

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 40 – April 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

REVAMPED SKILLING QUEENSLANDERS FOR WORK PROGRAM ANNOUNCED ⁽¹⁾

Early April the Premier announced that \$60 million would be available to deliver a revamped Skilling Queenslanders for Work initiative in 2015–16 through a suite of targeted skills and training programs.

Skilling Queenslanders for Work will provide direct assistance to those Queenslanders that need support to gain the qualifications and skills they need to enter and stay in the workforce.

Community based organisations have an opportunity to partner with a PQS to deliver the accompanying training and assessment services.

Funding under Skilling Queenslanders for Work will be contestable and two funding rounds will be held each year. The first round will open on 1 May and close on 19 June 2015.

Information sessions will be run throughout Queensland, register your interest to attend by calling 1300 369 935. More information will be available from the [Training website](#) by 1 May.

NEW FACTSHEET - NOTIFICATION OF CHANGE TO A PRE-QUALIFIED SUPPLIER'S LEGAL ENTITY ⁽²⁾

It is a requirement for all PQS approved by the Department to deliver publicly funded training and assessment services within Queensland to obtain written consent from the Department prior to any change in Control of the Supplier.

Notification of a Change to a Pre-qualified Supplier's Legal Entity Factsheet is now available to assist PQS provide all paperwork pertaining to a change in legal entity and Control. The link is available from:

<http://www.training.qld.gov.au/training-organisations/pre-qualified-suppliers/pqs-contract-management/index.html>

PQS need to submit the required information by email to Contract Management and Performance at supplier.management@dete.qld.gov.au

PERFORMANCE STANDARD 1 – Reminder ⁽³⁾

PQS are reminded that under the *Pre-qualified Supplier Policy 2014-15 for Queensland Government subsidised training places*, Performance Standard 1 – Disclose information upfront to enable informed consumer choice, Section D - that a PQS:

“Publish on its website, in a prominent and easy-to-access location, its latest VET Quality Framework (or Australian Quality Framework [AQTF] audit results.”

Periodic checks are undertaken by Contract Management and Performance and other areas within the Department – and the following issues have been identified:

- The audit link is not easily located;
- The link to the document is not operating, or
- The audit information has been removed since the previous check.

It is your responsibility to ensure that your organisation has reviewed its website and that current audit results are published in line with the policy.

Where a PQS meets the Australian Skills Quality Authority criteria to be eligible for a deregulation of regulatory responsibility they are still required to publish current audit information in an easy to access location on their website as per the above listed section of the policy.

PRE-QUALIFIED SUPPLIER APPLICATIONS ON HOLD – Reminder ⁽⁴⁾

On the 11 February 2015 the Contract Management and Performance Unit advised the following:

- **New applications** for 2010-2015 User Choice Program and the 2014-2015 VET Investment Plan will not be accepted from 16 February to 31 May 2015.
- There is also an embargo on adding new qualifications to existing Agreements under the 2010-2015 User Choice Program, and 2014-2015 VET Investment Plan for the same period.
- The exception to this embargo relates to adding qualifications that supersede qualifications already listed on a PQS' Delivery Schedule.

There are no exceptions to the above.

Please note that the Department has taken this action to ensure that 2015-2016 policy and funding arrangements are finalised and effectively introduced into the VET market.

Further details regarding the 2015-2016 funding arrangements will be available on the website during May 2015.

AMENDING AVETMISS DATA DURING THE AUDIT PROCESS ⁽⁵⁾

Where it has been identified during an audit process that ineligible claims have been made, the PQS must not make any changes to their AVETMISS data.

Upon completion of the audit, the auditor will advise the PQS on what rectification may be required. Rectification may be via amending AVETMISS data or through issuing a departmental invoice. Failure to adhere to auditor instructions could result in a PQS having to pay for ineligible claims twice.

CONTRACT MANAGEMENT AND PERFORMANCE - CONTACT ⁽⁶⁾

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

Before seeking advice or information from your Contract Manager, you are encouraged to review relevant documents, including associated guidelines and fact sheets. These documents include and are not limited to the following:

- User Choice Pre-qualified Supplier Policy
- User Choice 2010-2015 Policy
- SRTO Evidence Guide
- Certificate 3 Guarantee Program Policy
- Pre-qualified Supplier Policy
- Evidence Guide for Pre-qualified Supplier
- Higher Level Skills Policy
- Vocational Education Training in Schools (VETiS) Fact Sheet

If you are unable to locate the information you need then email the Unit's general email account on:

supplier.management@dete.qld.gov.au

Wherever possible, your enquiry will be forwarded to your Contract Manager, however if they happen to be away or working on another project, we will ensure your enquiry is responded to.

Emails sent to a specific officer who may be away or working elsewhere in the Department would delay a response until the officer returns. Emailing the general account will ensure that your email is addressed promptly.

General enquiries: 3328 6892

TRAINING SUCCESS - GREAT NEWS STORY ⁽⁷⁾

TAFE Queensland North, in partnership with The Myuma Group, has delivered RII20712 Certificate II in Civil Construction in Far North Queensland with outstanding results.

Fourteen Indigenous students participated in this course that was contextualised and specialised to support the local community to access training they could not normally access due to cost and distance.

There is industry demand for Civil Construction workers in remote areas, and The Myuma Group, who have established great relationships with employers in civil construction, have secured a 100% success rate as all 14 participants' transitioned into employment.

DETCONNECT PHONE NUMBER CHANGE ⁽⁸⁾

PQS are advised that the phone number for DETConnect has recently changed and the new number is 3034 5327.

WEBINAR PARTICIPATION - LIVE - USER CHOICE AND CERTIFICATE 3 GUARANTEE ⁽⁹⁾

Market Quality will present two live and interactive webinars in May and June 2015. One will focus on User Choice and the other on Certificate 3 Guarantee/Higher Level Skills. The webinars will offer advice on what Market Quality is looking for when conducting PQS audits and will address questions received from PQS as well as discussion on best practice. There are approximately 30 places available for each live webinar and both are presented at no cost to the training organisation.

To register your interest in being involved, send an e-mail with either 'User Choice webinar' or 'Certificate 3 Guarantee webinar' in the subject line and the name, position description, telephone number and e-mail contact of your nominee along with the name of your organisation in the body of the email. You can also forward any questions you would like addressed in the webinar presentation.

Applications should be sent to supplier.management@dete.qld.gov.au by close of business Wednesday 28 April 2015 and will be chosen on a first come basis. Market Quality will contact the successful applicants in early May.

The webinars will be recorded and are intended for uploading to the Department's website for public access in June.

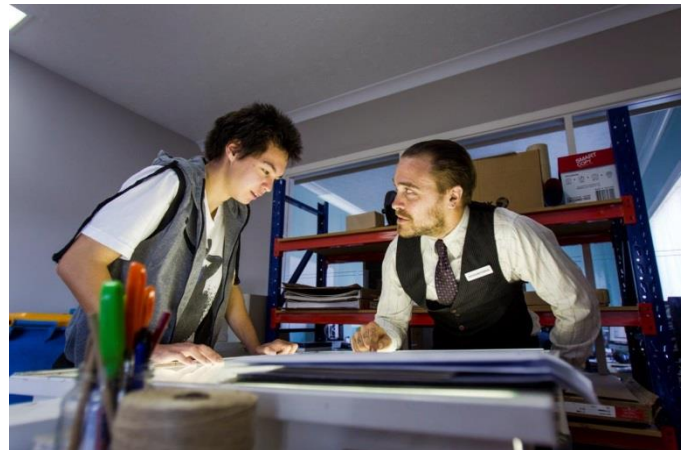
QUEENSLAND TRANSITION GUIDES ⁽¹⁰⁾

Guides are no longer available from the Department. Nominal hours information can now be sourced by a PQS through DETConnect. Other RTOs are able to source this information from NCVET. Mapping information is available from the relevant Industry Skills Council.

TERMINATION OF PRE-QUALIFIED SUPPLIER AGREEMENTS ⁽¹¹⁾

The Department is committed to the ongoing monitoring of its agreements with Pre-Qualified Suppliers. Events of Default in relation to any agreements with the Department are treated very seriously, there were two such instances this month resulting in termination.

Please ensure that you have a sound understanding of Pre-Qualified Supplier Policy, program policies, related fact sheets as well as your obligations under the Pre-qualified Agreement that you hold with the Department.



2014-15 QUEENSLAND VET INVESTMENT PLAN

QUEENSLAND TRAINING SUBSIDY LIST ⁽¹²⁾

The current version of the subsidy list is V7 (effective date 12 January 2015).

TRAINING AND EMPLOYMENT SURVEY 2014-15 ⁽¹³⁾

Training and Employment Survey Report due 14 April:

Update: Big Improvement! 70% of all PQS have submitted their report which was due 14 April 2015. A big thanks to those who met their obligations and a big hurry up to the 30% still outstanding.

Training and Employment Survey Report due 14 July:

Training completed or discontinued from 1 January to 31 March 2015 is due to be reported on **14 July 2015**. Responses need to be emailed to the Supplier Management inbox address at supplier.management@dete.qld.gov.au

The Training and Employment Survey template for 2014 – 2015 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 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

We look forward to receiving your report in a timely manner, and know that you are now all experts in the completion of the template.

NEW TECHNOLOGY: GHOTIT SOFTWARE NOW AVAILABLE FROM SKILLS DISABILITY SUPPORT ⁽¹⁴⁾

Ghotit Real Writer & Reader ([Ghotit](#)) is a powerful software program developed especially for people with dyslexia, dysgraphia and other learning disabilities.

Ghotit's features support users with: in-depth analysis of written text, suspecting every word to be misspelled or misused (spelt correctly but out of context); grammar checking and correction which takes into account the unique grammatical errors made by people with dyslexia, dysgraphia and other learning disabilities; and additional algorithms and rules to correct punctuation errors.

Ghotit can also help the user select the correct word from its suggestions by providing a text to speech engine, an integrated dictionary and descriptions of grammar and punctuation correction rules.

Contact SkillsDisabilitySupport@dete.qld.gov.au to loan Ghotit software for your eligible learners. For more information on Skills Disability Support visit www.training.qld.gov.au/sds



USER CHOICE

SUPERVISION REQUIREMENTS – APPRENTICES (15)

The Queensland Apprenticeship and Traineeship Office (QATO) have received an increased number of queries about apprenticeship supervision. Information has been distributed to the Australian Apprenticeship Centres via the Q-AAC mail publication to provide advice with regards to sign-ups for apprentices. Questions regarding supervision seem to be most prevalent with existing workers entering an apprenticeship or workers undertaking a second apprenticeship qualification in a similar occupation to their first.

With reference to 'documented competence' the definition for apprenticeship supervision has been updated to clarify that 'documented competence' refers to a statement of attainment and/or qualification. Details about supervision requirements for apprentices and trainees can be found in the [Declaration of apprenticeships and Traineeships Policy](#) and at [Queensland Training Information Service](#).

To be clear about the supervision requirements there **must** be a suitably qualified person/s in place before the parties enter in to a training contract.

If a workplace does not have a suitably qualified person/s and an RPL or other process is taking place to gain the required documented competence, any sign-ups should not take place until after the RPL or other process has been completed as there are no workers within the workplace who can be listed as supervisors in question 36 of the training contract.

It is recognised that an employer may state information about qualified supervisors to the AAC at the point of sign up which may at a later date turn out to be incorrect. The SRTO should identify this at the point of doing an employer resource assessment and if there is an issue with supervision the SRTO must contact DET, and if required the training contract will be cancelled.

If supervision issues are identified by DET or another party it will be investigated by a delegated officer. If a delegated officer determines that the supervisor/s may not meet the definition of a qualified person, a show cause would be issued. A show cause will contain the proposed action/s and the reasons for the proposed action/s. The employer and/or apprentice has the opportunity to respond to the show cause notice and a decision is then made by the delegated officer based on the response.

Regions are often requested to review supervision and range of work arrangements for a variety of reasons and operate from the [policy information](#) which is publically available to all parties. The show cause process is designed to allow a fair process for the employer and/or

apprentice to respond to the proposed actions of a delegated officer.

If a training contract is cancelled due to what may be considered false or misleading information, the details are sent to Contract Management and Performance area who manage the Pre-Qualified Suppliers and to the Commonwealth Department of Education and Training for their information and action if they deem required.

