**Qualification Quotas and Projects:
Frequently Asked Questions (FAQs)**

**Do I need to meet with a Regional Manager before submitting an application for Quotas?**

Not for Qualification Quotas. You need to meet with a Regional Manager only for Qualification Projects applications.

**Within the online form, question 3.3 “Enter the course fee for a student with no concessions”– does this relate to the fee our RTO currently charges a student under a Fee for Service arrangement, or the proposed fee with Government subsidy?**

Questions 3.3. and 3.4 relate to proposed fees with a subsidy – in the application please note the fee you would charge the student accessing a subsidised place.

**I’ve already submitted my application but would like to make some changes before the application close date – can I have access to my application to make changes?**

Yes, if it is before the application close date and time. To access to your application, call the Infoline on 1800 506 266 or email WorkReady@sa.gov.au.

**There are limited places for the qualification I want to apply for through Quotas – there will be a number of RTOs competing for these places? How many places should I apply for?**

Your RTO should only apply for the number of training places it has capacity to deliver. If your RTO does not use the training places allocated, this will be used as an indicator for the assessments of future applications.

The number of training places open to submissions through Qualification Quotas is the indicative number available for the 2018-19 financial year.

The number of training places your RTO applies for should consider: the total indicative number of places available, your RTOs past performance in relation to course completions and employer demand for graduates.

**I have an employer seeking to upskill their workforce, can I apply for a Qualification Project to do this?**

Yes, please test the concept with your local Regional Manager.

To be considered for funding, applications related to upskilling of existing workers must have a strong link to creation of new jobs. You must demonstrate that upskilling existing workers will create new entry level roles or substantially improve the participants employment conditions (increased hours, casual to full-time etc.).

**My Quotas application will have a rolling start and end date so I’m unsure what to put as the indicative commencement and end date – what do you advise?**

The indicative end date in the online form refers to the last date to enrol a student, not the training completion date of the course.

Please enter the date you will first enrol a student in the course as the commencement date, and enter the last day you will be enrolling students for each specific course, or if working to a rolling intake the end date in the guidelines (top of page 5).

**My RTO has two qualifications which have been published on STL4 but when I use the search function on the Skills SA website, my RTO does not show up as a provider against the course – how do I get this changed?**

The search function on the Skills SA website will provide up-to-date information from 1 July 2018 to align with the effective date of STL4. If you experience similar problems with the search function after 1 July 2018 please call the Infoline on 1800 506 266.