



# **Guidelines for Qualification Quotas 2019-20**

Released 17 June 2019

# 1. Introduction

The South Australian Government invests in training and skill development through the following purchasing mechanisms:

- Demand-driven places
- Submission-based places such as Qualifications Quotas.

The Subsidised Training List communicates the courses that attract public subsidy in South Australia and is made up of:

- The Skilling South Australia Subsidised Traineeship and Apprenticeship List (**STAL**), listing courses eligible for subsidised training when undertaken under a training contract condition; and
- The Training Priority List (**TPL**), listing courses that can be undertaken outside of a training contract arrangement.

In 2019-20 there are two qualifications lists available under Qualifications Quotas, drawn from the STAL and TPL respectively:

- TPL Quotas are available under a limited call, closing 1 July 2019, and
- STAL Quotas, to be delivered under training contract only, and available on a rolling basis throughout the financial year, depending on training places and budget availability.

These Guidelines are targeted to eligible non-government training providers and provide information on how to apply for a Qualification Quota, for delivery during the 2019-20 financial year.

## 2. About Qualification Quotas

The Department for Innovation and Skills (the Department) invites applications from eligible training providers to deliver Qualification Quotas for 2019-20.

Qualification Quotas are open to submissions for the courses through:

- TPL Quotas, listed in Appendix A, and
- STAL Quotas, listed in Appendix B (training contract only)

The range of training places open to submissions is the indicative number of places available for the 2019-20 financial year.

The number of training places sought by a training provider should consider the total indicative number available, the training provider's past performance in relation to course completions and employer demand for graduates or apprentices and trainees.

## 3. General information

### 3.1 Eligible providers

To be eligible to apply for Qualification Quotas, training providers must:

- be a non-government training provider
- have an Accredited Training Service Agreement (ATSA) with the Department, with the qualification(s) or skill set(s) they wish to deliver on their ATSA scope of registration
- be compliant with the Upfront Assessment of Need (UAN) process
- have a Service Agreement with a Learner Support Services (LSS) provider.

### 3.2 Course subsidy and payment

Successful applicants will be issued a funding agreement<sup>1</sup> to deliver a specific number of training places in the specified course.

The subsidy and payment process for subsidised training will be in accordance with the funding agreement and associated documents.

Commencement of training must be within the contractual timeframe for the allocated training places.

All qualifications will have an enrolment end date of 14 June 2020.

### 3.3 Participant eligibility and entitlement

Access to a TPL Quota qualification will be determined by the same eligibility and entitlement rules that apply to STL courses as outlined at [Eligibility Explained](#).

Access to a STAL Quota qualification must meet the same eligibility requirements, but entitlement is not limited by an individual's training account history. If a student has prior training account history, a training provider may apply for a Special Circumstances Exemption on behalf of the student.

Individuals will need to meet any training package prerequisites for a qualification or skill set.

Providers must ensure that their (and any third party) Qualification Quotas marketing materials, recruitment and selection processes only include the eligibility criteria stipulated in the funding agreement.

School enrolled students are not eligible for participation in TPL Quotas, including where the course is Training Guarantee for SACE Students (TGSS) approved. School enrolled students undertaking an Australian School Based Apprenticeships (ASBA) are eligible for participation in any course listed on STAL Quotas.

Unemployed job seekers registered with an Employment Service Provider (ESP) must have the approval of their ESP to participate in Qualification Quotas as per the UAN.

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<sup>1</sup> The Department will be transitioning from a Head Agreement/ Accredited Training Service Agreement to a new contracting model in 2019-20. The term 'funding agreement' is used throughout these guidelines as a generic term for the contracting model that applies at the time of submitting your application.

### **3.4 Upfront assessment of need**

The UAN applies to all Qualification Quota training places. Training providers must be compliant with this contractual obligation to be eligible to apply for a Quota.

Submissions from training providers that are not UAN compliant will not be accepted or assessed. This may result in exclusion from the Qualification Quota assessment process for 2019-20. Further information is available on the [South Australian Skills Gateway](#).

### **3.5 Supporting individual needs and providing transition support**

Learner Support Services (LSS) provide case management support to help students address life, learning and other issues, and complete their training and transition to employment. This includes in-training support to complement a training provider's own supports and an additional 12 weeks' transition support following qualification completion.

Training providers must have a LSS agreement in place with a LSS provider, to support students during training and after course completion.

Contact details for LSS providers are included in the [LSS Fact Sheet](#). The fact sheet also provides more information about both LSS and transition support.

### **3.6 Co-contribution**

There is an expectation that all Qualification Quotas will include a financial co-contribution in recognition of the benefit provided through a government subsidised training place. Co-contribution can be in kind or monetary and can be made by the participant and/or other parties such as:

- Commonwealth Government employment service providers
- Commonwealth Government programs
- relevant industry associations or regional bodies.

### **3.7 Assessment of applications**

Assessment of applications is based on the provider's past performance data available to the Department and the information training providers submit through the online application form.

There are five main areas of assessment criteria:

1. Provider eligibility
2. Provider past performance
3. Alignment to Departmental policy
4. Alignment to Department-identified demand
5. Strategies to support learner success

For providers who have been previously funded by the Department, budget availability and past

performance data will be used to inform the number of training places allocated. This includes data giving an indication of capacity to deliver the number of training places sought, past training place allocations and utilisation, employment outcomes achieved in previous projects, and contract compliance.

For providers without performance history (either new providers or no data is available), a conservative number of training places will be allocated, in line with budget availability, to enable the training provider to develop a performance history.

Alignment to Department policy, identified demand and strategies to support assessment categories, are indicators of an application's capacity for success.

The assessment criteria for each question in the online application form is outlined in Appendix C - Submission and Assessment Requirements.

## 4. How to apply

Eligible training providers are invited to make a submission using the 2019-20 Qualification Quotas [application form](#), available **17 June 2019**.

Applications for TPL Quotas (Appendix A) will close **Monday 1 July 2019** at 12 noon (Adelaide time). Assessment and contracting is expected to be completed by the end of July 2019.

Applications for STAL Quotas (Appendix B) will remain open throughout the financial year, depending on available places and budget availability.

## Appendix A: TPL Quotas

Qualification ID	Qualification Name	Training Places Range
AMP40415	Certificate IV in Meat Processing (Quality Assurance)	AMP Group 20-100
AMP40516	Certificate IV in Meat Processing (Meat Safety)	
BSB51315	Diploma of Work Health and Safety	10-50
CPC20112	Certificate II in Construction	10-50
CUA31115	Certificate III in Visual Arts	CUA Group 100-500
CUA40715	Certificate IV in Design	
CUA41315	Certificate IV in Visual Arts	
CUA50113	Diploma of Dance (Elite Performance)	
CUA50415	Diploma of Live Production and Technical Services	
CUA51015	Diploma of Screen and Media	
CUA51115	Diploma of Visual Arts	
CUA60113	Advanced Diploma of Dance (Elite Performance)	
CUA60615	Advanced Diploma of Screen and Media	
CUA60715	Advanced Diploma of Visual Arts	
HLT54115	Diploma of Nursing	HLT Group 110-350
HLT64115	Advanced Diploma of Nursing	
RII20115	Certificate II in Resources and Infrastructure Work Preparation	10-50
SHB30115	Certificate III in Beauty Services	10-50
SIT31016	Certificate III in Patisserie	SIT Group 50-150
SIT40516	Certificate IV in Commercial Cookery	
SIT40716	Certificate IV in Patisserie	
SIT50116	Diploma of Travel and Tourism Management	
SIT50316	Diploma of Event Management	
TAE40116	Certificate IV in Training and Assessment	TAE Group 70-200
TAE50116	Diploma of Vocational Education and Training	
TAE50216	Diploma of Training Design and Development	

## Appendix B: STAL Quotas

Qualification ID	Qualification Name	Notional Number of Training Places
AUR21116	Certificate II in Automotive Sales	300
BSB30115	Certificate III in Business	1,000
BSB30215	Certificate III in Customer Engagement	300
BSB30415	Certificate III in Business Administration	300
BSB40315	Certificate IV in Customer Engagement	300
BSB40515	Certificate IV in Business Administration	300
BSB41415	Certificate IV in Work Health and Safety	300
BSB42015	Certificate IV in Leadership and Management	1,000
BSB50215	Diploma of Business	300
BSB50415	Diploma of Business Administration	300
BSB51918	Diploma of Leadership and Management	300
CHC41115	Certificate IV in Employment Services	300
FNS30115	Certificate III in Financial Services	300
MSS30316	Certificate III in Competitive Systems and Practices	300
SIR30216	Certificate III in Retail	1,500
SIS30115	Certificate III in Sport and Recreation	300
SIT40416	Certificate IV in Hospitality	300
TLI31216	Certificate III in Driving Operations	300
TLI31616	Certificate III in Warehousing Operations	1,000

# Appendix C: Submission and assessment requirements

Applications for Qualifications Quotas are made via an [online application form](#).

Only training providers that confirm at the beginning of the form they have a Head Agreement and an Accredited Training Service Agreement (ATSA), are UAN compliant and have a LSS Service Agreement will be able to proceed. Training providers can save the content they have entered and return to complete it later by selecting the 'save' option instead of 'submit' option.

The application form is made up of two sections:

- Section 1 – Organisation details
- Section 2 – Application details

Training providers making a submission for training places in multiple qualifications will need to submit a separate application for each. When an application is submitted, the training provider will automatically be given the option to create another submission.

When an application is submitted, training providers will receive an automated email confirming receipt and a copy of the submission. If an application needs to be changed after submission, the training provider can request editing rights from the Department to make the changes, which will overwrite the original application.

The following provides an outline of how to complete each section of the application and the assessment criteria for each question.

## Section 1 – Organisation details

### Q1.2 to Q1.4 Confirm UAN and LSS compliance

Training providers are required to confirm they are UAN compliant, have a LSS Service Agreement in place and select their LSS provider by name.

#### Assessment criteria:

- Alignment to Department policy - LSS provider has been selected and applicant is UAN compliant
- Strategies to support success - LSS Service Agreement is in place (higher rating) or in development (lower rating), or not (lowest rating).

### Q1.5 to Q1.9

This section captures the training provider Head Agreement number, organisation legal name, contact person's name and email for each application.

If submitting more than one application, training providers can nominate an alternate contact in each submission. The Department's email of receipt for each submitted application will be sent to the email address entered in this section.

#### Assessment criteria:

- Provider eligibility – Provider has an ATSA.



## **Section 2 – Application details**

### **Q2.1 and Q2.2 Select qualification, training dates and training places**

This section requires training providers to select the qualification from a drop-down list. This list encompasses both TPL and STAL Quota qualifications.

Once the qualification is selected, a note will display confirming whether the qualification is a TPL or a STAL Quota qualification, and whether it must be delivered under training contract arrangements only.

Training providers are also required to enter:

- the indicative commencement date for each qualification
- an enrolment end date
- number of training places and
- the region where the training will be delivered.

The application form can accommodate multiple start dates. If successful, the dates will be reviewed during contracting to ensure accuracy.

#### **Assessment criteria:**

- Provider past performance – delivery capacity and training place take-up.
- Provider eligibility – the qualification or skill set is on the training provider's ATSA scope of registration
- Alignment to Department – identified demand – impact of commencement date(s) on 2019-20 Department budget management strategies, regional demand for the nominated qualification, and number of training places.

### **Q2.3 Identify the estimated rate of training completion**

Training providers are required to nominate a realistic estimated rate of training completion for the qualification or skill set.

#### **Assessment criteria:**

- Provider past performance – capability to deliver, training place take-up and student demographics

### **Q2.4 and Q2.5 Identify student course fees and concession**

This section requires training providers to identify a student course fee, with and without concession, to indicate intention to comply with the Department policy on co-contribution and access to concession fees where an individual is facing financial hardship.

Training providers can refer to the [Subsidy Calculator](#) for assistance with calculating a course fee with concession. Incorrect calculation will not disadvantage an application and the Department will seek to provide some training to providers if calculations prove to be an area for development.

**Assessment criteria:**

- Alignment to Department policy – a co-contribution is identified
- Alignment to Department policy – a concession fee has been calculated and will be available to eligible participants.

**Declaration**

Training providers are required to read and complete the declaration at the end of the application form prior to submission.