

# Higher Level Skills

## Skill set fact sheet

### What is a skill 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 Industry and Skills Committee (AISC) and have been assigned a code for reporting purposes.

All funded skill sets are published on the Priority Skills List at [www.desbt.qld.gov.au/training/providers/funded/priority-skills-list](http://www.desbt.qld.gov.au/training/providers/funded/priority-skills-list).

### Scope of registration for skill sets?

ASQA do not register registered training organisations (RTOs) for delivery of skill sets as an explicit product on their scope of registration.

In Queensland, specific skill sets are available as part of the state's Skills Assure Supplier (SAS) system. The system provides a central register of RTOs pre-approved to deliver training and assessment services subsidised by the Department of Employment, Small Business and Training.

### How do I add skill sets to my SAS application or SAS Agreement?

To register your intent to add skill sets to a SAS application, you need to email [programdesign@desbt.qld.gov.au](mailto:programdesign@desbt.qld.gov.au) the following information:

- 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 Priority Skills List.

If you are a SAS and wish to register your intent to add funded skill sets to your current SAS agreement, email [programdesign@desbt.qld.gov.au](mailto:programdesign@desbt.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 are now accessible to them in Purchasing Online (POL), or Variations Online (VOL).

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

### What is the approval process for skill sets?

Skill sets are treated the same as qualifications for departmental approval requirements contained in new SAS applications or SAS Variation Requests.

### Participant eligibility for skill sets

Participants are eligible to undertake funded skill sets through the Higher Level Skills program. For details, refer to the program policy at [www.desbt.qld.gov.au/training/providers/funded/higher-level-skills](http://www.desbt.qld.gov.au/training/providers/funded/higher-level-skills). Additional conditions are also detailed against the skill sets on the Priority Skills List.



## **How are skill sets reported to the department?**

Under the SAS agreement, skill set reporting is similar to qualifications reporting through Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) submissions.

For example, using the Case Management Skill Set, the code for reporting is CHCSS00073 in the Program identifier field in AVETMISS.

## **What are the payment arrangements for skill sets?**

Skill sets are treated the same as qualifications for payment purposes, in accordance with the SAS Policy.

## **More Information**

For more information on the SAS framework, including SAS policies, publications and forms, visit [www.desbt.qld.gov.au/training/providers/sas](http://www.desbt.qld.gov.au/training/providers/sas).

For more information on the funded programs detailed in the Priority Skills List, including policies and guidelines, visit [www.desbt.qld.gov.au/training/providers/funded](http://www.desbt.qld.gov.au/training/providers/funded).