

Newsletter

Please ensure that this Newsletter is distributed to all members of your staff – it provides a valued source of information to assist you in managing your obligations under the PQS Agreement.

Contract Connector

Issue 34 – October 2014

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NOTE: Throughout the Newsletter Pre-qualified Suppliers (PQS) are able to access website information through the inclusion of hyperlinks.

Should a link not work when clicked – copy and paste that portion of the link that has “broken” and sits on the next line of the article – place this into the browser. Check that the full pathway has been copied across – then activate the hyperlink as normal. It should work.

GENERAL

NEW TO AVETMISS – WEBINAR SERIES ⁽¹⁾

During September and October 2014, The National Centre for Vocational Education Research (NCVER) Team has provided free one-hour sessions for staff from RTOs new to AVETMISS reporting. The webinar – **New to AVETMISS** provides practical help on how to meet AVETMISS reporting requirements. The webinar:

- Introduces the main AVETMISS reporting requirements.
- Provides a checklist on how to get ready for AVETMISS reporting.
- Provides an opportunity to ask questions.

From November onwards a recording of the webinar series and the presentation slides will be available from the following website link:

[AVETMISS Support page](#)

PQS new to AVETMISS reporting are encouraged to participate.

UNIQUE STUDENT IDENTIFIER (USI) – COMING SOON ⁽²⁾

The Australian Government is delivering improvements to the skills and training system to ensure students can move more easily from training into paid jobs that boost national productivity.

The *Student Identifiers Act 2014* was proclaimed on 27 June 2014, paving the way for the 1 January 2015 commencement of the Unique Student Identifier (USI) scheme.

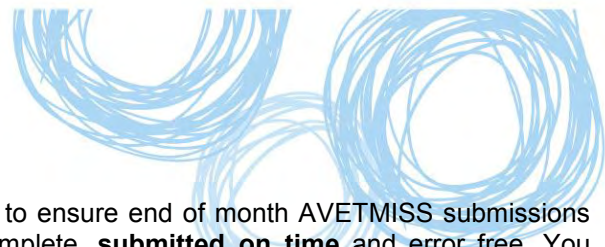
Students will be able to apply for their unique number to build an online record of their vocational education and training (VET) attainment and qualifications.

Registered training organisations (RTOs) will be required to collect and verify a USI for each student and include this in their AVETMISS reporting.

The USI scheme will make it easier for an estimated three million VET students and nearly 5,000 training



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organisations to access and share training information. RTOs are encouraged to talk to their student management system developers to ensure the USI can be included in enrolment and student management processes.

The Department of Industry will work with training providers and key stakeholders over the coming months to assist with preparation for implementation.

For more information visit the [Unique Student Identifier website](#) or email the [USI Taskforce](#).

DEPARTMENTAL OUTCOME CODE 65 – HOW TO REPORT ⁽³⁾

Outcome code 65 is to be used when transitioning a student from a superseded qualification to the new qualification in accordance with the transition and teach-out rules prescribed by ASQA.

It applies in instances when a unit of competency has been successfully completed under the old qualification, however the superseded competency does not map directly into the new competency, therefore requiring additional training. Where gap training is required and successfully completed by the student, the PQS must report outcome code 65 in order to attract a five per cent payment in recognition of the additional training delivered. Using outcome code 65 will not affect the number of competencies undertaken to date by the student.

The rule is attached to the student not the PQS. Therefore a PQS must carry out a mapping process (and retain evidence of this process) for each student who transitions from an old qualification to a new. Where direct mapping is identified credit transfers are to be applied. Where partial mapping is identified and gap training is required a 65 outcome is to be applied if the student successfully completes the gap training. There is no payment for failure of gap training. Where no mapping is identified the PQS is to deliver the entire unit of competency.

No co-contribution fees can be charged for this Outcome Identifier

MONTHLY DATA SUBMISSIONS ⁽⁴⁾

In line with your PQS Agreement please note that a PQS will only receive payment for a data submission which is error free and meets the standard Departmental validations for the relevant program.

Please note that **payments will be made monthly**. In order for payments to be processed in a timely manner it

is vital to ensure end of month AVETMISS submissions are complete, **submitted on time** and error free. You are encouraged to submit your data more frequently to achieve an error free status – but it must occur before the last working day of the month.

To be compliant PQS are reminded they have:

- 90 days to make a claim for training delivery from the date the competency has been achieved for the 2010-2015 User Choice Program; and,
- 30 days to make a claim for training delivery from the date the competency has been achieved for the VET Investment Plan.

Failure to adhere to this timeframe may result in your organisation not receiving payment.

PQS RESPONSIBILITY ⁽⁵⁾

PQS are reminded of their responsibility to ensure compliance with all policy guidelines and agreement requirements. In particular:

Any changes to a PQS Scope of Registration ^(a)

- Where qualifications are either added to or removed these changes must be advised to Contract Management and Performance immediately. Notification can be provided by email and then by submitting a variation request through Variations Online (VOL) to either remove the qualification from your Schedule or remove your organisation from being published.

Any changes to a PQS Legal Name or a change in control ^(b)

- Must be notified to Contract Management and Performance before the changes occur.

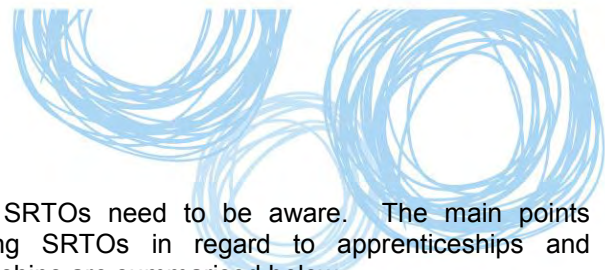
Failure to advise the Department will result in a situation where no valid Agreement is in place and no payments will be made. It is at the Department's discretion as to whether it consents or refuses to consent to any change in Control of the PQS.

ACTIONS:

- [] Have you confirmed with your Student Management System (SMS) developer that they are USI "geared up"?
- [] Do you have a business process in place to comply with your monthly data submissions?



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USER CHOICE

ERRORS...NEW FACT SHEET ⁽⁶⁾

A new fact sheet has been developed that relates specifically to User Choice as follows:

846 – Invalid Apprentice/Trainee Registration number supplied

You will receive this error if students are reported without a DELTA Registration Number, or with an incorrect DELTA Registration Number.

Error Fact Sheets can be located at:

<http://www.training.qld.gov.au/training-organisations/pre-qualified-suppliers/pgs-news-events.html>

DECLARATIONS ⁽⁷⁾

The following qualifications have been approved for User Choice funding:

TLI10 - Transport and Logistics Industry Training Package.

Qualification	Code	Priority
Certificate III in Furniture Removal	TLI33313	3

Note: All declared apprenticeships/traineeships and details about User Choice funding can be found on Queensland Training Information Service (QTIS) located on the Departments Home Page <http://qtis.training.qld.gov.au/TrainingNews>

Remember: You must have scope of registration before applying for the addition of any qualification to your Schedule A/Delivery Schedule. Only when scope has been approved can you then apply for the qualification to be added to your Schedule A/Delivery Schedule through Variations on Line using your Purchasing on Line (POL) account. Failure to do this will result in no payment.

RESPONSIBILITIES OF SUPERVISING REGISTERED TRAINING ORGANISATIONS (SRTOs) ⁽⁸⁾

The [Further Education and Training Act 2014](#) (the FET Act) was implemented on 1 July 2014, repealing the *Vocational Education, Training and Employment Act 2000* (the VETE Act).

Whilst the responsibilities of SRTOs under the FET Act remain largely unchanged, there are some matters of

which SRTOs need to be aware. The main points affecting SRTOs in regard to apprenticeships and traineeships are summarised below.

(i) [Declaration of apprenticeships and traineeships policy](#)

The new policy outlines the requirements for each apprenticeship and/or traineeship declared in Queensland under [the FET Act](#) and provides SRTOs with an overview of:

- the minimum requirements for registering a training contract in Queensland, and
- the minimum requirements for supervision, facilities and training of an apprentice or trainee under a training plan.

SRTOs must ensure that they adhere to the requirements for each apprenticeship or traineeship.

The [Queensland Training Information Service \(QTIS\) database](#) has been updated to reflect the requirements stated in the declaration policy, as well as the particular requirements for school-based arrangements. A review of the structure of information provided in QTIS is currently underway with a view to improving readability.

(ii) Training plans

Under the FET Act, the SRTO for an apprentice or trainee must take all reasonable steps to ensure a training plan is signed—

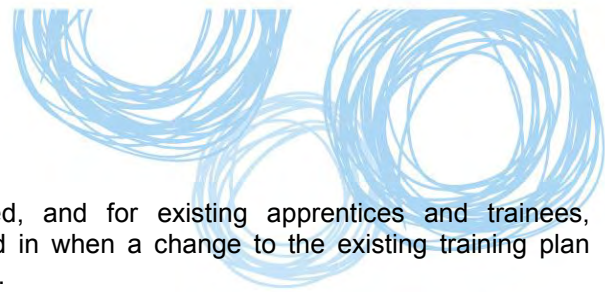
- if it is the initial training plan, within 3 months of the start of the apprenticeship or traineeship (previously before the end of the probationary period)
- if it is because the SRTO has been replaced, within 28 days after the replacement of the SRTO (previously within 14 days)
- if it is because of a permanent, temporary or statutory transfer to another employer, within 28 days after the transfer of the training contract.

SRTOs must ensure they provide a copy of the signed training plan to the parties within 14 days after they sign it (previously 7 days).

The FET Act allows SRTOs to make minor changes to the training plan without the need for the employer or apprentice/trainee to sign a new training plan. A minor amendment may be deemed as not changing how, when or where training and assessment will be undertaken – for example, a changed title of qualification.



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(iii) Suspension of a registered training contract

The FET Act allows the parties to a registered training contract to mutually agree to apply to suspend the contract for up to 1 year. During the period of suspension, all training and assessment under the training plan is suspended and the apprentice or trainee must not undertake any institutional training in the apprenticeship or traineeship during the period of suspension.

(iv) Resources

All DETE resources related to apprentice/traineeship training contracts have been reviewed and are available from [DETE's website](#). These resources include a range of new forms and information sheets. Also available is a new version of the Guide for Supervising Registered Training Organisations, which details the requirements and processes related to the FET Act.

For the full range of responsibilities and changes to apprenticeship and traineeship provisions, please refer directly to [the FET Act](#).

HARMONISATION PROJECT – NATIONALLY CONSISTENT TRAINING PLAN TEMPLATE ⁽⁹⁾

As part of Australian Government reform, a national harmonisation project has been underway regarding Australian apprenticeship regulation, rules and pathways.

One of the harmonisation principles related to agreement by States and Territories regarding a nationally consistent training plan template.

Agreement has been reached and a national training plan template is now available.

As per the *Further Education and Training Act 2014*, all training plans in Queensland must be in the approved form. The national training plan template is the current approved form in Queensland.

SRTOs are encouraged to directly use the national training plan template published by the department, or alternatively, develop their own template to meet their individual requirements ensuring that the training plan contains all the information contained within the approved version.

There is no requirement for existing apprentices and trainees to be immediately transitioned to the national template. The expectation is that the national template will be utilised in instances where a new training plan is

required, and for existing apprentices and trainees, phased in when a change to the existing training plan occurs.

The new template can be found on the [training.qld.gov.au](http://www.training.qld.gov.au) website at – <http://www.training.qld.gov.au/training-organisations/srto/index.html>

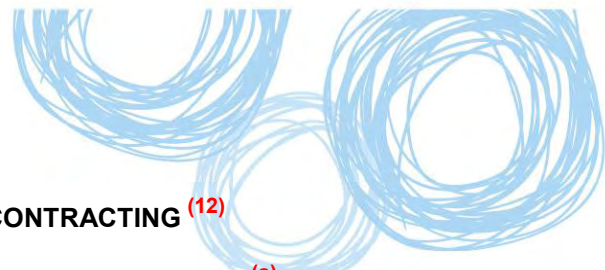
Should you require any further information, please contact Suellen Retschlag on telephone (07) 3328 6833 or email suellen.retschlag@dete.qld.gov.au.

ACTIONS:

[] Start using the “nationally consistent Training Plan template”?



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2014-15 QUEENSLAND VET INVESTMENT PLAN

DETERMINING TRAINING ELIGIBILITY – VISA REQUIREMENTS ⁽¹⁰⁾

When determining eligibility for temporary residents you are encouraged to use the link below together with the conditions of participant eligibility set out in the various PQS Policies. This information should be used in conjunction with the specific individual and their circumstance.

Part of the decision making process is to ensure that all temporary residents have the necessary visa and work permits and that they are on the pathway to permanency.

Visas and the associated requirements are the responsibility of the Australian Government. Given the individual circumstances and complexities within the Visa system, it is not the responsibility for DETE to provide a blanket ruling on every Visa category. Based on the individual analysis and circumstance, the PQS must record their decision making process for review by the Department.

<http://www.immi.gov.au/Services/Pages/vevo/vevo-overview.aspx>

STUDENT ELIGIBILITY UNDER STRATEGIC INTERVENTIONS ⁽¹¹⁾

Under DETE Strategic Interventions (i.e. Community Learning, Industry Partnership Strategy, Indigenous Training Strategy), it is the responsibility of the funded Supplier to ensure that Participant eligibility criteria are being met, with appropriate evidence retained with Participant records to facilitate subsequent contract compliance audits.

In the situation where a separate organisation is the funded Supplier and has sub-contracted the delivery of training and assessment services, the PQS is only responsible for retaining evidence of referral from their funded Supplier. Further information can be found in Appendix 2, Item 5 of Supplier Service Agreements on the website at

www.training.qld.gov.au/communitylearning or
www.training.qld.gov.au/industrypartnerships or
www.training.qld.gov.au/indigenoustraining

SUB-CONTRACTING ⁽¹²⁾

Training and Assessment ^(a)

PQS are reminded to familiarise themselves with Clause 16 16.1 and 16.2 of their *VET Pre-qualified Supplier Agreement* which states:

Clause 16.1 Subject to this clause 16, the Supplier may subcontract or enter into arrangements with third parties (“Contractors”) to assist the Supplier to deliver Training and Assessment under this Agreement.

Clause 16.2 The Supplier will remain liable to the Department for all of its obligations or liabilities under this Agreement.

Promoting, Advertising and Marketing ^(b)

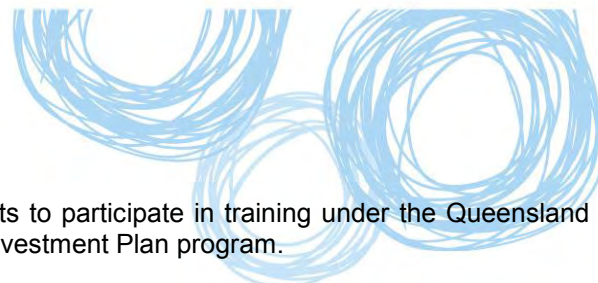
Clause 16.4 The Supplier must not subcontract or enter into an arrangement whereby the Contractor promotes, markets or advertises the Program or the Supplier’s status as a Pre-qualified Supplier for the Program.

Additionally:

- DETE’s policy allows **only the PQS** to advertise or market DETE’s funding programs and the PQS approval to deliver training supported by this funding. It is imperative the PQS has full and close control over the content of any advertising or marketing to ensure accuracy and market certainty.
- This approval does not extend to a **third party** which is any entity/organisation/person that is not a part of the RTO entity awarded PQS status (i.e. not employed by the PQS, nor within its organisational structure such as a director). A third party operates as a separate entity in the marketplace, either with or without a contract with the PQS.
- A third party does not include:
 - a separate entity, who has expertise in marketing or similar, engaged by the PQS to provide advice to, or assist the PQS to market the PQS in line with the department’s marketing instructions;
 - any entity/person that refers its clients or associates to a PQS it recommends (provided that entity/person does not engage in any marketing of the PQS).



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ERRORS....NEW VALIDATIONS ⁽¹³⁾

From 1 July 2014 two new validations will be introduced to the Queensland VET Investment Plan.

34010 – Invalid Fee Exemption/Concession Type Identifier

You will receive this error if you report any other code than “N” or “C” in the Fee Exemption/Concession Type Identifier

34011 – Training delivered during agreement suspension period

You will receive this error if you report students who are commencing a qualification during a suspension period. In the suspension period your organisation has been suspended from enrolling new students.

Error Fact Sheets can be located at:

<http://www.training.qld.gov.au/training-organisations/pre-qualified-suppliers/pqs-news-events.html>

COMMUNITY LEARNING ⁽¹⁴⁾

2014-15 SECOND FUNDING ROUND OPENING AND PROJECT SITE VISITS

The second funding round for Community Learning 2014-15 opened on **1 October 2014, with a closing date of the 31 October 2014**. For more information on this funding round call 1300 369 935 or visit the website at www.training.qld.gov.au/communitylearning.

The Community Learning team has conducted more than 20 project site visits to newly funded projects across the South East to see how they are progressing. Discussion on the visits has focussed on barriers or issues that have been encountered by organisations to date including with participant eligibility, screening and general administration issues and consultation and feedback from visits conducted to date has been extremely positive.

While there has been a short break from visits in preparation for the current funding round, the Community Learning team will be recommencing visits mid-October.

For more information about Community Learning contact DETE on 1300 369 935 or visit the website at www.training.qld.gov.au/communitylearning.

ELIGIBILITY ASSESSMENT – QUESTIONS ⁽¹⁵⁾

PQS are encouraged to develop a standard range of “the right questions” to more clearly identify eligibility of

students to participate in training under the Queensland VET Investment Plan program.

Possible questions to be considered **may** include, but are not limited to the following:

- Have you undertaken training previously? – if yes – seek details. It is the participant’s responsibility to go back to the previous training provider and collect and provide evidence;
- Do you have a Certificate 3 qualification or above? – provide evidence. Once more, it is the participant’s responsibility to go back to the previous training provider and collect and provide evidence.

It has come to our attention that Suppliers are only identifying if a full qualification has been obtained which is not capturing partial completion or skill sets.

PQS are reminded that under the *Pre-qualified Supplier Policy 2014-15* Appendix 4 Reporting Conditions that the:

“PQS must report any unit of competency available for credit transfer as a credit transfer. It is the responsibility of the PQS to check a student’s Statement of Attainment when they have previously undertaken training, to determine if any completed units of competency can be counted towards the qualification in which the student intends to enrol.

If yes, the PQS must record the unit of competency as a credit transfer. It will be counted as part of the maximum number of units of competency payable for the qualification.”

UPGRADE OF APPRENTICES INFORMATION SELF SERVICE TOOL (AISS) ⁽¹⁶⁾

The AISS tool used by PQS to assist with determining whether students are eligible for funding under the VET Investment Plan has now been upgraded. AISS can now provide PQS with the following information that is based on data submitted to the department by training organisations:

- Student Search will show if students have previously undertaken or are currently enrolled in training
- Identification of the difference between partially or fully completed qualifications.
 - Completed qualifications will show the year of completion in the “Year Completed” column.
 - Incomplete qualifications will not have a year indicated in the “Year Completed” column.



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However, this does not necessarily mean that the student did not obtain the full qualification as:

- This could indicate that a student is currently enrolled in training or has withdrawn from previous training.
- This could also indicate that a student has completed enough competencies to obtain a qualification, but the previous training organisation has not reported the qualification as being issued.

- Module/competency level can now be accessed by clicking on the qualification.

Whilst these enhancements will make it easier for PQS to determine eligibility it is still the PQS' responsibility to ensure that all avenues are explored before accepting students under the VET Investment Plan.

REPORTING ENROLMENT DATA ⁽¹⁷⁾

Under the *Pre-Qualified Supplier Policy 2014-15 for Queensland Government subsidised training places – Appendix 4 Reporting Conditions* - when reporting training and assessment services to the department, the PQS must:

- C. submit compliant VET activity data in accordance with the following timelines:
- Report enrolments within **30 days** of the unit of competency enrolment
 - Report outcomes within **30 days** of completion of the unit of competency.

For more information about reporting data contact your Contract Manager directly or by email to supplier.management@dete.qld.gov.au

HIGHER LEVEL SKILLS PROGRAM POLICY - Change ⁽¹⁸⁾

VET FEE-HELP is an Australian Government loan scheme to assist eligible students studying diploma level and above qualifications to pay their tuition fees, but not for other study-related costs such as accommodation or text books.

State subsidised VET FEE-HELP arrangements have been made available under the *National Partnership Agreement on Skills Reform* and are being administered in Queensland under the Higher Level Skills program. Under the program, if the student and PQS are eligible, a VET FEE-HELP loan may be available to cover the student's contribution towards the costs of training in eligible qualifications.

The Australian Government has recently advised the Department that some of the details in the *Higher Level Skills Program Policy 2014-2015* may not be consistent with the requirements in the *Higher Education Support Act 2003* (the HESA Act), specifically that students must be able to defer their entire contribution through VET FEE-HELP.

As a result of this advice, the Department has revised the section of the *Higher Level Skills Program Policy 2014-15* relating to "State subsidised VET FEE-HELP loans" to ensure compliance with HESA, and has released version 2 of the policy.

To review the full changes to the policy please visit <http://training.qld.gov.au/resources/training-organisations/pdf/hls-program-policy.pdf>

TRAINING AND EMPLOYMENT SURVEY 2013/14 – Completion of Survey ⁽¹⁹⁾

Now due:

The Certificate 3 Guarantee Program Policy 2013-14 Appendix 1 **Key Performance Indicators** and Appendix 2 **Training and Employment Survey** requires all PQS to obtain from each participant, within three (3) months of finishing or discontinuing their training a completed survey.

We wish to advise that the report for participants who finished or discontinued their training between 30 April 2014 and 30 June 2014 was due to be submitted to DETE by 14 October 2014.

We would appreciate that you submit any outstanding Training and Employment Outcome Surveys to assist the department to develop a more complete data set.

Please Note: If you do not have any students to report on during this period, a **NIL** response confirming this must be submitted to the Department using the Training and Employment Survey Template.

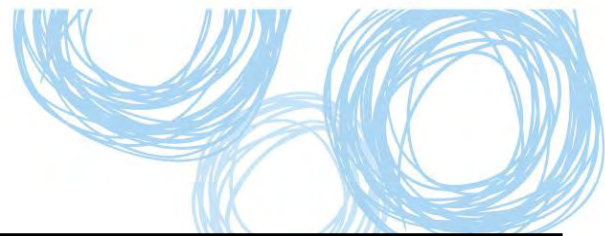
Your signed agreement with the Department highlights your obligations regarding KPIs. Failure to comply with the clause below is a breach of your agreement and the consequence of not responding may result in termination.

Under the PQS Agreement 2013-14 Clause 3 Suppliers obligations, note:

3.2 (f) *'Meet the key performance indicators and performance standards in the Departments' policies for Pre-Qualified Suppliers and the Funding Program.'*



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TRAINING AND EMPLOYMENT SURVEY 2014-15 ⁽²⁰⁾

PQS should now have commenced surveying students who have completed or discontinued their training during the reportable quarter 1 July to 30 September 2014. As survey reporting is to be submitted on a quarterly basis, the report for this period is **NOT DUE** until 14 January 2015. The completed survey template must contain the collated data of all students who have completed or discontinued their training during the reportable quarter, with reporting to be in numbers only.

Should your organisation have no activity to report during this period, a NIL response confirming this must be submitted to the Department. Completed Student employment survey outcomes – survey templates should be emailed to supplier.management@dete.qld.gov.au

ACTIONS:

- [] If you are breaching Third Party Guidelines – **STOP NOW**
- [] Eligibility for Certificate 3 Guarantee – do your questions catch all the information?
- [] Survey Results 01/04/2014 – 30/06/2014 – Due 14 October 2014 – are you in breach?

Quarter to be reported on (completions/ Cancellations)	Timeframe after completing training to survey participants	Date survey to be submitted to Department:
1 July to 30 September 2014	1 October to 31 December 2014	14 January 2015
1 October to 31 December 2014	1 January to 31 March 2015	14 April 2015
1 January to 31 March 2015	1 April to 30 June 2015	14 July 2015
1 April to 30 June 2015	1 July to 30 September 2015	14 October 2015

The only way of finding the limits of the possible is by going beyond them into the impossible
Arthur C. Clarke

HIGHER LEVEL SKILLS DEFINITION FOR EXISTING WORKER ⁽²¹⁾

An existing worker means a current employee who has a one month or more employment relationship with their Employer. The one month working relationship could be full-time or on a part-time/casual employment equivalent basis.

QUEENSLAND TRAINING SUBSIDY LIST ⁽²²⁾

The current version of the subsidy list is V5



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