



BUSINESS RULES FOR PRIVATE TRAINING PROVIDERS

Job ready (recovery) skill sets

As part of the *WA Training Sector COVID-19 Response and Recovery Plan*, the Department of Training and Workforce Development (the Department) will be funding a number of targeted short-term skill sets to engage displaced workers and youth and meet immediate and emerging skill requirements as the economy recovers.

The skill sets provide a launch pad for students to upskill and cross skill for new jobs or provide pathways to full qualifications. They cross a range of industry sectors and will be available from 1 July 2020 to 31 December 2021, subject to funding availability.

The job ready skill sets are fee-free — no course, resource or discretionary fees apply — for eligible students.

The available job ready skill sets, and the units of competency they contain, are listed in Attachment 1.

For more information about the job ready skill sets, [please go to jobsandskills.wa.gov.au/skillsready](https://jobsandskills.wa.gov.au/skillsready).

Eligible registered training organisations

All contracted private registered training organisations (RTO) on the Priority Industry Training (PIT) panel, will be eligible to deliver skill sets, subject to registration scope. The PIT program is split into two target groups, job Seekers and existing workers. Allocation of places are subject to RTOs being on the relevant PIT target group panel.

Any private contracted RTO that is on an Action Plan or under sanction by the Regulator and/or the Department may not be eligible.

Eligible students

All Western Australian residents entitled to undertake publicly funded training, as set out in the 'WA VET Fees and Charges Policy', may undertake training in the 'Recovery Skill Sets'; however, only students meeting one or more of the following criteria will be eligible for fee free training.

- Persons aged 15 – 24 years* at the time of enrolment (excluding school students)
- Secondary school-aged persons who are not enrolled at school
- Persons receiving the JobSeeker or JobKeeper payment
- Persons and dependents of persons receiving the Youth Allowance, AUSTUDY or ABSTUDY
- Persons and dependents of persons holding:
 - A pensioner concession card or Health Care Card; or
 - A repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
- Persons and dependents of persons who are inmates of a custodial institution.

*Students must be 18 years or older to enrol in the Logistics and Warehousing skill set (AE145 and AE157) due to WorkSafe licensing requirements.

Students that do not meet one or more of the criteria listed above will still be able to enrol in the skill sets however, they will be required to pay the applicable course, resource and discretionary fees.

School-based students are ineligible to be enrolled in these skill sets.

Reporting and payment of course fees

For fee free eligible students, all units reported for the skill set must be reported in the Enrolment file as follows:

- student fee code must be reported as '**F – Fee Exempt**'; and
- a zero amount must be recorded against the Course Fee component.

For fee paying students, all units reported for the skill set must be reported in the Enrolment file as follows:

- student fee code must be reported as '**Z – Non Concession**'; and
- the correct full fee amount must be recorded against the Course Fee component.

Reporting and payment resource fees

Where resource fees are to be claimed back from the Department or charged to the students, the resource fee for each unit must be reported in Enrolment file.

Fee-free students only

RTOs can only claim resource fees from the Department where they have previously reported the resource fee for similar types of delivery and have the relevant evidence that resources were used for that training. The resource fee amount for a unit must be reported in RAPT. To claim resource fees, RTOs must submit a statement of claim on the approved Statement of Claim form (see *How to guide Claiming Fee Free Training*). Claims are for units commencing during the claim period. RTOs cannot claim for units that have not been reported as commenced/completed in RAPT. Claims for payment of resource fees will be requested on a quarterly basis.

Note: RTOs must be able to substantiate all resource fees itemised on the claim with receipts, purchase orders, etc. and these must be retained for audit purposes. Adjustment payments for RTOs will be processed in RAPT following confirmation of claim legitimacy.

Allocation of training places

Contracted programs of study (CPS) will be created for an RTO for each skill set funded separating existing worker or job seeker, as well as separate CPS for fee free and fee paying students. This will enable clear identification of who is undertaking the training. RTOs will be able to request an initial allocation of up to 100 training places per skill set across all regions of delivery. Monthly variation will be accepted through the normal variation process. This will be subject to 75% of the contracted numbers being reported for all skill set CPS.

A request for places and CPS is done within the existing variation process. RTOs will be able to select '*add skill set*' and places for the PIT program on the variation form. Details regarding the training outline for that skill set is required. For additional places, the current process applies where the RTO selects the existing CPS and add the required places. Request for places and/or a CPS can be made monthly within the standard variation round timeline.

Delivery mode

No restrictions are placed on how the skill sets are delivered. RTOs are required to submit a training outline for all requested skill sets through the variation process.

Audit of activity reported

Please note that the Department will validate student eligibility and that there has been no fees (course of resource) charged to the student during their eligible training period. RTOs will be subject to all standard auditing processes with respect to verification and duration of training.

Further information

For further information please contact your case manager or email

<mailto:training.markets@dtwd.wa.gov.au>.

Attachment 1

List of job ready skill sets and unit codes (as at July 2020)

Business Ready Skill Set

- Delivery a service to customers (BSBCUS201)
- Produce digital text documents (BSBITU211)
- Contribute to health and safety of self and others (BSBWHS201)
- Organise and complete daily work activities (BSBWOR202)
- Use business technology (BSBWOR204)

Commercial Kitchen Skill Set

- Use food preparation equipment (SITHCCC001)
- Clean kitchen premises and equipment (SITHKOP001)
- Use hygiene practices for food safety (SITXFSA001)
- Participate in safe work practice (SITXWHS001)
- Comply with infection prevention and control policies and procedures (HLTINFCOV001)

Work in Civil Construction Skill Set

- Erect and dismantle restricted height scaffold (CPCCCM2008)
- Work safely at heights (CPCCCM2010B)
- Operate elevated work platforms (CPCCCM3001)
- Apply OHS requirements, policies and procedures in the construction industry (CPCCOHS2001A)
- Prepare to work safely in the construction industry (CPCCWHS1001)
- Carry out WHS requirements (CPCPCM2043A)
- Carry out simple concreting and rendering (CPCPCM2054A)
- Work safely on roofs (CPCPCM2055A)
- Carry out levelling operations (CPPCCCM3006)
- Install trench support (RIICCM210D)
- Apply WHS requirements, policies and procedures in the construction industry (CPCCWHS2001)
- Operate small plant and equipment (RIISAM204D)

Work Safety in Construction Skill Set

- Use construction tools and equipment (CPCCCM2005B)
- Work effectively and sustainably in the construction industry (CPCCCM1012)
- Apply basic levelling procedures (CPCCCM2006)
- Apply OHS requirements, policies and procedures in the construction industry (CPCCOHS2001)
- Undertake a basic construction project (CPCCVE1011A)
- Prepare to work safely in the construction industry (CPCCWHS1001)

Customer Service Skill Set

- Comply with infection prevention and control policies and procedures (HLTINFCOV001)
- Provide service to customers (SITXCCS006)
- Show social and cultural sensitivity (SITXCOM002)

Hospitality Service Skill Set

- Provide responsible service of alcohol (SITHFAB002)
- Prepare and serve espresso coffee (SITHFAB005)
- Serve food and beverage (SITHFAB007)
- Provide service to customers (SITXCCS006)
- Process financial transactions (SITXFIN001)
- Use hygiene practices for food safety (SITXFSA001)
- Comply with infection prevention and control policies and procedures (HLTINFCOV001)

Introduction to Cybersecurity Skill Set

- Implement and monitor WHS policies, procedures and programs to meet legislative requirements (BSBWHS401)
- Contribute to copyright, ethics and privacy in an ICT environment (ICTICT418)
- Recognise the need for cyber security in an organisation (VU21990)
- Secure a networked personal computer (VU21993)

Logistics and Warehousing Skill Set

- Comply with infection prevention and control policies and procedures (HLTINFCOV001)
- Carry out delivery operations (TLIA2044)
- Shift materials safely using manual handling methods (TLID1001)
- Operate a forklift (TLID2010)
- Licence to operate a forklift truck (TLILIC0003)

Provide Individual Support Skill Set

- Meet personal support needs (CHCCCS011)
- Provide individualised support (CHCCCS015)
- Follow basic food safety practices (HLTFSE001)
- Assist clients with medication (HLTHPS006)
- Follow safe work practices for direct client care (HLTWHS002)
- Conduct manual tasks safely (HLTWHS005)
- Comply with infection prevention and control policies and procedures (HLTINF001)

Work in Agriculture Skill Set

- Transport and store chemicals (AHCCHM304)
- Prepare and apply chemicals to control pests, weeds and diseases (AHCCHM307)
- Operate tractors (AHCMMOM202)
- Operate machinery and equipment (AHCMMOM304)
- Control weeds (AHCMPMG301)
- Contribute to work health and safety processes (AHCWHS301)
- Work effectively in the industry (AHCWRK204)

Work in Community Care Skill Set

- Organise and complete daily work activities (BSBWOR202)
- Provide first point of contact (CHCCOM001)
- Communicate and work in health or community services (CHCCOM005)
- Work with diverse people (CHCDIV001)
- Provide first aid (HLTAID003)
- Participate in workplace health and safety (HLTWHS001)
- Comply with infection prevention and control policies and procedures (HLTINF001)

Work in Hospitality Skill Set

- Health and wellbeing (GATHAW101A)
- Personal development (GATPDV101A)
- Technology for living (GATTEC101A)
- Provide responsible service of alcohol (SITHFAB002)
- Comply with infection prevention and control policies and procedures (HLTINFCOV001)