SAS Industry Proposal

**Surface Coal Mine Safety Skill Set**

# **Introduction**

The Department of Employment, Small Business and Training (DESBT) has subsidised training under the Higher Level Skills program for the RIISS00034 Surface Coal Mine Safety Skill Set to support industry-endorsed employment pathways aligned with regulated requirements for Standard 11 induction training within the mining industry.

# **Program Information**

[Higher Level Skills Program](https://desbt.qld.gov.au/training/providers/funded/higher-level-skills)

Enables eligible students to access a subsidised training place in selected Certificate IV or higher-level qualifications and nationally recognised skill sets to help with gaining employment or career advancement in a priority industry.

# **What is the purpose of this industry proposal?**

The industry proposal (or proposal) enables an existing Skills Assure Supplier (SAS) for Queensland VET Investment programs to provide evidence of industry demand with a Mining Company for delivery of RIISS00034 Surface Coal Mine Safety Skill Set under the Higher Level Skills program.

# **Eligibility to submit a proposal?**

A SAS approved for Queensland VET Investment programs must meet the following criteria to be eligible to submit the proposal for RIISS00034 Surface Coal Mine Safety Skill Set:

* scope of registration as a registered training organisation must include qualifications from the RII Resources and Infrastructure Industry training package and RIISS00034 Surface Coal Mine Safety Skill Set
* evidence of a minimum of six months training delivery to Queenslanders within the RII Resources and Infrastructure Industry training package with successful outcomes in a full qualification for a minimum of 10 students within the last two years
* delivery history excludes RPL and credit transfer in full qualifications
* submit current AVETMISS data to DESBT using the Partner Portal demonstrating your delivery history as stated above within the RII Resources and Infrastructure Industry training package.

# **Submitting the proposal?**

Complete all sections of the industry proposal for a successful submission to DESBT including signatories by the specified organisations. Completed industry proposals with the mandated evidence of support submitted by email to VPI@desbt.qld.gov.au .

SAS must submit AVETMISS data via the Partner Portal on or prior to the lodgement of this proposal to DESBT.

Please direct any questions about completing this proposal to VET Programs and Investment by email to [VPI@desbt.qld.gov.au](file:///C%3A%5CUsers%5Cstillersm%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CT0ZQ2DCJ%5CVPI%40desbt.qld.gov.au).

# **The evaluation and approval process**

DESBT will evaluate the information provided in consultation with industry to validate employer demand and may contact the SAS and Mining Company should further information be required. DESBT reserves the right to decide on the number of subsidised places in close consultation with industry.

SAS receive written advice to inform them of the outcome of the proposal to include the RIISS00034 skill set on their QS Delivery Schedule for each arrangement with the specific mining company. SAS must notify the respective Mining Company of DESBT’s decision. If approved, DESBT will issue a variation notice to the SAS specifying key requirements including but not limited to:

* a signed agreement or Memorandum of Understanding (MOU) between the Mining Company and the SAS for the delivery of the RIISS00034 skill set including training and assessment strategies, the number of students, mining sites and locations being submitted to DESBT within six weeks of DESBT’s request
* achievement of employment outcomes of at least 55 per cent for participants enrolled in the skill set
* any specific reporting requirements.

# **Management of the training and outcomes**

DESBT’s Contract Management Unit will monitor the employment outcomes of the RIISS00034 skill set on a six monthly basis to verify achievement of the key performance indicator of a minimum 55 percent of participating students gaining employment. If this key performance indicator is not achieved DESBT may remove this skill set from the SAS delivery schedule.

All requests to vary any of the conditions in the variation notice must be submitted to contractmanagement@desbt.qld.gov.au. The decision to approve or not approve the variation request may take up to eight weeks and includes but is not limited to measuring training activity against key performance indicators in the Higher Level Skills program policy and verifying future demand from the associated mining company and the industry sector as a whole.

DESBT will monitor the delivery of this skill set including the quality of the training based on feedback from participating mining companies and participants of the training. DESBT will cancel delivery approval if key performance indicators and other requirements are not achieved or maintained.

# **Useful links**

More information about Queensland Government training strategies, plans and policies is available online at [www.desbt.qld.gov.au/training](http://www.desbt.qld.gov.au/training).

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| **Section 1. Skills Assure Supplier organisation details** |
| SAS Legal name | Click or tap here to enter text. |
| SAS Trading name*(if different from above)* | Click or tap here to enter text. |
| Authorised contact details: Title | Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ]  Doctor [ ]   |
| Full Name of contact | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Organisation’s contact details | Phone | Click or tap here to enter text. |
|  | Email | Click or tap here to enter text. |
| This section requires the authorised contact to certify:* the SAS organisation has a current Queensland VET Investment program QS agreement with DESBT.
* information provided in this proposal and any attachments is to the best of my knowledge true and correct.
* I understand DESBT will review the information provided and may conduct further reviews or seek additional information it sees fit in considering this proposal.
* I understand this is a proposal and may not necessarily result in the approval to add RIISS00034 to my QS Delivery Schedule.
 |
| Declaration Certification | Signature: |  |
|  | Name of Signatory (Printed): | Click or tap here to enter text. |
| **Section 2. Mining Company organisation details** |
| Legal name of organisation | Click or tap here to enter text. |
| Trading name of organisation*(if different from above)* | Click or tap here to enter text. |
| Authorised contact details: Title | Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ]  Doctor [ ]   |
| Full Name of contact | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Postal address*(all correspondence will be directed to this address)* | Address | Click or tap here to enter text. |
| Town/suburb | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Organisation’s contact details | Phone | Click or tap here to enter text. |
|  | Email | Click or tap here to enter text. |
| This section requires the authorised contact to certify:I state the information in this industry proposal and any attachments are to the best of my knowledge true and correct at the time of submission. I understand DESBT will review the information provided and may conduct further reviews or seek additional information it sees fit in considering this industry proposal. I compiled the contents contained in this proposal in conjunction with the SAS in Section 1 above. I understand this is a proposal only and may not necessarily result in the approval of funding. |
| Declaration Certification | Signature: | Click or tap here to enter text. |
|  | Authorised Contact Name (Printed): | Click or tap here to enter text. |
| **PART A – MINING COMPANY TO COMPLETE** |
| **Section 3. Mining locations and information** |
| **Mining Company to complete:** Supply the name/s and types of mines with their Queensland locations requiring training in the RIISS00034 skill set. |

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| Name of Mine | Type of Mine | Queensland Location |
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| **Section 4. Relationship between the Mining Company and SAS** |
| **Mining Company to complete**: Supply a written summary of the relationship between your organisation and the nominated SAS, including delivery history in the RII Training Package including the qualifications delivered, numbers of participants, and training and assessment timeframes. |
| Click or tap here to enter text. |
| **Section 5. Mining Company use of labour hire for recruitment of potential staff** |
| **Mining Company to complete**: if your organisation uses a labour hire company to recruit staff, provide the name of the company, the role of the company, the length of the working relationship, and whether this is the only recruitment mechanism. |
| Click or tap here to enter text. |
| **Section 6. Mining Company arrangements with RTOs** |
| **Mining Company to complete**: List the training delivered to your current employees, including the number of employees and the RTOs used for entry-level training aligning to Standard 11 induction training in the last year or specify the year this occurred. (This information can be collated in an attachment and clearly referencing the response to this Section 6.) |
| Click or tap here to enter text. |

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| **Section 7. Employment in the mining industry** |
| **Mining Company to complete**: A. Describe the demand for commencements in the RIISS00034 skill set and anticipated job outcomes after completion of this skill set. (The mining company must substantiate employment demand – not labour hire companies).B. Supply a written summary of the need for the training including but not limited to:* the potential number of new employee commencements
* the jobs to fill by location/region and mine
* the number of existing workers to new entrants requiring training.

Note: Student Eligibility – participants in this training may already hold a Certificate III or higher-level qualification.  |
| Click or tap here to enter text. |
| **Section 8. Forecasted participant numbers** |
| **Mining Company to complete**: Based on Section 7, provide forecasted numbers to represent the expected number of new entrant employees requiring training in the RIISS00034 skill set prior to commencing their role in the Mining Company for each calendar year. |
| **Forecasted Participants****January to June** | **Locations** | **Forecasted Participants July to December** | **Locations** |
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| **Section 9. Employment benchmarks** |
| **Mining Company to complete**: [Higher Level Skills program policy](https://desbt.qld.gov.au/__data/assets/pdf_file/0022/7573/hls-policy.pdf) requires an employment benefit of a minimum 55% of students who commence training gain employment. Describe strategies to ensure at least 55 percent of students, who complete the RIISS00034 skill set, commence and continue employment with the mining company. Include any difficulties with commencing and retaining employment in the mine and/or location and how the mining company will support the students in obtaining and maintaining employment. |
| Click or tap here to enter text. |
| **PART B – SAS TO COMPLETE SECTIONS 10,11 AND 12** |
| **Section 10. Training delivery and assessment model** |
| Describe the proposed training delivery and assessment strategies, the timeframes, and the location/s of delivery for RIISS00034 skill set and nominated mine sites. |
| Click or tap here to enter text. |
| **Section 11. Partnerships and third-party arrangements for delivery of training** |
| Provide the names and contact details of partnerships and third-party arrangements the SAS intends to use for the delivery and assessment of RIISS00034 skill set. |
| Click or tap here to enter text. |
| **Section 12. Employment benchmarks** |
| [Higher Level Skills program policy](https://desbt.qld.gov.au/__data/assets/pdf_file/0022/7573/hls-policy.pdf) requires an employment benefit of a minimum 55% of students who commenced training gain employment. Describe strategies to ensure at least 55 percent of students, who complete the RIISS00034 skill set, commence, and continue employment with the Mining Company. Include any difficulties with commencing and retaining employment in the mine and/or location and how the SAS will support the participants in obtaining and maintaining employment. |
| Click or tap here to enter text. |
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