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 37 – January 2015

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 [1]

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

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

WHERE CAN RTOS GET HELP WITH THE UNIQUE STUDENT IDENTIFIER (USI) [2]

From 1 January 2015, under the Student Identifiers Act 2014 an RTO must not issue a VET qualification or statement of attainment to an individual unless the individual has been assigned a student identifier.

Students are encouraged to apply for their USI themselves. While RTOs are not required to apply for USIs on behalf of students, they can do so with students'

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permission through the USI Registry System. RTOs can access this service through the USI website or alternatively via a webserver interface with your Student Management System.

Responsibility for the USI lies with the USI Office, part of the Australian Government Department of Industry. The USI Office is assisting training organisations, students, parents and others with the implementation of the USI through a range of information and communication products in both online and ready-to-print formats.

Please refer to the USI Support materials page on the USI website.

Further questions relating to the USI should be directed to the USI Office in the Department of Industry by calling 13 38 73 or emailing usi@industry.gov.au

PQS RESPONSIBILITY [3]

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 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:

  o add or remove the qualification from your Delivery Schedule, or
  o Add or remove your organisation from being published on Skills Gateway and or QTIS.

Any changes to a PQS Legal Name or a change in control [b]

- Contract Management and Performance must be notified 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@dete.qld.gov.au.

This documentation will be submitted to the department's legal branch for verification and legal compliance.

Department of Education, Training and Employment

Great skills. Real opportunities.

The Queensland Government reform action plan for further education and training

Great state. Great opportunity.

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2014-15 QUEENSLAND VET INVESTMENT PLAN

HIGHER LEVEL SKILLS PROGRAM – UPDATE [4]

The Higher Level Skills program provides eligible individuals access to a subsidised training place in selected certificate IV or higher qualifications. Priority skills sets are now funded under the program.

The aim is to assist individuals to gain the higher-level skills required to secure employment or career advancement in priority industries or to transition to university.

Employers may also be able to access training to address workforce development needs.

What is a skills set?

A skill set is a single unit of competency or combination of units of competency from one or more training packages that link to a licence or regulatory requirement, or defined industry need.
Nationally endorsed skill sets have been approved by the Australian Skills Quality Authority (ASQA) and have been assigned a code for reporting purposes.

How do I add skill sets to my PQS application or PQS agreement?

To register your intent to add skills sets to a PQS application, you need to email the following information to: VETInvestment@dete.qld.gov.au

• Email heading – Skill Set request.

• RTO trading name (in full) and national RTO number.

• Evidence of scope of registration – Qualifications on scope of registration for the units of competency in the skill sets i.e. the originating training package qualifications aligned to the skill sets.

• The funded skill sets code and name from the Queensland Training Subsidies List.

If you are a PQS and wish to register your intent to add funded skill sets to your current PQS agreement, email Supplier.Management@dete.qld.gov.au using the same information detailed above.

Following receipt of an RTO's intent to deliver skill sets, the department will provide confirmation to the RTO that the skill sets is now accessible to them in Purchasing Online (POL), including Variations Online (VOL).

RTOs will then be able to add the skill sets to their electronic PQS application or to their PQS Variation Request through POL or VOL.

All funded skill sets are now published on the Queensland Training Subsidies List

QUEENSLAND TRAINING SUBSIDY LIST [5]

The current version of the subsidy list is V7. Priority skill sets are now funded and available for training delivery at: http://training.qld.gov.au/information/vet-investment-plan/subsidies-list.html

LOWER-LEVEL VOCATIONAL QUALIFICATIONS [6]

The intent of the Certificate 3 Guarantee program is the completion of a certificate III qualification.

Outside of delivery to VETiS students, the PQS may only deliver certificate I and/or II qualifications on the Queensland Training Subsidies List in the following circumstances:

• where the qualification is mandated as a prerequisite for the certificate III qualification under the Training Package rules; or

• where the student is assessed as requiring this pathway, for example lower-level qualifications are supported for disadvantage learners; or

• where industry or local employers have supported the qualification as the preferred employment outcome, including basic trade skills to support entry into a traditional apprenticeship pathway

The PQS must retain evidence of the circumstances that support a student's enrolment in a lower-level qualification, either at the individual, industry or pre-apprenticeship level.

There has been noted activity amongst PQS to advertise both Certificate II in Security Operations together with Certificate III in Security Operations. This is a breach of both program policy and marketing guidelines. Where identified, this has been treated as a major breach and can result in termination of a PQS agreement.

MARKETING - CERTIFICATE 3 GUARANTEE [7]
Clarification

In the July 2014 issue of Contract Connector, PQS were reminded of their obligations when publicising the

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program. The Marketing Guidelines for Certificate 3 Guarantee were also attached to the Newsletter. Since that article the Contract Management and Performance Unit has received a number of queries relating to the meaning of third party. To alleviate confusion as well as miscommunication, the following information is provided.

- DETE's policy is that **only the PQS** is permitted 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:

  o 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.
  o 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 and it is not a commercial activity).

FACT SHEETS - TRAINING OPPORTUNITIES FOR EQUITY GROUPS[8]

Three fact sheets about VET investment across different equity groups are now available at:
http://www.training.qld.gov.au/information/vet-investment-plan/index.html

The fact sheets provide information on subsidised training opportunities and pathways to nationally recognised qualifications for:
- young learners,
- mature age learners and
- learners with disability.

MARKET PERFORMANCE REVIEWS[9]

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

TRAINING AND EMPLOYMENT SURVEY 2014-15 [10]

Training completed or discontinued during the reportable quarter 1 July to 30 September 2014 was due 14 January 2015. If your organisation has not submitted a response yet please do so as a matter of priority. Reports received after the due date of 14 January 2015 are now considered **overdue**.

Please note the following:

- Should your organisation have no activity to report during any reportable quarter, a NIL response confirming this must be submitted to the department. Survey templates should be emailed to supplier.management@dete.qld.gov.au

- Following the reportable training period the department has built in 90 days into the survey period to enable PQS the opportunity to maximise its employment key performance indicators and benchmarks. PQS are encouraged to use the survey response period for more accurate reporting.

- Training completed or discontinued from 1 October to 31 December 2014 is due to be reported on **14 April 2015**. Responses to be emailed to the supplier management inbox address above.

- The Training and Employment Survey for 2014 – 2015 has been updated. The link is provided below:
- http://training.qld.gov.au/resources/training-organisations/doc/student-survey-template.doc

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**

SKILLS DISABILITY SUPPORT [11]

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

COMMUNITY LEARNING PROGRAM [12]

Round two of the 2014-15 Community Learning program, announced by Minister Langbroek on 2 January 2015, saw 34 projects totalling $4.3m in funding approved to help over 1,700 disadvantaged learners. To view the full list of current projects: http://www.training.qld.gov.au/training-organisations/funded-programs/community-learning.html.

The first funding round for 2015-16 is scheduled to be held in March 2015, for projects commencing from July 2015 onwards. For information about Community Learning contact DETE on 1300 369 935 or visit the website at http://www.training.qld.gov.au/training-organisations/funded-programs/community-learning.html

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USER CHOICE

SIMPLIFIED ADMINISTRATIVE ARRANGEMENTS FOR APPRENTICESHIP AND TRAINEESHIP SUPPORT SERVICES [13]

New administrative arrangements for apprenticeship and traineeship services were introduced on 1 January 2015 that include a centralised document lodgement process for applications, forms and completion advice.

This allows apprentices, trainees and their employers to conduct more training contract related matters directly with their Australian Apprenticeship Centre (AAC).

Five Queensland based AACs can now provide support services in relation to common apprenticeship and traineeship transactions. This change allows apprentices, trainees and employers to address issues based on mutual consent through their AAC.

The AACs will work with departmental officers to reduce duplication of services and allow employers, apprentices and trainees to have a first point of contact during the life cycle of the training contract. A list of the five Queensland based AACs is available at: http://www.training.qld.gov.au/resources/employers/pdf/aac-list.pdf.

The revised arrangements will complement the new Australian Apprenticeship Support Network (AASN), which is due to replace the AAC service from 1 July 2015.

For further information about the streamlined support contact Apprenticeships Info on 1800 210 210 or at apprenticeshipsinfo@dete.qld.gov.au

ELIGIBILITY OF A PERSON WHO HAS ALREADY COMPLETED AN APPRENTICESHIP OR TRAINEESHIP [14]

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 (SRTOs) and Australian Apprenticeships Centres (ACCs) 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 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.

STUDENT CONTRIBUTION FEES - 2015 [15]

The current student contribution fee for 2015 under the User Choice 2010-2015 program will not change.

The student contribution fee will remain at $1.60 per nominal hour for each Unit of Competency/Module until the finalisation of the 2010-2015 program.

The fee is calculated at the commencement of the unit of competency/module.

Good teams become great ones when the members trust each other enough to surrender the "me" for the "we"

Phil Jackson