Newsletter

DEPARTMENT OF EDUCATION, TRAINING AND EMPLOYMENT

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 35 – November 2014

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

UNIQUE STUDENT IDENTIFIER REGISTRY SYSTEM ACTIVATED [1]

On 15 October 2014 Minister Macfarlane announced that the Unique Student Identifier (USI) Registry system had been activated to enable training organisations and re-enrolling students to create and verify USIs.

Opening access to the USI Registry System now provides an opportunity for training organisations to establish access arrangements for the USI Registry System and bed down business processes prior to formal commencement of the scheme in January 2015.

Allowing access now also provides an option for training organisations to complete the USI processes for continuing students and reduce associated workloads in early 2015.

Minister Macfarlane's announcement of the activation follows a series of presentations to raise awareness at major private and public training organisation conferences over the last two months.

A series of webinars were presented in October and November for training organisations and other key stakeholders. A YouTube presentation of the webinar is available on the attached website link: http://usi.gov.au/Training-Organisations/Pages/USI-webinar-series.aspx

Activation of the USI Registry System is supported by a new USI website providing comprehensive information for training providers and other users. It includes access to a User Guide, information videos and factsheets, which training organisations can use to build awareness and provide guidance for their students and staff.

For more information visit the website, or call13 38 73.

QUEENSLAND SKILLS GATEWAY [2]

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

Queensland Government

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).

NEW TO AVETMISS – WEBINAR SERIES [3]

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.

DEPARTMENTAL OUTCOME CODE 65 – HOW TO REPORT [4]

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, 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.

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 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 [b]

- 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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ACTIONS:

[   ]   Have you confirmed with your Student Management
        System (SMS) developer that they are USI "geared
        up"?
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USER CHOICE

FEE WAIVER FOR CHILD CARE CEASING [6]

Some time ago the department issued advice to Pre-qualified suppliers (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.

ERRORS…NEW FACT SHEET [7]

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/pqs-news-events.html

GUIDE FOR SUPERVISING REGISTERED TRAINING ORGANISATIONS [8]

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.

GUIDE TO TRAINING PLANS AND TRAINING RECORDS [9]

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.

DECLARATIONS [10]

The following qualifications have been approved for User Choice funding:

SIT12 – Tourism, Travel and Hospitality Training Package

Qualification	Code	Priority
Certificate III in Hospitality – Front of House Restaurant Worker	SIT30713	3
Certificate IV in Commercial Cookery	SIT40413	1

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.

ACTIONS:

[ ] Have you accessed the additional information relating to completing a registered training contract?

[ ] Start using the "nationally consistent Training Plan template"?

2014-15 QUEENSLAND VET INVESTMENT PLAN

MARKET PERFORMANCE REVIEWS [11]

To ensure government receives a satisfactory return on public investment in VET outcomes, the Department will shortly commence a process of undertaking reviews of high volume and high priority qualifications.

The objective of these reviews will be to 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 good news stories and inform decision making when intervention may be required to address market failure or other areas of concern.

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

INVESTMENT IN TRAINING FACT SHEETS [12]

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 [13]

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.

DETERMINING TRAINING ELIGIBILITY – VISA REQUIREMENTS [14]

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.

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

SUB-CONTRACTING [15]

Training and Assessment [a]

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 [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).

VALIDATIONS ERRORS [16]

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

HIGHER LEVEL SKILLS DEFINITION FOR EXISTING WORKER [17]

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 [18]

The current version of the subsidy list is V6.

UPGRADE OF APPRENTICESHIP INFO SELF SERVICE (AISS) [19]

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.
  o Completed qualifications will show the year of completion in the "Year Completed" column.
  o Incomplete qualifications will not have a year indicated in the "Year Completed" column. 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.

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

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**

ACTIONS:

[ ] If you are breaching Third Party Guidelines – **STOP NOW**

The secret of success is constancy to purpose
Benjamin Disraeli