

# 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 Management and Performance would like to wish you all a very Merry Christmas and a safe New Year.**

## Contract Connector

Issue 36 – December 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

### **EVIDENCE GUIDES FOR QUEENSLAND VET INVESTMENT AND USER CHOICE FUNDING PROGRAMS <sup>(1)</sup>**

The Evidence Guide for the Queensland VET Investment Plan follows the structure of the Pre-qualified Supplier Policy 2014-15 and provides general advice on the types of evidence necessary to prove compliance with the VET PQS Agreement, the Pre-qualified Supplier Policy 2014-15 and relevant program policies. It relates to PQS activities under:

- Certificate 3 Guarantee
- Higher Level Skills
- Community Learning
- VET in Schools
- Indigenous Training Strategy
- Industry Partnerships Strategy

The Evidence Guide is available at <http://www.training.qld.gov.au/resources/training-organisations/pdf/pqs-evidence-guide.pdf>

The SRTO Evidence Guide for PQS User Choice funded activity under the Further Education and Training Act 2014 has also been developed to replace the former Evidence Guide for Supervising Registered Training Organisations.

The SRTO Evidence Guide is available at: [www.training.qld.gov.au/training-organisations/funded-programs/user-choice/user-choice-documents](http://www.training.qld.gov.au/training-organisations/funded-programs/user-choice/user-choice-documents)

The evidence requirements detailed within these guides apply to PQS activity from 1 July 2014.

### **REVIEW OF TRAINING PACKAGES AND ACCREDITED COURSES <sup>(2)</sup>**

In April 2014, the Council of Australian Governments (COAG) Industry and Skills Council agreed to six objectives for reform of the VET system. One of these objectives is a “national system of streamlined industry-



defined qualifications that is able to respond flexibly to major national and state priorities and emerging areas of skills needs”.

The Review of Training Packages and Accredited Courses Discussion Paper is intended to start the conversation with industry, employers, training providers and students about whether training packages and accredited courses are meeting their needs and the needs of the economy.

The COAG Industry and Skills Council would welcome your views on the questions outlined in this survey. Your feedback will help to inform the development of reform options for training packages and accredited courses for further public consultation in the first half of 2015.

To provide your feedback:

Review of Training Packages and Accredited Courses:

<https://counsell.industry.gov.au/vet-reform/training-packages-review/consultation>

**QUEENSLAND SKILLS GATEWAY <sup>(3)</sup>**

The Queensland Skills Gateway allows Queenslanders to search and browse vocational education and training information including courses available, training providers, government funding and career pathways.

Website visitors use the Skills Gateway to match Queensland Government funded courses to Pre-qualified Suppliers available to deliver required training. The information for RTOs on what training they deliver is imported from TGA to the Queensland Skills Gateway. Therefore, to ensure the integrity of the information provided on the Skills Gateway, it is very important that PQS maintain their currency with their scope of registration on training.gov.au (TGA).

**PQS RESPONSIBILITY <sup>(4)</sup>**

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 <sup>(a)</sup>**

- Where qualifications are either added to or removed the changes must be reported to Contract Management and Performance, if it affects your Delivery Schedule. Notification can be provided by email and then by submitting a variation request through Variations Online (VOL) to either remove

the qualification from your Delivery Schedule, or remove your organisation from being published.

**Any changes to a PQS Legal Name or a change in control <sup>(b)</sup>**

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

Failure to advise and provide relevant documentation to 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.

All documentation supporting this change must be forwarded to Supplier Management. This documentation will be submitted to the department’s legal branch for verification and legal compliance.



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## 2014-15 QUEENSLAND VET INVESTMENT PLAN

### QUEENSLAND TRAINING SUBSIDY LIST <sup>(5)</sup>

The current version of the subsidy list is V6.

### MARKET PERFORMANCE REVIEWS <sup>(6)</sup>

The government's reform agenda for vocational education and training (VET) in Queensland, as outlined in *Great skills. Real opportunities*, has been to deliver full contestability for all government funded training, and to align the skills produced through this investment with the jobs available in the economy.

As highlighted in last month's Contract Connector, to ensure government receives a satisfactory return on public investment in VET outcomes, the Department is undertaking reviews of high volume and high priority qualifications.

The following qualifications are the current focus of the review process:

#### Business - Security

Certificate II in Security Operations  
Certificate III in Security Operations

#### Transport & Distribution

Certificate III in Warehousing Operations  
Certificate III in Logistics  
Certificate IV in Warehousing

#### Community Services

Certificate III in Aged Care  
Certificate III in Children's Service  
Certificate III in Early Childhood Education and Care  
Certificate III in Disability  
Certificate III in Education Support

Through these reviews, the Department will analyse available performance information to build a consolidated picture of the outcomes achieved, and satisfaction with the demand-driven skills market. Additionally, the reviews will identify opportunities for promotion of great news stories and inform decision making when intervention may be required to address market failure or other areas of concern.

PQS delivering the targeted qualifications will be contacted during the course of these reviews, and a summary report outlining the key findings and recommendations from the review of each qualification or industry area will be made publicly available.

Queries regarding this process should be directed to 07 3328 6892 or email

[supplier.management@dete.qld.gov.au](mailto:supplier.management@dete.qld.gov.au)

### INVESTMENT IN TRAINING FACT SHEETS <sup>(7)</sup>

The first batch of 6 industry fact sheets that provide information on VET investment across specific industry sectors are now available at:

<http://www.training.qld.gov.au/information/vet-investment-plan/index.html>.

Please note that as these fact sheets were finalised before the recent announcements of 30 additional qualifications and 8 skill sets, they are not fully up-to-date with the key qualifications funded under the Certificate 3 Guarantee and Higher Level Skills programs. These fact sheets will be reviewed in early 2015 and updated as necessary. Further industry fact sheets will be added to the training website as they are finalised.

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

A fact sheet about the Queensland Training Subsidies List is now available at:

<http://www.training.qld.gov.au/information/vet-investment-plan/subsidies-list.html>

The fact sheet provides information about the Queensland Training Subsidies List, and includes detail on factors that determine the subsidy levels (government contribution for a qualification), and an example of how a subsidy level is calculated.

### SKILLS DISABILITY SUPPORT <sup>(9)</sup>

#### Audio visual presentation

An audio-visual presentation about Skills Disability Support (SDS) is now available.

The presentation provides an overview of the service and can be used by a PQS to inform their staff of the



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services available. The presentation can be accessed on the Training website at [www.training.qld.gov.au/training-organisations/support/skills-disability-support](http://www.training.qld.gov.au/training-organisations/support/skills-disability-support)

## SUB-CONTRACTING <sup>(10)</sup>

### Training and Assessment <sup>(a)</sup>

PQS are reminded to familiarise themselves with Clauses 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 <sup>(b)</sup>

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).

## VALIDATIONS ERRORS <sup>(11)</sup>

### 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>

## TRAINING AND EMPLOYMENT SURVEY 2014-15 <sup>(12)</sup>

Training completed or discontinued during the reportable quarter 1 July to 30 September 2014 is due 14 January 2015.

Should your organisation have no activity to report during this period, a NIL response confirming this must be submitted to the department. Survey templates should be emailed to [supplier.management@dete.qld.gov.au](mailto:supplier.management@dete.qld.gov.au)

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





## USER CHOICE

### Eligibility of a person who has already completed an apprenticeship or traineeship <sup>(13)</sup>

The Declaration of Apprenticeships and Traineeships in Queensland Policy located on the department's training website at

<http://www.training.qld.gov.au/about/vet-policies-procedures/apprenticeships-traineeships/procedures/index.html>

outlines the requirements for each apprenticeship and/or traineeship that will be considered for declaration in Queensland under the *Further Education and Training Act 2014*.

Employers, Supervising Registered Training Organisations (SRTO) and Australian Apprenticeships Centres must ensure that they adhere to the requirements outlined in the Declaration of Apprenticeships and Traineeships in Queensland Policy.

One of the requirements for SRTOs to be mindful of is that an apprenticeship or traineeship cannot be entered into where a person has been issued a completion certificate in the same occupation and where the qualification for the apprenticeship or traineeship was for the same AQF level.

**Please note** – occupational outcome has the same meaning as Apprenticeship/Traineeship name or occupational name.

Should an SRTO believe that a training contract is being or has been registered which fits the description above, please contact the department via email to [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au) or telephone 1800 210 210.

Please note that a person who has achieved a qualification (e.g. through an institutional pathway) but has not completed a traineeship or apprenticeship in the associated apprenticeship or traineeship occupation is eligible to undertake an apprenticeship or traineeship.

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

### FEE WAIVER FOR CHILD CARE CEASING <sup>(14)</sup>

Some time ago the department issued advice to PQS regarding fee waiver arrangements for the Diploma of Early Childhood Education and Care (formerly Children's Services) delivered through User Choice. The advice

was in response to the introduction by the Australian Government of the *National Partnership Agreement on Fee Waivers for Child Care Qualifications* (NPA).

The NPA was implemented to support individuals to gain a diploma or advanced diploma in early childhood through government training providers. The NPA commenced in 2010 and will cease on 31 December 2014. It allowed TAFE institutes to waive student fees for eligible enrolments.

As a result of the NPA fee waiver and to support equitable arrangements consistent with public providers, the department updated the User Choice 2010 – 2015 Policy (clause 2.6.3 [b]) to also enable, but not compel, private providers approved as PQS to have the capacity to waive student fees for Queensland Government subsidised diploma delivery.

With the cessation of the NPA on 31 December 2014, the following conditions will apply to User Choice PQS delivering the diploma qualification:

- Student fees can only be waived for commencements up to 31 December 2014 i.e. only those students that commence in a Children Services (Para-Professional) apprenticeship in 2014
- Student fees can only be waived for units of competency with a close of study (COS) date up to 30 June 2015 i.e. the unit of competency must be completed before the end of the 2010–2015 User Choice funding period
- The mandated fees to be charged and collected by PQS are outlined in the User Choice 2010 – 2015 Policy (see Clause 2.6, Fees and Charges).

If you require any further information regarding these changes, please contact your Contract Manager directly or email the Contract Management and Performance unit at [supplier.management@dete.qld.gov.au](mailto:supplier.management@dete.qld.gov.au).

### ERROR FACT SHEET <sup>(15)</sup>

#### 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/pqs-news-events.html>



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## GUIDE FOR SUPERVISING REGISTERED TRAINING ORGANISATIONS <sup>(16)</sup>

Some additional information has been added to the Guide for supervising registered training organisations (v3 – October 2014) which is located on the department's website at

<http://www.training.qld.gov.au/training-organisations/srto/index.html> .

The additional information relates to the completion section of the document and clarifies current requirements in relation to completing a registered training contract (for example, it is not a requirement for a completion agreement to be received from the employer and apprentice/trainee before an SRTO can issue the qualification).

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

## STUDENT CONTRIBUTION FEES - 2015 <sup>(17)</sup>

The current student contribution fee for 2015 under The User Choice program will not change. The student contribution fee will remain at \$1.60 per nominal hour for each Unit of Competency/Module to be calculated at the commencement of the unit of competency/module.

## GUIDE TO TRAINING PLANS AND TRAINING RECORDS <sup>(18)</sup>

As you are aware, Queensland introduced the national training plan template in September 2014 (Apprenticeship/traineeship training plan template – ATF-045). In support of the new training plan template, some additional information has been added to the Guide to Training Plans and Training Records document. This resource is located on the department's 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](mailto:suellen.retschlag@dete.qld.gov.au).

*You, yourself, as much as anybody in the entire universe,  
deserve your love and affection*



*Merry Christmas, Happy New Year and Safe Holidays to all!*

Please note our office is closed from 25<sup>th</sup> December 2014 reopening 2<sup>nd</sup> January 2015.

