



## Regional Manager Checklist - Qualification Projects

1. Provider Name:	
2. Contact Person Details:	
3. Is the provider eligible to apply? If 'No', please note the gaps below: <ul style="list-style-type: none"><li>• Head Agreement</li><li>• ATSA – the qualification or skill set is listed on the RTOs ATSA</li><li>• Service Agreement with LSS provider</li><li>• UAN compliant</li></ul>	Y / N
4. National code and name of the qualification or skill set? <i>Training Plan attached</i>	Y / N
5. 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
6. Is this a repeat project?	Y / N
7. What kind of qualification project is this? ( <i>refer Guidelines for definition</i> ) a) Work based project to support creation of new entry level jobs OR b) Targeted project for a specific vulnerable cohort	a  b
8. What is the industry sector and job role(s) the project relates to?	
9. Will the qualification be delivered under a Training Contract?	Y / N
10. How many jobs has the employer committed to or will be created if upskilling?	
11. Which State Government region(s) will the project be delivered in?	
12. For 'Targeted Projects'; describe the purpose and benefits to industry and participants, including the proposed outcomes that will be achieved.	
13. Provide any other comments to support the project concept.	
14. 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.