

# 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 44 – August 2015

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

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

## GENERAL

### Tickets now on sale for the State Final <sup>(1)</sup>

Training's night of nights — the [Queensland Training Awards State Final Presentation Dinner](#) — will be held at the Royal International Convention Centre (RNA Showgrounds), Brisbane, on Friday 11 September.



[Tickets are now on sale](#) for the annual event, which is the highlight of Queensland's training calendar.

Hosted by celebrity MC Andrew Daddo, the action-packed event will celebrate excellence in vocational education and training with live entertainment and all the excitement of state winner announcements.

Congratulations to all the state finalists, including [regional award winners](#) and finalists in the Premier's Industry Collaboration Award, Small Training Provider of the Year and Large Training Provider of the Year categories.

Each year the event brings together representatives across the sector, including apprentices, trainees, employers, training providers, group training organisations, teachers, trainers and industry and government professionals.

It promises to be a wonderful night of celebration, providing a valuable opportunity to network with others in the training sector while recognising the state's best and brightest.

To purchase your tickets to this prestigious event, visit the [Queensland Training Awards website](#) or go direct to the [booking page](#).

## APPLICATIONS OPEN FOR QUEENSLAND OVERSEAS FOUNDATION 2016 SCHOLARSHIP PROGRAM <sup>(2)</sup>

Each year, the Queensland Overseas Foundation offer scholarships to high achieving vocational education and training graduates (Certificate III and above). Worth up to \$7,500 each, the scholarships enable recipients to travel and work overseas in their vocation for up to two years.

Applications close 31 October 2015. Visit [www.qof.org.au](http://www.qof.org.au) to complete the online application form.

## QUEENSLAND SKILLS GATEWAY USER SURVEY <sup>(3)</sup>

The department is currently undertaking a user survey to gain valuable feedback on the Queensland Skills Gateway from current and potential users of the site.

Pre-qualified suppliers (PQS) are encouraged to complete the survey to provide input into the future direction of the site. PQS are also encouraged to ask students and other interested stakeholders including employers to complete the survey.

The Gateway commenced in July 2014 to provide the public with information about vocational education and training courses available in Queensland, including those which attract a government subsidy. It also allows people to search registered training organisations approved to deliver government funded courses and to check their eligibility to access government subsidised training.

To complete the survey, visit [www.training.qld.gov.au/skillsgateway](http://www.training.qld.gov.au/skillsgateway) and click on the 'Make this site work for you' link on the homepage.

## YOUR FEEDBACK ON USEFULNESS OF CONTRACT CONNECTOR - RESULTS <sup>(4)</sup>

Thank you to all Contract Connector recipients for the feedback provided. The overwhelming response is that the newsletter is extremely useful.

## PAYMENT PROCESSING DURING JULY – SEPTEMBER <sup>(5)</sup>

The Department's payment database manages data flow for a number of funded programs by recognising training activity for each financial year. Whilst you hold one Agreement, payments are processed by financial year. During the period of July to September you may receive two payments as follows:

- The first payment will be for training activity outcomes during the 2014-2015 financial, and
- The second payment will be for training activity outcomes for the current 2015-2016 financial year data.

Once the 2014-2015 financial year is closed, payments will revert to one per month.

## NEW CONTRACT MANAGERS WELCOMED TO OUR TEAM <sup>(6)</sup>

Due to the addition of new Contract Managers to our team as of Monday 24 August 2015 Pre-qualified Suppliers will be assigned a new Contract Manager. You will receive communication from us in the week commencing 24 August 2015 notifying you of your new Contract Manager.

Your relationship with your Contract Manager is key to understanding your obligations under all Agreements you hold with the Department.

### Contact the unit on:

- **General enquiries:** 07 3328 6892
- **Email:** [supplier.management@dete.qld.gov.au](mailto:supplier.management@dete.qld.gov.au)



## NOTIFICATION OF CHANGE TO PQS LEGAL ENTITY <sup>(7)</sup>

All PQS approved by the Department to deliver publicly funded training and assessment services within Queensland must obtain written consent from the Department prior to any change in legal entity and control of the PQS.

This approval includes changes to key personnel of the PQS. Key personnel can include, but is not limited to, the Chief Executive Officer (CEO), the Managing Director, Director, Manager or shareholders

Notification of a Change to a Pre-qualified Supplier's Legal Entity Factsheet is now available to assist PQS to provide all paperwork pertaining to a change in legal entity and control. The link is available from <http://training.qld.gov.au/resources/training-organisations/pdf/pqs-change-legal-entity-fact-sheet.pdf>

**Failure to notify the Department of your intention WILL result in funds being withheld until the Department provides consent or otherwise to the change in legal entity and control.**

PQS need to submit the required information by email to Contract Management and Performance at [supplier.management@dete.qld.gov.au](mailto:supplier.management@dete.qld.gov.au)

## BREACH NOTICES FOR PQS AGREEMENTS <sup>(8)</sup>

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

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

- third party advertising
- advertising free training
- false and misleading advertising; and
- offering inducements.

This month the Department has issued **four (4) Breach Notices**.

## CLAUSE 4 – PERFORMANCE MONITORING AND EVALUATION <sup>(9)</sup>

You are encouraged to work with all members of your organisation to highlight awareness of the following clause in the PQS Policy which states that:

“Should the department terminate the PQS Agreement as a result of an Event of Default (as defined in the PQS Agreement), the department may impose an exclusion period of up to two years on the RTO.

The exclusion period may also extend to any individuals or organisations associated with the RTO including anyone who has served as a director, executive, manager or shareholder of the RTO or the RTO's shareholders (“associated individual or organisation”). This means an associated individual or organisation cannot be associated with another RTO entity seeking PQS status until the exclusion period has expired.”

## VET INVESTMENT PLAN PROGRAMS – OPEN FOR FUNDING APPLICATIONS <sup>(10)</sup>

### Trade Skills Assessment and Gap Training <sup>(a)</sup>

As part of the [Queensland Government's 2015–16 Annual VET Investment Plan](#), User Choice Pre-qualified Suppliers can now apply for funding under the [Trade Skills Assessment and Gap Training program](#).

Funding offered through the Trade Skills Assessment and Gap Training program is open to eligible RTOs to help people gain their trade qualification by having their existing trade-related skills and experience recognised. Applications may be submitted at any time between 1 July 2015 and 5pm 31 March 2016.

Funding applications are now also open under the [Industry Pre-apprenticeship Program](#), which enables industry organisations and other eligible organisations to invest in innovative pre-apprenticeship training, with an aim to minimise current and potential trade skills shortages and support individual career advancement.

### Building and construction apprenticeship opportunities increased <sup>(b)</sup>

Recent changes to the [Queensland Government Building and Construction Training Policy](#) will boost skills and create more job opportunities for apprentices and trainees on Queensland Government building and construction projects.

From 1 July 2015, the policy was extended to include public private partnerships for building projects over \$500,000 and civil construction projects over \$3 million, as well as projects over \$20 million undertaken by government-owned corporations.

For full details, visit [www.training.qld.gov.au/trainingpolicy](http://www.training.qld.gov.au/trainingpolicy)

## 2015-16 QUEENSLAND VET INVESTMENT PLAN

### QUEENSLAND TRAINING SUBSIDIES LIST <sup>(11)</sup>

The 2015 – 2016 version of the Queensland Training Subsidies List is Version 2 and is effective from 1 July 2015.

#### Restrictions on Qualifications:

It is the responsibility of the PQS to ensure it adheres to the qualification restrictions stipulated under the Queensland Training Subsidies List. For example:

#### CHC42112 Certificate IV in Career Development

Students must be existing workers in the Community Services and Health industry

#### BSB40407 – Certificate IV in Small Business Management

students must be the owner, manager or employee of a small business in Queensland an existing worker in the Water industry. Final date for enrolments for this qualification is 24 March 2016

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

### CONSTRUCTION SKILLS QUEENSLAND – CHANGES TO FEE- FREE Year 12 <sup>(12)</sup>

Since 1 January 2014, eligible Year 12 graduates have been able to access fee-free training as part of the VET Investment Plan.

Fee-free training only applies to apprenticeships and traineeships or Certificate III level qualifications identified as high priority by the Queensland Government (except for qualifications where the Student Contribution Fee is met by Construction skills Queensland (CSQ)).

CSQ has provided advice to the Department that their Student Contribution Fee program will cease as at 30 September 2015. Transition arrangements will allow current eligible apprentices and trainees to continue to receive the CSQ contribution for units of competency with a training start date before 1 October 2015.

Qualification or Units of competency with a training start date on or after 1 October will now be funded by the Queensland Government, however the funding will only apply to those qualifications that appear on the High Priority Qualifications Subsidy list.

Further details will be provided on the Department's website at <http://training.qld.gov.au/training-careers/subsidised-training-incentives/fee-free/index.html>

## ZOOMTEXT SOFTWARE NOW AVAILABLE FROM SKILLS DISABILITY SUPPORT <sup>(13)</sup>

ZoomText Magnifier/Reader ([ZoomText](#)) is a software program that can enlarge, enhance and read aloud everything on a computer screen. It is a great tool to assist people with low vision to access screen content.

ZoomText software includes:

- high definition text that is easy to read at all magnification levels;
- enhanced screen colours;
- size and colour enhanced pointers
- cursors that are easy to see; and
- a recorder that can turn screen text into an audio recording for listening via the computer or a synced mobile device.

Contact [SkillsDisabilitySupport@dete.qld.gov.au](mailto:SkillsDisabilitySupport@dete.qld.gov.au) to loan ZoomText software for your eligible learners.

For more information on Skills Disability Support visit [www.training.qld.gov.au/sds](http://www.training.qld.gov.au/sds)

## TRAINING AND EMPLOYMENT SURVEY <sup>(14)</sup>

**The next Training and Employment Survey Report is due 14 October 2015.**

Training completed or discontinued from 1 April to 30 June is due to be reported on **14 October 2015**.

The Training and Employment Survey template can be accessed via the link below: <http://training.qld.gov.au/resources/training-organisations/doc/student-survey-template.doc>

### Training and Employment Survey Reporting Periods:



Quarter to be reported on (completions/ Cancellations)	Timeframe after completing training to survey participants	Date survey to be submitted to Department:
1 April to 30 June 2015	1 July to 30 September 2015	14 October 2015
1 July to 30 September 2015	1 October to 31 December 2015	14 January 2016
1 October to 31 December 2015	1 January to 31 March 2016	14 April 2016
1 January to 31 March 2016	1 April to 30 June 2016	14 July 2016
1 April to 30 June 2015	1 July to 30 September 2016	14 October 2016



## 2010-16 USER CHOICE PROGRAM

### COMMON ISSUES OF NON-COMPLIANCE – EMPLOYER RESOURCE ASSESSMENTS (ERA'S) <sup>(15)</sup>

This is the third in a series of articles developed by Market Quality regarding issues of non-compliance commonly found at audit. In this edition we are addressing the evidence provided in the employer resource assessment.

The User Choice 2010–16 policy states the SRTO is required to assess the employment arrangements to ensure compliance with the *Further Education and Training Act 2014* (FET Act).

“User Choice funding is only available when all arrangements, particularly employment arrangements, are consistent with the Act. The employer of an apprentice or trainee must therefore provide adequate facilities, range of work, supervision and the on-the-job training required by the Act and document this information...” – Clause 1.2 of User Choice 2010–16 Policy.

The SRTO must ensure the employer resources and supervision levels are assessed and an Employer Resource Assessment (ERA) is completed to capture all the necessary information. This requires information to be provided on:

- Apprentice/trainee to qualified persons (supervisor) ratio, and where the Supplier determines a supervisor (as the qualified person) is able to act as the supervisor for more than one apprentice or trainee the Supplier must justify this decision and record all details within the ERA.
- For all supervisors dealing with the trainee/apprentice, details of the supervisor's qualifications/experience must be captured.
- Scope of work and resources available and an explanation of how remaining scope/resources will be provided if a complete range/scope of work cannot be met within the existing workplace.

In addition, where host employer arrangements are in place, the SRTO must provide evidence at audit of the information supplied by the group training organisation or principal employer organisation to satisfy the supplier's ERA obligations.

The intent of the User Choice program is to provide funding for the training and assessment that supports the apprenticeship and traineeship system as defined by the FET Act. User Choice funding is only available when all arrangements, particularly employment arrangements, are consistent with the FET Act.

For further clarification please refer to your policy program documents, PQS Agreement and the FET Act 2014.

The department's current version of the ERA form can be located at the following location: [www.apprenticeshipsinfo.qld.gov.au/information-resources/forms.html](http://www.apprenticeshipsinfo.qld.gov.au/information-resources/forms.html)

### FINALISING 2014-2015 FINANCIAL YEAR <sup>(16)</sup>

In order to maximise payment made against training delivered, PQS must ensure that all data is submitted error free within the required timeframe specified. For PQS delivering training for 2010-2016 User Choice Program, PQS have 90 days (until 30 September 2015) to submit error free data. Where errors relate to a student's Training Contract such as cancellations and amendments etc, PQS need to follow up with Apprenticeships Info on 1800 210 210.

### ERROR OF THE MONTH – Reminder <sup>(17)</sup>

#### Error Fact Sheet No: 34003

**Error Description: Your organisation was not the nominated SRTO in DELTA for the Module/Unit of Competency start and end dates.**

#### Explanation:

Payments under the User Choice program will only be made against the validated outcomes if the Provider claiming payment is the nominated SRTO in DELTA for the Participant being claimed.

Providers can only be paid for training where the start and end date falls within dates where you are shown as the nominated SRTO in DELTA.

#### Rectification Action:

The Provider is to check that the dates of training being reported are correct as per the Participant's records. If they are correct the Provider is to ensure that training is only delivered where they are the nominated SRTO against the Participant's Training Contract. If your organisation is not the nominated SRTO, you need to arrange for the employer to contact their local Training Queensland Regional Office on 1800 210 210 and complete a 'Change of SRTO' form.

This information is also available at:

<http://www.training.qld.gov.au/resources/training-organisations/pdf/error-fact-sheet-34003.pdf>