**Regional Manager Checklist - Qualification Projects**

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| 1. Provider Name: |  |
| 1. Contact Person Details: |  |
| 1. Is the provider eligible to apply? If ‘No’, please note the gaps below:  * Head Agreement * ATSA – the qualification or skill set is listed on the RTOs ATSA * Service Agreement with LSS provider * UAN compliant | **Y / N** |
| 1. National code and name of the qualification or skill set? *Training Plan attached* | **Y / N** |
| 1. If the qualification is on the STL what is the justification for why there is a need to fund it through a qualification project? | **N/A** |
| 1. Is this a repeat project? | **Y / N** |
| 1. What kind of qualification project is this? (*refer Guidelines for definition*) 2. Work based project to support creation of new entry level jobs   OR   1. Targeted project for a specific vulnerable cohort | **a**  **b** |
| 1. What is the industry sector and job role(s) the project relates to? |  |
| 1. Will the qualification be delivered under a Training Contract? | **Y / N** |
| 1. How many jobs has the employer committed to or will be created if upskilling? |  |
| 1. Which State Government region(s) will the project be delivered in? |  |
| 1. For ‘Targeted Projects’; describe the purpose and benefits to industry and participants, including the proposed outcomes that will be achieved. |  |
| 1. Provide any other comments to support the project concept. |  |
| 1. Name of Regional Manager: |  |

Once you have collected this information please email it through to Callan Markwick   
at [Callan.Markwick@sa.gov.au](mailto:Callan.Markwick@sa.gov.au). If you have any questions please call Callan on 0466 424 951.

**3. Contracting:** Head Agreement, Accredited Training Service Agreement (ATSA) - with the qualification or skill set being applied for listed on their schedule of courses, formal agreement with a Learner Support Services (LSS) provider, must have developed an Upfront Assessment of Need (UAN) process for their organisation and have a current login for the CSPA.

***Note: If not on the RTOs ATSA, notify the provider that an ATSA application is required prior to lodging the project application.***

***LSS and UAN are compulsory to be eligible to apply. Where a provider is not eligible, please support them to become eligible.***

**10. If an Apprenticeship/Traineeship qualification:** Is the employer registered with RCM to take on apprentices/trainees in this qualification/occupation?

***Note: If not registered with RCM, the employer will need to commence this process asap – contact RCM.***

**12.** Is it a State Government priority (e.g. Defence, Digital, NDIS, Apprenticeships and Traineeships) or priority cohort (e.g. Aboriginal, Disability, Women Returning to Work, Long Term Unemployed, Youth at risk, refugees)?

**13. Course Delivery:**

What is the proposed mode(s) of delivery? Online, face-to-face, on-the-job training or classroom (institutional).

Duration of training - how many nominal hours of training (request a draft training plan to attach) – does this add up to the proposed duration? If not, what is the RTOs justification?

Work placement/work experience? – this is preferred

**13. Co-contribution:** Will the employer or project partners be co-contributing financially or in-kind? –this is preferred.