



Government of **Western Australia**
Department of **Training**
and **Workforce Development**

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VET (WA) MINISTERIAL CORPORATION

PURCHASE OF TRAINING SERVICES

VARIATION GUIDELINES

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1. PURPOSE

These guidelines provide an overview of how a Service Provider contracted by the Department of Training and Workforce Development (the Corporation) to deliver publicly funded training in Western Australia under one or more of the program panels listed below, can vary their initial contract in terms of program area, target group, region and numbers of training places.

- Apprenticeships
- Traineeships
- Priority Industry Training (PIT)
- Participation Work Readiness
- Participation Equity
- Pre-apprenticeships*
- Pre-traineeships*
- Enterprise Training Program*
- Work Placement Program*

**Note: Services Providers are appointed to these panels at the invitation of the Corporation.*

2. INTRODUCTION

The Corporation establishes the details of the approved program panel, qualifications and/or skills sets and the number of relevant training places linked to those program panels at contract commencement and prior to the commencement of the calendar year. These initial allocations for all Program panels for Service Providers are listed in the Corporation's Letter of Offer.

Service Providers can request a variation to their panel arrangements in two ways.

1. Appointment to a new program panel by making a formal application through TAMS RTO Portal (refer to Section 4); and/or
2. Adjustment to existing panel arrangements via submission of a valid variation form. The adjustments may include:
 - Adding qualifications; or skills sets where applicable;
 - adding and/or returning training places;
 - extending the CPS end dates;
 - close (acquit) CPS(s);
 - transitioning students; and
 - adding a new target group for Participation and PIT or trade categories for traineeships.

Some programs require additional information when qualifications and/or skills sets are being added such as:

- **Training Outlines** to describe the training;
- descriptions of **Support Services** being provided;
- information about the **Target Groups** to be serviced;
- adding new **Trade Categories** for the Traineeship Program.

Further information regarding Training Outlines, Support Services, new Target Groups and new Trade Categories for the Traineeship Program are described later in this document.

Each Program has different requirements. Refer to the relevant Program Section for the variation requirements.

3. TERMINOLOGY

Contracted Program of Study

A Contracted Program of Study (CPS) identifies a contractual arrangement between a Training Organisation and the Department.

- The funded program;
- The qualification;
- The total number of contracted nominal hours for the qualification;
- The hourly payment rate that the Corporation will pay the Service Provider (for each eligible contracted hour);
- The number of student places*;
- The region (all traineeship CPSs are generated as Metropolitan);
- The date range that students can commence funded training under the CPS (student commencing start and end dates);
- The date that students must complete the training under the CPS (training activity end date); and
- The target group (if relevant).

** Traineeships places are managed by industry area, not individual CPS level (in order to be more flexible).*

Program Panel

Program Panel refers to the individual programs that a Service Provider has been appointed to following a formal application. The Panels are listed in Section 1.

Transitioning

Transitioning refers to the process of students who have commenced a qualification and who are being transitioned to a replacement qualification.

Support Services

Requests for qualifications under the Participation - Equity Program require the Service Provider to nominate the Support Services they will need to provide students to overcome their barriers to accessing, participating and completing their nominated qualification. Such barriers may include, but are not limited to:

- poor language (including English proficiency), literacy and numeracy skills;
- a low level of educational attainment;
- having a disability;
- being long term unemployed;
- low socio-economic status;
- living in regional or remote areas;
- being mature aged with skill decay or perceived inability to re-skill;
- having carer responsibilities; and/or
- cultural or language barriers.

It is essential to ensure that students' barriers are identified at enrolment and appropriate support services are provided to maximise qualification completion rates. As a part of the evidence requirement for the program, Service Providers are required to maintain a register of students' barriers.

The Service Provider must ensure that at least 50% of the students on each CPS are provided with the Support Services listed in the Training Outline (refer to Section 7).

The Support Services describe what actual services will be provided, and how they are relevant to overcoming the students' barriers. The evidence requirements for the individual Support Services are described in Appendix 2.

4. NEW PANEL VARIATIONS

To make application for a new Program Panel, Service Providers must complete the Request on TAMS RTO Portal/Contracts/Call for Applications and address the relevant criteria. Note: if you are already contracted for that program and request another target group or trade category, this is processed through the variation form (see section 6 and 8).

A login account is required. Service Providers can access the form to request a login account at <https://tamsrtoportal.dtwd.wa.gov.au> (click on Access and Exit Forms).

Applications can be made at any time up until 31 August of the contracted year_unless otherwise notified by the Corporation.

All applications received within a given month will be assessed at the end of the month.

Service Providers can expect a decision by the end of the following month.

Important Information

Successful applications will result in the Service Provider being placed on the panel. The contract commencement date listed for any approved CPS resulting from the application will be the approved date of the application. This will appear as the 'Student commencing start date' in the CPS.

5. EXISTING PANEL VARIATIONS

Existing Panel Variation requests must be made on the Corporation's Variation Form. The form can be downloaded at: <https://tamsrtoportal.dtwd.wa.gov.au> (under TAMS RTO Portal Announcements on the front page).

A login account is required. Service Providers can access the form to request a login account at <https://tamsrtoportal.dtwd.wa.gov.au> (click on Access and Exit Forms).

Additional training places can only be requested when the Service Provider has reported against at least 75% of the allocated training places. Unless otherwise agreed, the 75% reporting must be demonstrated at the Program Level for the Participation and PIT programs; at Trade Category for the Traineeship Program; and at CPS level for the Apprenticeship Program. It is the Service Provider's responsibility to ensure that they have achieved the appropriate reporting before requesting additional places.

If the Service Provider has not achieved the required 75% and has an over-allocation of unused places, they can submit a request to return these places along with their request for additional places. The return of places results in the loss of these places, not a credit to their monthly allocation.

Important Information

Service Providers can only make **one** request for variation per calendar month with an ability to make adjustments prior to the closing date (refer Appendix 1).

Service Providers must use the 'Save & Email' button within the Variation Form in order to submit the form for processing.

Variations that are incorrect, incomplete, invalid, or submitted on the wrong Variation Form will **not** be considered and will be returned to the Service Provider.

Variation approvals are at the Corporation's sole discretion.

6. TARGET GROUPS

The Participation-Equity Program and the Priority Industry Training Program (PIT) are designed to support individual Target Groups of students within the community.

Participation - Equity Target Groups:

- Aboriginal People (AP);
- Aboriginal School Based Training (ASBT);
- Culturally and Linguistically Diverse (CALD);
- People with Disabilities (PWD); and
- Youth at Risk (YAR).

Priority Industry Training Program Target Groups:

- Existing Workers; and
- Jobseekers.

To make an application for an additional Target Group within a program panel, Service Providers are required to submit a new request for variation that includes responses to the 'Target Group' tab in the variation form.

7. TRAINING OUTLINE

Requests for qualifications and skills sets under the Priority Industry Training (PIT) and qualifications under the Participation – Work Readiness and Participation - Equity Programs must be supported by a Training Outline. The Training Outline describes the training that will occur in line with the Business Rules for the relevant program. The Training Outline is completed within the Variation Form.

The Training Outline includes details of the Service Providers standard training program arrangements for the qualification or skills set requested including:

- Anticipated actual (not nominal) hours of training delivered to a student.
- Anticipated actual (not nominal) hours of training delivery for each mode of delivery listed below:
 - Face to Face (includes skype & video conferencing)
 - Correspondence
 - Self-Paced
 - RPL (PIT only)
- The expected number of hours of training per day.
- The expected number of days of training per week.
- The expected duration of the training program in weeks.

Note: For the Participation-Equity program the Service Provider will be required to list the support services that will be offered to students. Refer Appendix 2.

8. TRADE CATEGORY

Apprenticeships and Traineeships are grouped into individual trade categories. Service Providers are required to demonstrate their ability to service the relevant Trade Category.

For a new Trade Category, the Service Provider will be required to submit a variation as defined in Section 5.

9. TRAINING COMMENCEMENT

Training must not commence until the Corporation has approved the variation request and issued a CPS for the qualification/skills set/region/target group; and the requested training places are available on the CPS. This includes additional places to existing CPSs.

All variations requested must be in line with the Program Business Rules for the calendar year and these guidelines.

APPENDIX 1 VARIATION PROCESSING

ROUND	APPLICATIONS CLOSE	DECISION BY*
January	29 January 2021	12 February 2021
February	22 February 2021	8 March 2021
March	22 March 2021	8 April 2021
April	21 April 2021	10 May 2021
May	21 May 2021	8 June 2021
June	21 June 2021	8 July 2021
July	21 July 2021	9 August 2021
August	23 August 2021	8 September 2021
September	21 September 2021	8 October 2021
October	21 October 2021	8 November 2021
November	22 November 2021	8 December 2021
December	Not Applicable	Not Applicable

*Approved variations will be published on RAPT and can be accessed by the Service Provider under the TAMS RTO Portal ‘Contracts’ tab by clicking on ‘My Contracts’. The Service Provider will be advised in writing of any variation requests not approved.

APPENDIX 2 PARTICIPATION – EQUITY: SUPPORT SERVICES POINTS

A 40% loading is provided to Service Providers who offer support services to students who have difficulties in accessing and completing training. To access the 40% loading, **over 50%** of students listed on the CPS must be using the services nominated in the Training Outline, except for Childcare Services and Provision of Psychological Services, where **at least 20%*** of the students on the CPS are using the services.

Support Service	Points	What is expected from the Training Organisation	Expected Evidence
Remote Area delivery			
Service Provider delivers training in designated Aboriginal Communities.	20	<p>Training delivered in remote Aboriginal communities.</p> <p>Only available to ATSI target group.</p>	<p>Service Provider to confirm location of training in the Training Outline application. Location in RAPT reporting.</p> <p>List of Communities from www.daa.wa.gov.au.</p> <p>Note this does not include major or minor towns, <u>only</u> remote communities.</p>
Work placement			
Service Provider provides supervised work experience.	15	<p>At least 5 days work experience, practicum or clinical placement.</p> <p>It also includes work experience on projects in remote communities.</p> <p>Work Placement must be organised by the Service Provider and not left up to the Student.</p> <p>This support service can only be offered if work placement is not a requirement of the qualification.</p>	<p>Evidenced by communication with employers and written evaluations per Student.</p>

Support Service	Points	What is expected from the Training Organisation	Expected Evidence
Meals			
Provision of meals.	15	At least 1 meal per day for each scheduled day of face to face training.	Evidenced by receipts for food or catering receipts for the appropriate date ranges. Evidenced by a Student meal log, which each Student signs when they receive a meal.
Childcare Assistance*			
Provision of child care by registered individuals.	15	Childcare is provided on the premises. At registration, student is made aware and chose to use the support	Evidenced by staff or contractor's registration from Department of Human Services. Evidenced by a record of Students' child/children accessing the service (days and times).
Subsidy provided to cover registered childcare costs incurred by Students'.	15	At registration, student is made aware of the subsidy and accesses the support.	Evidenced by receipts for costs of childcare with Student name referenced.
Transport Assistance			
Provision of wheelchair compliant transport. (Service Provider may only select this for disabilities category).	20	At registration, student is made aware of these facilities and accesses the support Only available to Disability target group.	Details of wheelchair compliant vehicle registration; hire agreements or agreement with a contractor to provide the services. Evidenced by a record of Students' pick up and drop off schedule or log book.

Support Service	Points	What is expected from the Training Organisation	Expected Evidence
Transport Assistance			
Provision of transport by Service Provider to access the training.	10	Provision of transport to and from home, or to and from train/bus station; At registration, student is made aware of the transport provisions and accesses the support.	Details of vehicle registration, hire agreements, or agreement with a contractor to provide the services. Evidenced by communication with Students on the availability of transport. Evidenced by a record of Students' pick up and drop off schedule or log book.
Subsidy offered to the Student to access public transport.	5	At registration, student is made aware of the subsidy and accesses the service. The student is provided with a Smartrider and the Smartrider is regularly reviewed and topped-up by the Service Provider.	Evidenced by a record of Students' accessing the service or a log book. Evidence of smart riders being used and topped-up on a regular basis by the Service Provider.
Provision of Equipment			
Students are given, <u>not loaned</u> , the necessary equipment to complete their training, work experience.	15	Equipment required for training i.e. Hi-Vis, steel cap boots, safety glasses, ear plugs, hard hat, Chef's uniform, chef's hat, hair net, chef's neck tie; gloves.	Receipts for the purchase of the equipment. Student declaration or logbook recording the Students have received the equipment. The students have not been charged for this equipment and the cost has not been included in resource fees or any other fees.

Support Service	Points	What is expected from the Training Organisation	Expected Evidence
Staffing & Personal support			
Service Provider employs designated Aboriginal Support Staff.	30	For cultural reasons where men and women cannot study together, the requirement of having one male and one female staff in the classroom. Literacy and/or language support. Only available to ATSI target group.	<p>Evidenced by</p> <ul style="list-style-type: none"> • Staff résumés. • Staffing records. • Attendance sheets signed by lecturer and support staff. • Signed mentoring plans for participating students. Service and employment records for mentor <p><i>Please note that the support staff role:</i></p> <ul style="list-style-type: none"> • <i>cannot also be the lecturer</i> • <i>does not include a CAVSS teacher</i>
Service Provider employs designated Disability Support Staff.		Support person as note taker, and/or mentor. Only available to Disability target group.	
Provision of two lecturers at all times.		It is identified that to maximise Students' outcome it has been determined that two lecturers are required at all times.	
Provision of designated staff member, who works with Students to produce a mentoring plan for each Student.		At registration, student is made aware of and takes up the option to have a designated Service Provider mentor throughout their training program.	
Provision of psychological services or counselling*.	5	This is provided to the client by a referring external organisation or can be provided from a qualified independent person within a training organisation.	Statement from the external agency or internal officer stating how many students from each class have used the service.

Support Service	Points	What is expected from the Training Organisation	Expected Evidence
Translation or Language Assistance			
Bi-lingual staff in the language of the CALD or Aboriginal group trained.	10	Bi-lingual staff member(s) employed by the Service Provider who are available to provide assistance as required to students experiencing difficulties with learning due to language barriers. Only available to ATSI and CALD target groups.	Evidenced by staff members' résumés and staff salary or wages records.
Provides Translated learning materials to CALD group trained.	5	This is for training undertaken in a foreign language, for example: age care for foreign people, where resources must be translated from English to another language. Only available to CALD target group.	Evidence of translation and copies of training materials in the language of the group being trained.

Note:

- A minimum of 50 points is required per Training Outline.
- The Service Provider will have the opportunity to list “OTHER” Support Services it offers to students not listed in the Delivery and Support Services. These will be taken into account when considering the Training Outline.
- **ALL** services are listed in the Training Outline the Service Provider **must** have evidence that they have been provided to the students