding Program ends. |

| REFERENCES | |
|--|---|
| AVETMISS 8.0 for VET Providers: what's changing from release 7.0 | https://www.ncver.edu.au/publications/publications/all-publications/avetmiss-8.0-for-vet-providers-whats-changing-from-release-7.0# |
| AVETMISS 8.0 VET Provider Collection | https://www.ncver.edu.au/publications/publications/all-publications/statistical-standard-software/avetmiss-vet-provider-collection-specifications-release-8.0 |
| Certificate 3 Guarantee Program Policy 2018–19 | https://training.qld.gov.au/providers/funded/certificate3 |
| DETConnect | https://training.qld.gov.au/providers/detconnect |
| Higher Level Skills Program Policy 2018–19 | https://training.qld.gov.au/providers/funded/higher-level-skills |
| High Priority Qualifications | https://training.qld.gov.au/providers/funded/fee-free |
| National Vocational Education and Training Regulator Act 2011 | https://www.legislation.gov.au/Details/C2011A00012 |
| Pre-qualified Supplier Compliance Audit, Audit Report (Certificate 3 Guarantee Higher Level Skills) | https://training.qld.gov.au/site/providers/Documents/pqs/audits/audit-report-c3g-hls.pdf |
| Pre-qualified supplier marketing and disclosure directives fact sheet | https://training.qld.gov.au/providers/pqs/contract |
| Pre-qualified Supplier Policy 2018–19 | https://training.qld.gov.au/providers/pqs/contract |
| Priority Skills List | https://training.qld.gov.au/docs-data/strategies/vetinvest/subsidieslist |
| Priority skills localities and location loadings list 2018–19 | https://training.qld.gov.au/docs-data/strategies/vetinvest/subsidieslist |

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| Skilling Queenslanders for Work | https://training.qld.gov.au/providers/funded/sqw |
| Student Identifiers Act 2014 | https://www.legislation.gov.au/Details/C2014A00036 |
| Standards for Registered Training Organisations (RTOs) 2015 | https://www.legislation.gov.au/Details/F2014L01377 |
| Vocational Education and Training in Schools (VETiS) | https://training.qld.gov.au/providers/funded/vetis |
| Vocational Education and Training (VET) Pre-qualified Supplier (PQS) Agreement | https://training.qld.gov.au/site/providers/Documents/pqs/become/vet-pqs-agreement.pdf |

| DOCUMENT CONTROL | |
|---|---|
| Document: | Pre-qualified Supplier Audit Evidence Requirements (VET Investment Programs 2018–19) |
| Approving authority: | Director, Market Quality Training and Skills |
| Approval date: | 20 July 2018 |
| Effective date: | 6 August 2018 |
| Related documents: | <ol style="list-style-type: none"> 1. <i>Vocational Education and Training (VET) Pre-qualified Supplier (PQS) Agreement</i> 2. <i>Pre-qualified Supplier Policy 2018–19</i> 3. <i>Certificate 3 Guarantee Program Policy 2018–19</i> 4. <i>Higher Level Skills Program Policy 2018–19</i> 5. <i>PQS Compliance Audit, Audit Report (Certificate 3 Guarantee Higher Level Skills)</i> |
| Version control: | <p>Version 1 (released 31 March 2014)</p> <p>Version 2 (released 4 February 2016)</p> <p>Version 3 (released 6 February 2017)</p> <p>Version 4 (released 1 July 2017)</p> <p>Version 4.1 (released 9 March 2018)</p> <p>Version 5.0 (released 2 July 2018)</p> <p>Version 5.1 (released 6 August 2018)</p> |
| All documents are available online at: www.training.qld.gov.au or www.legislation.qld.gov.au . | |