



Government of Western Australia
Department of Training
and Workforce Development



PREFERRED PROVIDER PANEL LIST

User guide for contracted providers

Last updated 30 November 2020

The preferred provider panel lists

Registered Training Organisations (RTOs) who are contracted by the Department of Training and Workforce Development to deliver funded vocation education and training in Western Australia are registered on preferred provider panels for the program(s) they successfully applied for and have a current year contract for.

At no cost, contracted RTOs can advertise through the Department the qualifications they are contracted to deliver under the programs on preferred provider panel lists. RTOs delivering in more than one program can advertise on more than one preferred provider panel list.

Preferred provider panel lists are advertised to the public on the Departments Jobs and Skills WA website and are available on the Department's website. <https://www.dtwd.wa.gov.au/>

This document outlines:

1. What programs have preferred provider panel lists?.....	3
2. Where can I find the preferred provider panel lists?.....	4
3. How can I advertise on a preferred provider panel list?	5
4. How can I stop advertising on a preferred provider panel list?	13

Important note: *The preferred provider panel list was formally known as the contracted provider list (CPL). Reference may be made within this document to the contracted provider list.*

1. What programs have preferred provider panel lists?

Preferred provider panel lists are available for the following programs:

APPRENTICESHIPS

TRAINEESHIPS

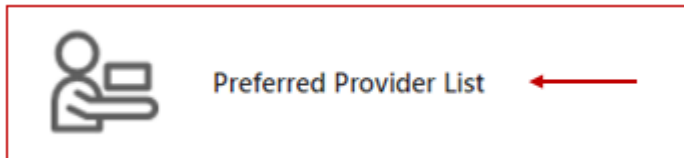
PRIORITY INDUSTRY QUALIFICATIONS (PIQ)

PARTICIPATION EQUITY

2. Where can I find the preferred provider panel lists?

The preferred provider panel lists are located on the Departments Training Allocation Management System (TAMS) RTO Portal and are updated nightly.

[Home · TAMS RTO Portal \(dtwd.wa.gov.au\)](http://dtwd.wa.gov.au)



2020 Preferred Provider Panel

Please select a Program Type OR click on a link at the bottom of the page to view all entries by program type

Apprenticeships	<input type="button" value="Select"/>
Traineeships	<input type="button" value="Select"/>
Priority Industry Qualifications (PIQ)	<input type="button" value="Select"/>
Participation Equity	<input type="button" value="Select"/>

3. How can I advertise on a preferred provider panel list?

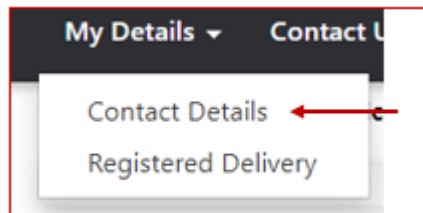
APPRENTICESHIPS	PRIORITY INDUSTRY QUALIFICATIONS	PARTICIPATION EQUITY
-----------------	----------------------------------	----------------------

To advertise on a preferred provider panel list for the above programs you must have an active CPS for the current year. Please register a contact person for the advertisement with the Department.

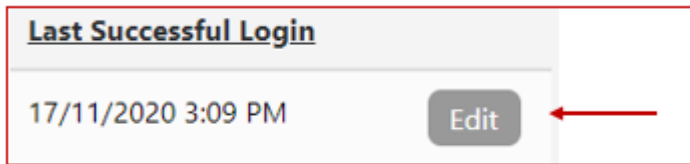
The Department will advertise all of the qualifications you are contracted to deliver for the current year under the program(s) on the preferred provider panel list(s). To advertise only some of the contracted qualifications, refer to part 4.

To register a contact person you must;

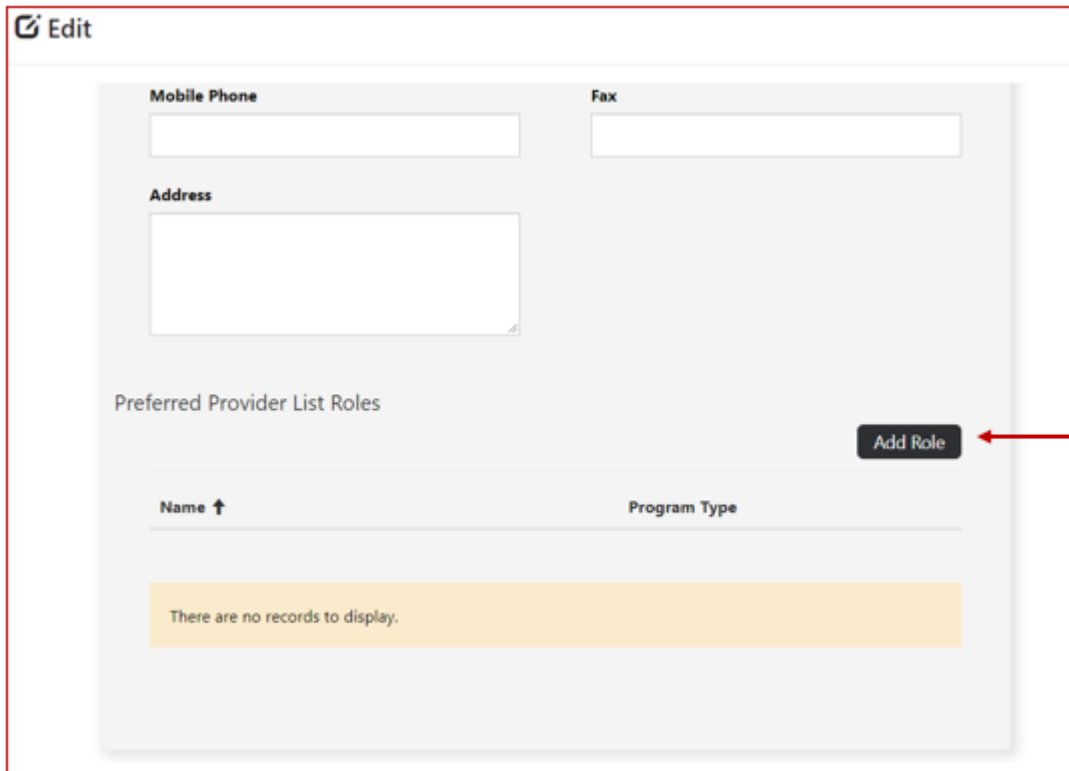
- I. Access TAMS RTO Portal on <https://tamsrtoportal.dtwd.wa.gov.au/>
- II. Select 'My details' in the tabs and open 'Contact Details'



III. Select 'Edit' for an existing contact



IV. Select 'Add Role' under Preferred Provider List Roles



V. Nominate the program(s) this person is to be the contact person for and click 'Add'

The screenshot shows a 'Lookup records' dialog box with a search bar at the top. Below the search bar is a table with two columns: 'Name' and 'Program Type'. The table contains the following rows:

✓ Name ↑	Program Type
	Aboriginal School Based Training
	Advanced Pre-Apprenticeship Pilot
	ARSA S Program
	Existing Workers (CPL)
<input checked="" type="checkbox"/>	Job Seeker (CPL)
<input checked="" type="checkbox"/>	Priority Industry Training
	Userchoice (Apprenticeships) CPL

Below the table is a 'Selected records' section containing two buttons: 'Priority Industry Training ✕' and 'Job Seeker (CPL) ✕'. At the bottom right of the dialog box, there are two buttons: 'Add' and 'Cancel'. A red arrow points to the 'Add' button.

VI. Select 'Add'

Preferred Provider List Roles

Add Role

Name ↑	Program Type
Job Seeker (CPL)	Remove Role
Priority Industry Training	Remove Role

Save ←

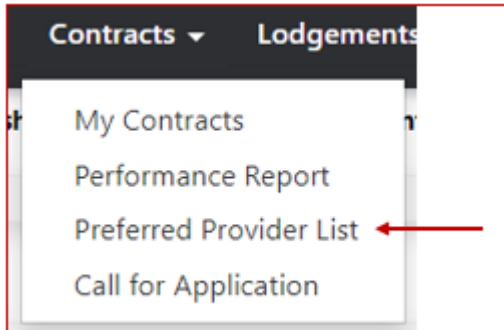
TRAINEESHIPS

To advertise on the preferred provider panel for the traineeships program, training providers must complete two stages;

- 1) Have an active Traineeship CPS for the current year.
- 2) Nominate the qualification(s) and region(s) you would like to advertise delivery in;

To nominate a qualification and region you must;

- I. Access TAMS RTO Portal on <https://tamsrtoportal.dtwd.wa.gov.au/>
- II. Select 'Contracts' in the tabs and open 'Preferred Provider List'



- III. A list of your qualifications on scope will appear by year and program.

Trainee

Building & Construction

[CPC30111 - Certificate III in Bricklaying/Blocklaying](#)

[CPC32011 - Certificate III in Carpentry and Joinery](#)

[CPC32011 - Certificate III in Carpentry and Joinery](#)

IV. Open the qualification you want to advertise (each listed qualification is a hyperlink)

[CPC30111 - Certificate III in Bricklaying/Blocklaying](#) ←

V. Select 'Add Region' and select the region(s) you would like to advertise for delivering the qualification

View details

Training Program
CPC30111 - Certificate III in Bricklaying/Blocklaying

Year
2020

Regions

Add Region ←

Region Name ↑ Region Id

Lookup records ×

Search

✓ **Region Name ↑**

- External Territory
- ✓ Gascoyne
- ✓ Goldfields-Esperance
- Great Southern
- Interstate
- Kimberley
- Mid West

Selected records

Gascoyne ✕Goldfields-Esperance ✕

VI. Click **Add**

The Region Name and Region id will appear at the bottom of the View Details form. Click **X** to exit this form.

The screenshot shows a 'View details' window with the following content:

- Training Program:** CPC30111 - Certificate III in Bricklaying/Blocklaying
- Year:** 2020
- Regions:** A table with two columns: 'Region Name ↑' and 'Region Id'. It lists 'Gascoyne' (Region Id: 10) and 'Goldfields-Esperance' (Region Id: 04). Each row has a 'Remove' button. An 'Add Region' button is located to the right of the table.

VII. The selected Regions now appear under the qualification.


CPC30111 - Certificate III in Bricklaying/Blocklaying
Gascoyne, Goldfields-Esperance ←

4. How can I stop advertising on a preferred provider panel list?

APPRENTICESHIPS	PRIORITY INDUSTRY QUALIFICATIONS	PARTICIPATION EQUITY
-----------------	----------------------------------	----------------------

To remove all/some qualification(s) from the preferred provider panel lists for these programs you must submit a request to your contract case manager at the Department via email at training.markets@dtwd.wa.gov.au

TRAINEESHIPS

To remove all/some qualification(s) from the traineeship preferred provider panel list you must open each individual qualification in the contracted provider list on TAMS RTO Portal and  the regions you no longer wish to advertise delivery in. To remove the qualification entirely you must submit a request to your contract case manager at the Department via email at training.markets@dtwd.wa.gov.au

Important note: *The preferred provider panel lists are updated nightly. Any changes you make will not appear until the next day.*