

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 30 – June 2014

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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.

FURTHER EDUCATION AND TRAINING (FET) ACT 2014 ⁽¹⁾

In May 2014 the Further Education and Training Bill was passed by parliament and is on track to be introduced as of 1 July 2014. When the FET Act is proclaimed the existing Vocational Education, Training and Employment Act (VETE) 2000 will be repealed.

A guide to assist Supervising Registered Training Organisations (SRTO) operating in Queensland has been developed in line with the incoming FET Act and will replace the existing guide when the VETE Act is repealed.

The guide is located at <http://training.qld.gov.au/training-organisations/srto/index.html> and will be updated from 1 July 2014.

DETE regional offices will be organising information sessions to provide further details about the changes from the VETE Act to the FET Act. For more information please contact your local district office.

MARKETING – CERTIFICATE 3 GUARANTEE ⁽²⁾

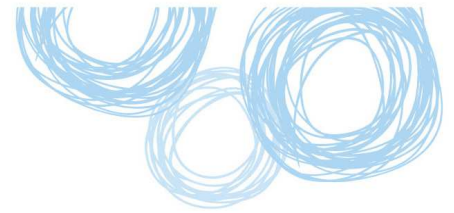
Pre-qualified Suppliers are reminded of their obligations outlined in their Pre-qualified Suppliers Agreement related to publicity that includes C11 - Publicity 11.3 and 11.4 which state that:

“11.3 - The Supplier must not make any misleading public statements, including any statements to students, employers or any organisation, about this Agreement, the level of funding or actions taken by the Department under this Agreement.

11.4 – The Supplier must, in making public statements in relation to the Training and Assessment funded under this Agreement, include an acknowledgement of the public funding received from the Department and such acknowledgement will be on terms reasonably approved by the Department.”

Pre-qualified Suppliers should ensure they are familiar with Pre-qualified Supplier Policy 2014-15- in particular Performance Standard 2 – “Demonstrating professional and ethical standards of behaviour by:





“(D) - Complying with all departmental policies and directives in relation to the proper promotion and marketing of a program including not advertising, marketing or promoting to consumers any gift or inducement an enrolled student would be eligible to receive upon enrolment in a qualification offered by the PQS under a program (see Pre-qualified Supplier Agreement Clause 11, the Department’s Marketing Guideline and any other relevant publications or instructions that the Department may publish).”

Marketing Guidelines for Certificate 3 Guarantee were published by the Department in October 2013. Pre-qualified Suppliers are reminded of the importance of ensuring that all staff involved with the marketing of any Government funded Certificate 3 Guarantee programs are fully aware of the contents of this document.

Marketing Guidelines can be found at the following link:
<http://training.qld.gov.au/resources/investing-in-skills/pdfs/c3g-marketing-guidelines.pdf>

FULL CONTESTIBILITY ⁽³⁾

To receive funding as a Pre-qualified Supplier under any of the funding arrangements your organisation must be aware of the following:

Agreement Variations ^(a)

The Department does not automatically update a Pre-qualified Supplier’s Delivery Schedule when a qualification is superseded or when the Pre-qualified Supplier is no longer registered for a qualification.

A Pre-qualified Supplier **can only commence training in a new qualification from the date it has been approved by the Department. Variations will not be backdated.**

When a Pre-qualified Supplier fails to submit a variation request electronically through Variations Online (VOL) – any data submitted in relation to that delivery cannot be validated. This will result in errors and there will be no payment.

Additionally any request to backdate your variation to correct an administrative error will not be considered.

Monthly Data Submissions ^(b)

In line with your PQS Agreement please note that a PQS will only receive payment for a data submission which is error free and meets the standard Departmental validations for the relevant program.

Please note that **payments will be made monthly.**

In order for payments to be processed in a timely manner by the Contract Management and Performance team, it is vital to ensure end of month AVETMISS submissions are complete, **submitted on time** and error free. You are encouraged to submit your data more frequently to achieve an error free status – but it must occur before the last working day of the month.

Suppliers are reminded (once more) they have:

- 90 days to make a claim for training delivery from the date the competency has been achieved for the 2010-2015 User Choice Program; and,
- 30 days to make a claim for training delivery from the date the competency has been achieved for the Certificate 3 Guarantee Program

Failure to adhere to this timeframe may result in your organisation not receiving payment.

PURCHASING ONLINE (POL) ACCOUNTS ⁽⁴⁾

Purchasing Online Account holders are reminded of their responsibility to retain their logon and password for access to this system. There has been a notable increase at end of month, for individuals with an account, requesting a password reset in order to apply for variations.

Individuals who haven’t retained their POL Account details and wait until the end of month to request a password reset may experience delays in receiving their temporary password due to the volume of requests submitted at this time.

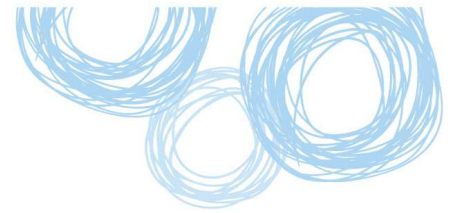
Further, variations lodged at this time may not be processed in time for data validation and payment. It is in your best interest to ensure that prior to the end of the month that you know your logon and password. Should you have any questions about your POL Account, please email your query to purchasingonline@dete.qld.gov.au.

VOCATIONAL PLACEMENT - Queensland ceases to recognise and regulate – NEW ⁽⁵⁾

After 29 June 2014, The Queensland Government’s legislative power to recognise and regulate vocational placement schemes will cease. Therefore, the Department will no longer play a role in that regard.

To assist Suppliers navigate the new arrangements for vocational placement, the Department has developed a





Guide to Vocational Placement for Queensland registered training organisations.

The document will be available on the Departmental website at: <http://training.qld.gov.au/resources/training-organisations/pdf/vocational-placement-guide.pdf>.

AUSTRALIAN SKILLS QUALITY AUTHORITY (ASQA) - Automatic update to Scope of Registration - NEW ⁽⁶⁾

We have been advised that “from 1 July 2014, equivalent training package products (qualifications and/or units of competency) will be automatically added to a registered training organisation’s Scope of Registration without requiring an application or a fee.

This process will apply to all ASQA registered training organisations with a training package product listed on their Scope of Delivery that an Industry Skills Council has superseded with a new training product that it has deemed equivalent.

On 1 July 2014, ASQA will update all training products on an RTO’s scope that are in transition, having been superseded by a new equivalent product in the last 12 months. There will be no application required or fee payable.

From 1 July 2014, ASQA will apply this process for all future training package updates.

Those providers that do not wish to have the new, equivalent product on scope can choose to opt-out through a simple application process to ASQA. There is no fee for this.

This approach supports the Australian Government’s policy of minimising regulatory burden on Australian businesses.”

NOTE: - Suppliers need to be aware that where qualifications have been automatically added to their Scope of Registration at the national level – application still needs to be made through VOL to add them to the Delivery Schedule of the Agreement they hold with the Department.

SUPPLIER RESPONSIBILITY ⁽⁷⁾

Suppliers are reminded of their responsibility to ensure compliance with all policy guidelines and agreement requirements. In particular:

Any changes to a Supplier’s Scope of Registration ^(a)

- Where qualifications are either added to or removed these changes must be advised to Contract Management and Performance immediately. Notification can be provided by email and then by submitting a variation request through Variations Online (VOL) to either remove the qualification from your Schedule or remove your organisation from being published.

Any changes to a Supplier’s Legal Name or a change in control ^(b)

- Must be notified to Contract Management and Performance before the changes occur.

Failure to advise 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 Supplier





USER CHOICE

End of Financial Year Closure ⁽⁸⁾

The User Choice PQS agreements run for a 5 year period from 1 July 2010 to 30 June 2015 maintaining the same Agreement Number throughout the program. In order to manage the data flow throughout the 5 year program period, the Department's payment system separates the training activity for each financial year.

In order to finalise training activity at the end of the financial year, PQS have 90 days (until 30 September) to submit error free data.

Data errors appearing on the Validation Report **MUST** be addressed to ensure payment will be made for all training delivered up to and including 30 June 2014.

Where errors relate to a student's Training Contract, such as cancellations and amendments etc., PQS need to follow up with the relevant Training Queensland Regional Office.

For all other funding types with Program completion dates in the same timeframe, PQS must ensure that all data is submitted and error free within the required timeframe as specified in their Agreement.

There will be no extension granted to submit 2013-2014 financial year data past 30 September 2014.



DECLARATIONS ⁽⁹⁾

The following qualifications have been approved for User Choice funding:

CUA – Live Performance and Entertainment Training Package.

Qualification	Code	Priority
Certificate III in Live Production and Services	CUA30413	3

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>

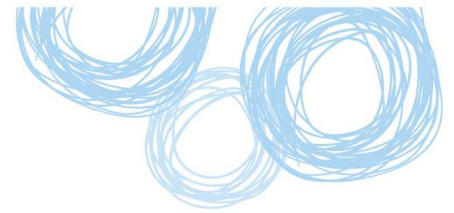
Remember: You must have scope of registration before applying for the addition of any qualification to your Schedule A/Delivery Schedule. Only when scope has been approved can you then apply for the qualification to be added to your Schedule A/Delivery Schedule through Variations on Line using your Purchasing on Line (POL) account. Failure to do this will result in no payment.

USER CHOICE (CONTINUING) STUDENT POLICY for 2014 - 15 - NEW ⁽¹⁰⁾

The new User Choice (Continuing) Student 2014-15 Policy will be available on the departmental website as of 30 June 2014.

Suppliers who hold a User Choice (Continuing) Student 2013-14 Agreement are encouraged to access and familiarise themselves with this document.





2014 – 15 VET INVESTMENT PLAN

LAUNCH OF THE INVESTMENT PLAN - NEW ⁽¹¹⁾

As Suppliers are aware, Education, Training and Employment Minister John-Paul Langbroek launched the [2014-15 Annual VET Investment Plan](#) in mid-June 2014.

The plan details how the Queensland Government will invest its planned \$615 million vocational education and training (VET) budget for the next financial year.

The VET Investment Plan is a key element in the government's [Great skills Real opportunities](#) training sector reform action plan. It provides a funding framework that focuses on training linked to employment outcomes and delivers full contestability for government funded training in Queensland.

Suppliers can access the departmental website to gain further information at the links below:

- [User Choice \(apprenticeship and traineeships\)](#)
- [Certificate 3 Guarantee](#)
- [Higher Level Skills](#)
- [Community Learning](#)
- [Indigenous Training Strategy](#)
- [Industry Partnerships Strategy](#).

For more information on the VET Investment Plan, visit www.training.qld.gov.au/vetinvestmentplan.

All Suppliers are reminded that they need to lodge a Pre-qualified Supplier application through POL to deliver to any new and continuing students under the Certificate 3 Guarantee or Higher Level Skills programs in 2014-15.

RESULTS OF THE WAREHOUSING REVIEW ⁽¹²⁾

As reported in the April 2014 edition of the Contract Connector, the Department has recently completed its performance review of investment into the Certificate III in Warehousing Operations (TLI31610) qualification.

The review revealed that on average RTOs were delivering the qualification in significantly less hours than what has been outlined in the approved hours of delivery (595 hours). As a result of this finding, the Department will reduce the level of government investment to 200 funded hours, which more accurately reflects the training effort currently provided by Pre-qualified Suppliers. This will ultimately result in the government provided subsidy for the qualification to change as follows:

- Non-concessional student subsidy reduced from \$2,954 to \$987.

- Concessional student subsidy reduced from \$3,587 to \$1,199.

This change to subsidy level will be implemented as at 1 July 2014 for all new enrolments and is detailed on the Queensland Subsidies List available at <http://www.training.qld.gov.au/information/vet-investment-plan/subsidies-list.html>.

Further, the review also revealed to the Department that the majority of the Pre-qualified Suppliers (approximately 80%) with Certificate 3 Guarantee Agreements for this qualification are not meeting all of the requirements of their contract, as outlined in the Key Performance Indicators (KPIs).

There are 2 KPIs that Pre-qualified Suppliers are required to meet, with the first KPI related to the successful completion of qualifications by students. The Department's Certificate 3 Guarantee Agreement requires Pre-qualified Suppliers to achieve at least a 65% success rate against this KPI. The second KPI relates to the completion of student surveys on the quality of the training, which the Department requires each student to complete.

All of the Pre-qualified Suppliers included in the review have been provided with written feedback on their performance. Where Pre-qualified Suppliers have failed to meet 1 or more of the KPIs, the Department has asked Pre-qualified Suppliers to provide advice to on how they will implement processes to ensure that both KPIs are successfully met in the future.

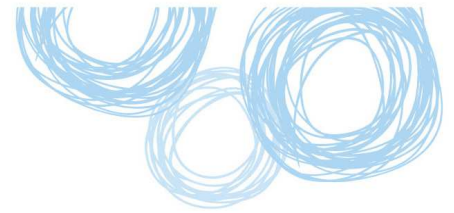
The Department will undertake future performance reviews of other qualifications throughout 2014-15.

PARTICIPANT ELIGIBILITY FOR POST SCHOOL QUALIFICATIONS – REMINDER ⁽¹³⁾

To be eligible to enrol in the Certificate 3 Guarantee program participants must not hold and not be enrolled in a certificate III or higher qualification (qualification completed at school and foundation skills training are not counted).

To assist in this process the Department has modified its Apprentice Information Self Service (AISS) for use in determining students' eligibility.






ERRORS... VALIDATION FOR CERTIFICATE 3 GUARANTEE – NEW ⁽¹⁴⁾

From 1 January 2014 Contract Management and Performance introduced a new validation to Certificate 3 Guarantee Program details of which are below:-

34009 – No tuition fees reported

You will receive this error if you make a claim for payment and do not report the student contribution fees as per policy requirements. Fees should be reported per Unit of Competency and rounded to the nearest dollar.



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.



The time is always right to do what is right

Martin Luther King Jr