

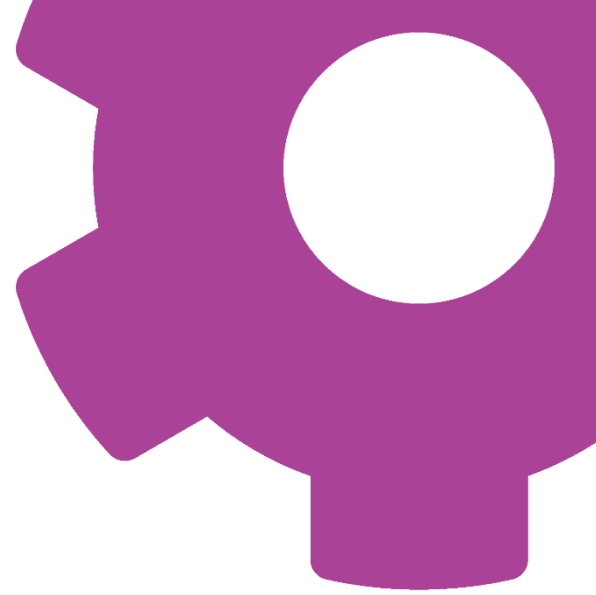


ACT
Government

ACT STANDARDS COMPLIANCE GUIDE

FOR SKILLED CAPITAL





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Skills Canberra

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VERSION CONTROL

Version	Effective date	Status	Details
3.0	1 October 2019	New release	Training Initiative Funding Agreement commencement

It is the responsibility of the user to ensure that this is the current and complete document. The latest version is located on the [Skills Canberra website](#).

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Skilled Capital Forms

[Skilled Capital training plan](#)

[Application for additional support funding](#)

[Skilled Capital work experience placement agreement](#)

[Skilled Capital work experience placement guidelines Application for additional Skilled Capital places for priority groups](#)

INTRODUCTION

About this publication

This document provides direction to Training Providers with a Funded Training Initiative Agreement (Agreement) on how to interpret, implement and comply with the ACT Standards for Delivery of Subsidised Training (ACT Standards), when delivering training under Skilled Capital. It also includes additional mandatory requirements for delivery under Skilled Capital. The examples of evidence contained in the document are a guide only. In most instances a single piece of evidence will not satisfy a whole Standard or Skilled Capital (SC) Requirement.

Auditors for the Chief Minister, Treasury and Economic Development Directorate (the Directorate) will use this guide when conducting audits.

This document is in three parts:

Part A: The ACT Standards Framework for Skilled Capital

Part B: Administrative Arrangements for Skilled Capital

Part C: Guidelines for Skilled Capital

Compliance guide structure

Diagram A illustrates the structure of **Part A** and [Table A](#) maps the ACT Standards to the structure of this guide. **Part B** contains administrative information related to Skilled Capital training including the management of payments and student record variations. **Part C** contains guidelines for the Training Plan template and Use of Electronic Signatures.

The [Appendix](#) to this resource contains a glossary of terms and definitions used.

Diagram A: Compliance guide pathway

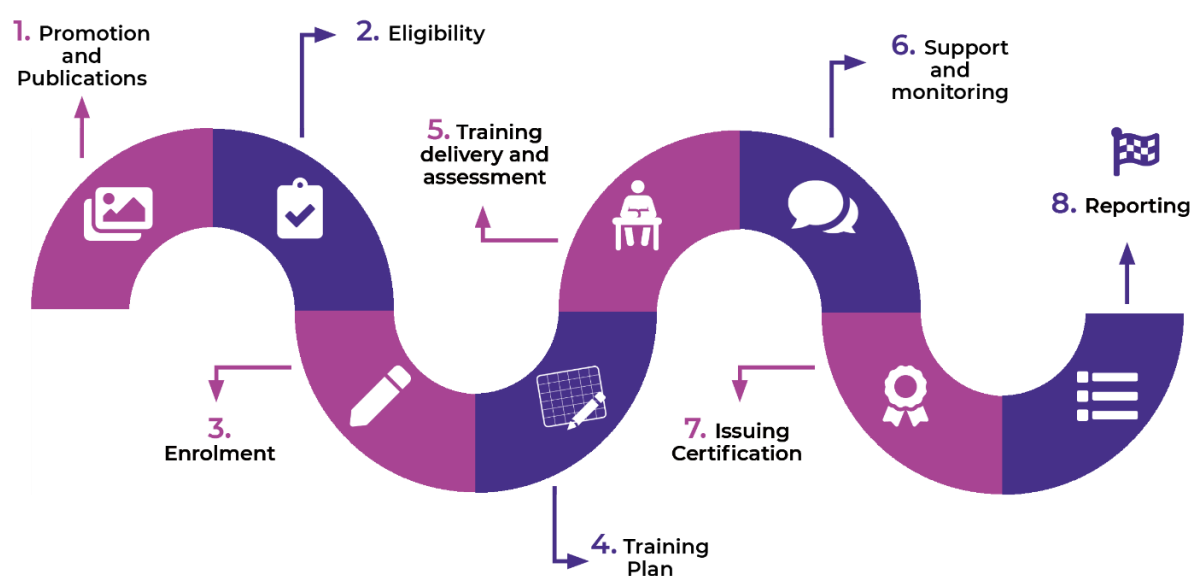
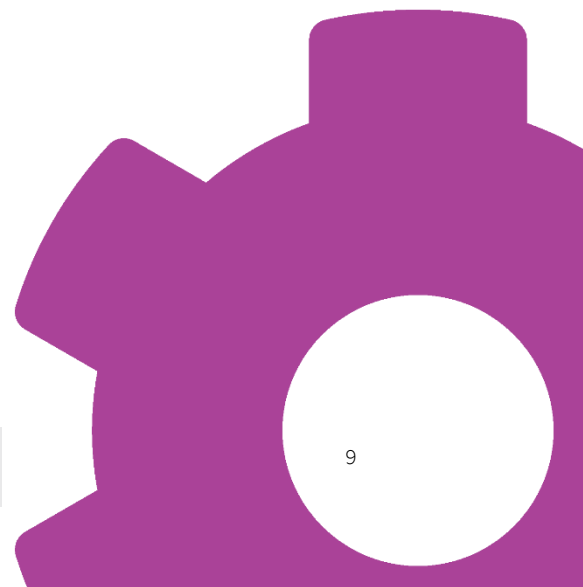


Table A: Mapping of Compliance Guide for Skilled Capital to ACT Standards

Ref #	Compliance Guide	ACT Standards	ACT Standards Ref #
1	Promotion and Publications SC Requirement 1	1.1 Promotion and publications	1.1.1, 1.1.2, 1.1.3
2	Eligibility Student Eligibility SC Requirement 2 SC Requirement 3 SC Requirement 4 SC Requirement 5 SC Requirement 6 SC Requirement 7	2.1 Student Eligibility	2.1.1, 2.1.2, 2.1.3
3	Enrolment General Enrolment Obligations SC Requirement 8 SC Requirement 9 SC Requirement 10 Initial Skills Assessment SC Requirement 11 SC Requirement 12	1.2 Data Collection and Reporting 2.2 Fees and Charges 2.3 Initial Skills Assessment 2.4 Recognition	1.2.1, 1.2.2. 2.2.1, 2.2.2, 2.2.3, 2.2.4, 2.2.5 2.3.1, 2.3.2, 2.3.3, 2.3.4 2.4.1, 2.4.2
4	Training Plan SC Requirement 13 SC Requirement 14 SC Requirement 15 SC Requirement 16	2.5 Training Plan	2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5, 2.5.6
5	Training Delivery and Assessment Evidence of Participation SC Requirement 17 SC Requirement 18 Transition SC Requirement 19 SC Requirement 20	2.6 Training Delivery and Participation 2.9 Assessment 2.7 Student Transition	2.6.1, 2.6.2, 2.6.3, 2.6.4 2.9.1, 2.9.2, 2.9.3, 2.9.4 2.7.1, 2.7.2
6	Support and Monitoring SC Requirement 21 SC Requirement 22 SC Requirement 23 SC Requirement 24 SC Requirement 25	2.8 Support and Monitoring	2.8.1, 2.8.2, 2.8.3, 2.8.4

Ref #	Compliance Guide	ACT Standards	ACT Standards Ref #
7	Issuing Certification	2.10 Issuance of Certification Documentation	2.10.1, 2.10.2, 2.10.3
8	Reporting SC Requirement 26 SC Requirement 27 SC Requirement 28	1.2 Data Collection and Reporting	1.2.3, 1.2.4



PART A: THE ACT STANDARDS FRAMEWORK FOR SKILLED CAPITAL

1. Promotion and publications

Standard 1.1 Promotion and publications

All information and services provided by the Training Provider should be fully disclosed so the student and/or employer can determine if the services advertised match what is being sought. Published material must contain accurate information about the Training Provider.

- 1.1.1 The Training Provider must ensure all publicity relating to Training Initiatives, including publications, promotional and advertising materials, public announcements and activities or any products or processes, is ethical, accurate and consistent.
- 1.1.2 Publications and promotion of Training Initiatives must:
- identify the Training Provider's legal entity and/or trading name and RTO code
 - include the indicative fees for each Training Product it offers under the specific Training Initiative
 - include an acknowledgement of any government funding as required under the specific Training Initiative
 - include information outlining any subcontracting arrangements, where the Training Provider subcontracts any part of the Subsidised Training.
- 1.1.3 The Training Provider must ensure its published Tuition Fees for each Delivery Mode match the fees published on the ACT Qualifications Register. Where changes to Tuition Fees have occurred, evidence of historical fees must be retained.

Skilled Capital (SC) Requirements

Ref #	Requirements
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SC1.	All related publicity must include an acknowledgement of Skilled Capital as an ACT Government initiative. Any publications, promotional and advertising material must include:
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'Skilled Capital is an ACT Government training initiative, funded by the ACT and Australian Governments.'

Where the Skilled Capital logo is used in place of the acknowledgement, it must be in accordance with the ACT branding provisions.

Refer to the Skills Canberra Brand Guidelines on the [Skills Canberra website](#).

Evidence Guide for Compliance

Publication, promotional and advertising material can include website information, advertisements, brochures, faxes, emails, social media, student guide or handbooks, or any other materials that promote the product and/or services provided by the Training Provider.

Examples of evidence may include, but are not limited to:

- policies and procedures relating to the promotion, publication, advertising and/or marketing of information, products and services
- copies of publications, promotional material and advertising material (including electronic, radio, television) that reference the criteria contained in ACT Standard 1.1.2.
- copies of publications, promotional material and advertising material referencing fee changes, including the effective date
- evidence of student acknowledgement of subcontracting arrangements.

2. Eligibility

Student Eligibility

Standard 2.1 Student Eligibility

The Training Provider must ensure that prospective students meet the eligibility requirements for the specific Training Initiative before finalising enrolment. The determination of eligibility includes student criteria and where applicable, covers specific requirements for the workplace location.

- 2.1.1 The Training Provider must have a documented process that ensures students are assessed against the specific eligibility criteria for each Training Initiative.
- 2.1.2 The Training Provider must ensure the student satisfies the eligibility criteria within the timeframes identified under the specific Training Initiative.
- 2.1.3 The Training Provider must ensure evidence to support the assessment of eligibility is collected prior to finalisation of enrolment.

Skilled Capital (SC) Requirements

Ref #	Requirements
SC2.	<p>As a minimum a student must, for the duration of the enrolment, be:</p> <ul style="list-style-type: none"> a) an Australian citizen, permanent resident, or New Zealand passport holder resident for more than six (6) months, or b) a person who holds a visa that is identified as being eligible, and c) living or working in the ACT, and d) at least 15 years of age, and e) not enrolled in or attending secondary school or college except where the student: <ul style="list-style-type: none"> i) is undertaking a course of study leading to completion of year 12 in an alternative program, or ii) has an Exemption Certificate and the selected Skilled Capital qualification is an approved ASBA pathway. <p>Refer to Table B.</p>
SC3.	<p>In addition to the above, to be eligible for a certificate II level Skilled Capital qualification the Training Provider must have evidence to demonstrate that a certificate II qualification is a justifiable learning pathway (in accordance with Standard 2.3.2 b).</p> <p>Refer to Table B.</p>
SC4.	<p>The Training Provider must not enrol a student in a Training Product (or its replacement) the student has already completed within the last 7 years, except where the replacement Training Product has combined two or more superseded Training Products.</p>
SC5.	<p>The Training Provider must not enrol a student in a Skilled Capital Training Product if the student is already enrolled in the same or equivalent Training Product under another government funded initiative e.g. Australian Apprenticeship or subsidised training with the public provider, except where the student is undertaking a different specialisation in the same or equivalent Training Product.</p>

Ref #	Requirements
SC6.	Where a loading has been applied to the student enrolment the Training Provider must retain evidence of student eligibility for the loading. Refer to Table C.
SC7.	The Training Provider must ensure the student satisfies the eligibility criteria prior to creating the Skilled Capital student record. Note: additional Skill Set eligibility criteria are listed on the Skilled Capital Skill Set List on the Skills Canberra website .

Evidence Guide for Compliance

Examples of evidence may include, but are not limited to:

- a documented process and procedure for determining student eligibility for a Skilled Capital qualification and/or Skill Set
- records to support implementation of the student eligibility assessment process and procedure, such as a signed and dated eligibility checklist
- records to support implementation of the Skill Set eligibility assessment process and procedure, including but not limited to,
 - signed and dated eligibility checklist
 - notes from discussion with the student
 - qualification certificates
 - resume detailing work experience
 - current position description.
- records to support student eligibility for a loading
- correspondence with the Directorate regarding Skilled Capital eligibility.

Table B: Student Eligibility Requirements

The evidence guide below indicates the information required by the Training Provider to determine student eligibility:

Citizenship and Permanent Residency	<p>A dated copy or signed and dated document that one or more of the following evidence of Australian or New Zealand citizenship or permanent residency has been sighted and the reference number recorded: Australian Birth Certificate; Australian Passport; Australian Permanent Resident visa; Nationalisation Certificate; Green Medicare Card; NewStart Card.</p> <p>Note: the residency status for New Zealand Passport holders must be longer than six months.</p>
Visa holder	<p>Refer to the Skills Canberra website for a full list of eligible and ineligible visa types: http://www.skills.act.gov.au/skilled-capital.</p> <p>For any other visa type, the RTO must ensure the holder has work and study rights on a pathway to permanent residency and seek confirmation from the Directorate in writing prior to student enrolment. These visas will be investigated and approved on a case by case basis.</p>
ACT Residency	<p>A dated copy of signed and dated document that one or more of the following evidence of ACT residency has been sighted and the reference number recorded: current ACT driver licence; Health Care Card; Pension Card; ACT Proof of Age Card; utilities account relating to the street address issuing within the last three (3) months (e.g. mobile, telephone, electricity etc.); contract of purchase, current lease or rental document; ACT Government endorsed identification.</p>
ACT Employment	<p>A letter, email or payslip from an ACT employer that shows the street address where the student is working in the ACT; a Statutory Declaration.</p>
Proof of Age over 15 Years	<p>Date of birth being stated on the AVETMISS compliant enrolment form and a copy or signed and dated document that one or more of the following proof of age evidence has been sighted and the reference number recorded: any document showing the student's date of birth, such as a driver licence; Health Care Card; ACT Proof of Age Card.</p>
Not enrolled in or attending school	<p>Self-identification on an AVETMISS compliant enrolment form.</p> <p>For students aged 15 or 16, a copy of the Exemption Certificate is required.</p>
Undertaking a course of study leading to Year 12 in an alternative program	<p>A signed statement from the alternative program provider, CCCares or CIT.</p>

Evidence to justify certificate II eligibility	<p>Evidence must include, but is not limited to, one or more of the following:</p> <p>Outcome of LLN Assessment- A signed and dated LLN assessment that documents the Australian Core Skills Framework (ACSF) level of the student and the assessor’s determination of whether the level of the qualification is appropriate.</p> <p>Changed circumstance- A Statutory Declaration or signed statement for example, from an employment services provider or health practitioner.</p> <p>Qualification structure – Information in the relevant training package or companion volume that indicates a certificate II qualification is the preferred commencement level.</p>
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Table C: Loading Eligibility Requirements

The evidence guide below indicates the information required by the Training Provider to support the eligibility for loadings:

Person with a Disability	Dated copy of proof of benefit; document from a support professional; self-identification on an AVETMISS compliant enrolment form, or documentation obtained after enrolment. Note: this identification must not be determined by the Training Provider.
Aboriginal and Torres Strait Islander	Self-identification on an AVETMISS compliant enrolment form, or documentation obtained after enrolment. Note: this identification must not be determined by the Training Provider.
Youth at Risk (15-24 Years of Age)	<p>Signed and dated referral form or a letter from a support agency or a third party organisation confirming student circumstances. Note: this identification must not be determined by the Training Provider.</p> <p>For third party referrals, the Training Provider must seek approval from the Directorate in writing prior to finalisation of enrolment.</p>
Long-term Unemployed	Signed and dated Skilled Capital Job Seeker Referral form or letter from an employment services provider confirming client has been in receipt of services from an employment services provider/s for at least the last 52 weeks.

3. Enrolment

General enrolment obligations

Standard 1.2 Data collection and reporting

The Training Provider must meet national and ACT reporting and recordkeeping obligations.

- 1.2.1 The Training Provider must ensure responses to all mandatory ACT Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) enrolment questions are sought during the enrolment process for each student.
- 1.2.2 The Training Provider must ensure there is a valid enrolment for each student. A valid enrolment is a complete, signed and dated AVETMISS compliant enrolment form.

Standard 2.2 Fees and charges

The Training Provider must ensure all fees and charges related to the provision of training services are outlined to all parties prior to enrolment. Information provided is to be clear, accurate and sufficient to enable an informed choice.

- 2.2.1 The Training Provider must publish all fees and charges including, but not limited to:
 - a) compulsory Tuition Fee
 - b) additional charges or co-contributions
 - c) application process for exemptions and concessions
 - d) methods of collection
 - e) refund information.
- 2.2.2 The Training Provider must ensure students are provided with information regarding eligibility for the Completion Payment prior to finalisation of enrolment.
- 2.2.3 The Training Provider must charge students at least the minimum Tuition Fee in accordance with the specific Training Initiative.
- 2.2.4 The Training Provider must collect, record and retain all evidence relating to fee transactions. Where a fee concession, waiver, exemption or refund is granted, the Training Provider must retain all supporting evidence relating to the decision for each student. Note: fee exemptions apply to the Australian Apprenticeships training initiative only.
- 2.2.5 The Training Provider must have a formal process in place to support the assessment of student eligibility for waiving any remaining fees and charges, after concessions have been applied.

Skilled Capital (SC) Requirements

Ref #	Requirements
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| SC8. | The Training Provider must only create a Skilled Capital student record when there is evidence of a valid student enrolment

Refer to Part B: Administrative Arrangements (Enrolment Arrangements). |
| SC9. | The Training Provider must charge the published Tuition Fee, except where the student is eligible for a fee concession in accordance with the conditions referred to in Part B: Administrative Arrangements (Fees and Charges; Fee Concessions). |
| SC10. | The Training Provider must not charge additional fees for the delivery of foundation skills training or other Additional Support services.

Refer to Part B: Administrative Arrangements (Additional Support funding). |

Evidence Guide for Compliance

Examples of evidence may include, but are not limited to:

- enrolment policy and procedure
- completed, signed and dated AVETMISS compliant enrolment form for each student
- fees and charges policy and procedure, including a provision for exemptions, fee concessions and waivers
- published materials relating to fees and charges, exemptions and refunds
- records of fee payments such as tax invoices, receipts, computerised accounting system
- records of fee concessions and waivers such as copies of health care and pension cards, evidence of hardship, application for concession reimbursement
- document management and records retention procedure
- induction documentation which may include checklists, student and/or employer handbook, contact records with the student and the employer
- records of correspondence with the Directorate.

Initial skills assessment

Standard 2.3 Initial skills assessment

For each student, the Training Provider must conduct an Initial Skills Assessment comprising of an assessment of Language, Literacy and Numeracy (LLN) skills to ascertain the proposed Training Product, learning program, strategies and materials are appropriate.

The Training Provider must ensure students are made aware of opportunities for recognition prior to commencing training and that adequate information, support and opportunities are provided to students to engage in the Recognition of Prior Learning (RPL) process.

- 2.3.1 The Training Provider must conduct and document an Initial Skills Assessment for each student prior to commencement of training. Where this is not possible, it must be conducted prior to completion of the Training Plan.
- 2.3.2 The Initial Skills Assessment for each student must:
- a) offer RPL, explain Credit Transfer obligations and identify any relevant competencies previously achieved
 - b) ascertain the most suitable Training Product for the student, based on the student's existing educational attainment and capabilities
 - c) assess LLN skills to determine whether the Training Product and proposed learning strategies and materials are appropriate
 - d) assess the need for Additional Support
 - e) identify any actions or strategies to be implemented to address identified needs for the student, including any adjustments required to the learning program, delivery strategy or materials.
- 2.3.3 The Training Provider must have a documented process for conducting the LLN assessment, which includes how the Australian Core Skills Framework (ACSF) level (1 – 5) of the student is determined.
- 2.3.4 The Training Provider must align the results of the LLN assessment with the ACSF. The ACSF level (1 – 5) of the student must be recorded on the LLN assessment.

Standard 2.4 Recognition

The Training Provider must recognise qualifications and statements of attainment issued by other RTOs. Where a student has extensive workplace experience or has undertaken prior studies in a field related to the current training program they may also be eligible for RPL.

- 2.4.1 Where the Credit Transfer and/or RPL process results in the student already holding 80% or more of the required competencies, the Training Provider must, in consultation with the student and where applicable, the employer, reassess the suitability of the Training Product and:
- a) select a different Training Product, or
 - b) document the decision to continue with the enrolled Training Product. Evidence of the discussion and decision must be retained.
- 2.4.2 The Training Provider must retain evidence to support all Credit Transfer and RPL awarded.

Skilled Capital (SC) Requirements

Ref #	Requirements
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SC11.	The Training Provider must have a documented strategy for providing foundation skills training and/or support. Refer to Part B: Administrative Arrangements (Foundation Skills). The foundation skills strategy must contain, as a minimum:
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| | <ul style="list-style-type: none"> • identification of the minimum ACSF level/s (1 – 5) required to undertake the qualification/s • training delivery method/s, and • support strategies for the student. |
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SC12.	Where the Training Provider wishes to seek payment for provision of Additional Support, the Training Provider must:
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| | <ol style="list-style-type: none"> a) make an application for Additional Support funding b) ensure the proposed Additional Support will meet the identified needs of the student. |
|--|---|

Refer to Part B: Administrative Arrangements (Additional support funding).

Evidence Guide for Compliance

Examples of evidence may include, but are not limited to:

- a policy and procedure for conducting and documenting an Initial Skills Assessment
- a procedure for conducting the LLN assessment
- signed and dated record that RPL/Credit Transfer has been offered and LLN and Additional Support needs have been assessed in line with documented policy and procedure
- Training Plan records indicating the offer and explanation of RPL and Credit Transfer
- enrolment or other form/s containing additional information related to RPL/Credit Transfer and Additional Support needs
- records of LLN and Additional Support provided, including the application of learning support strategies and/or use of LLN specialist where required.
- signed and dated LLN assessment, identifying the skill requirements and ACSF level of the student and where required, the resources required to support LLN skills development including recommendation to access a LLN specialist where required
- documented record to support the choice of qualification
- signed and dated Additional Support assessment
- training plan records indicating RPL and Credit Transfer units
- RPL kit and evidence guide
- student RPL evidence such as certification, references from past employers, testimonials from clients, work samples, resume/CV, third party reports
- records of completed RPL assessment items and accurate records and reporting (documents used in the RPL assessment process)
- documents used to establish Credit Transfer e.g. copies of qualifications and statements of attainment
- documented strategy for providing foundation skills training and/or support
- records that identify the minimum ACSF level required to undertake Training Products
- training and assessment strategy, that indicates minimum ACSF level, foundation skills delivery methods and student support strategies
- application for additional support funding indicating actions or strategies to address identified needs.

4. Developing the training plan

Standard 2.5 Training plan

Information on training and assessment is to be documented in a Training Plan for all students. The Training Plan must be developed by the Training Provider and agreed with the student and, where required by the specific Training Initiative, the employer.

- 2.5.1 The Training Provider must have a documented process to ensure a Training Plan is completed and maintained for each student.
- 2.5.2 The Training Provider must ensure the Training Plan used is consistent with the specifications for each Training Initiative.
- 2.5.3 The Training Plan must be:
 - a) consistent with the Training Product to be attained
 - b) consistent with the proposed delivery and assessment strategies
 - c) customised as required, for the needs of the employer, where applicable, and the student or student group, including the needs identified in the Initial Skills Assessment
 - d) signed and dated by all relevant parties.
- 2.5.4 The Training Provider must ensure a fully executed copy of the Training Plan is provided to the student and where applicable, to the employer within 10 business days of its completion and evidence of its provision is retained. The original and any updated versions of the Training Plan must be held by the Training Provider for each student.
- 2.5.5 The Training Provider must review the Training Plan and update where necessary, to take into account student progress and any changes, within the timeframes identified under the specific Training Initiative.
- 2.5.6 The Training Provider must update the Training Plan with any mutually agreed changes to training and assessment details. Changes must be endorsed by all required parties.

Skilled Capital (SC) Requirements

Ref #	Requirements
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| SC13. | The Training Plan must be developed and signed within eight weeks of creation of the student record.
Refer to Part B: Administrative Arrangements (Commencement Arrangements). |
| SC14. | The Training Plan must include all elements of the Skilled Capital Training Plan template .
Where the Training Plan is for a Skill Set, the Skill Set code and title replace the Qualification code and title and the identification of core and elective units is not required.
Refer to Part C: Guidelines for Skilled Capital (Training Plan). |
| SC15. | Where the Training Provider is delivering foundation skills unit/s of competency in addition to the enrolled Training Product, the Training Provider must identify on the Training Plan whether the units will be delivered prior to commencement of the Training Product or integrated within the Training Product delivery. |
| SC16. | The Training Provider must complete a new Training Plan within 30 calendar days of the student changing from a superseded/deleted Training Product to a new/replacement Training Product. |

Evidence Guide for Compliance

Examples of evidence may include, but are not limited to:

- documented procedures for negotiating, completing and amending Training Plans
- compliant, signed and dated Training Plan for each student
- units listed on Training Plans compliant with the qualification packaging rules
- units listed on Training Plans match the units delivered and assessed
- Training Plan records indicating method of foundation skills delivery
- amendments/updates to Training Plans documented and agreed by all required parties
- delivery and assessment methods listed on the Training Plan in line with the agreed delivery and assessment strategy
- dated records to support the provision of the Training Plan to the student and employer within the required timeframe, for example checklists, email correspondence
- evidence of the Training Plan review such as notations on the Training Plan, updated Training Plan, file notes, written correspondence
- correspondence with the Directorate.

Examples of changes that require endorsement by all parties include changes to support services and/or training and assessment arrangements such as:

- units of competency
- training methodology
- assessment method.

Changes not listed above are required to be notified to all parties but do not require endorsement. Endorsement by all parties may be in the form of:

- updated Training Plan, signed and dated by all required parties
- written correspondence with all required parties e.g. emails confirming acceptance of the changes to the Training Plan.

5. Training delivery and assessment

Evidence of participation

Standard 2.6 Training delivery and participation

The delivery of Structured Training should be designed to maximise the opportunity for the student to achieve high quality outcomes. All training delivery must be supported by evidence of participation in each unit of competency.

- 2.6.1 The Training Provider must deliver training that is:
- customised to meet student, industry and, where relevant, employer needs
 - in accordance with the training commencement date and training modes identified on the Training Plan. Where changes are required, the changes are to be reflected on a compliant revised Training Plan
 - in line with the delivery strategy for the Training Product
 - in accordance with the timeframes identified under the specific Training Initiative.
- 2.6.2 The Training Provider must provide the student with access to training materials and resources within the timeframe identified under the specific Training Initiative. Evidence of the provision of information must be retained.
- 2.6.3 Evidence of participation in each unit of competency must be collected and retained and contain the student's name or identification number, a unit of competency identifier and a date.
- 2.6.4 The evidence collected by the Training Provider must validate that participation has occurred in the unit of competency for each student.

Skilled Capital (SC) Requirements

Ref #	Requirements
SC17.	The Training Provider must provide the student with training material on or before the reported commencement date. Evidence of the provision of training material to each student must be retained.
SC18.	The Training Provider must commence training within 12 weeks of creation of the student record unless approval for an extension has been obtained prior to the 12 week expiry. Refer to Part B: Administrative Arrangements (Commencement Arrangements).

Evidence Guide for Compliance

Examples of evidence may include, but are not limited to:

- records of participation ([refer Table D](#))
- Training Plans
- training materials/resources supplied to students including structured learning guides or navigation tools
- training and assessment information at the unit level such as a training and assessment strategy, course outline or schedule etc.
- dated records to support the provision of training and assessment information such as contact notes, visit sheets, induction checklists, attendance records
- dated records to support the issuance/receipt of training material/s
- qualification progress report
- summary record showing unit of competency commencement and completion dates

- records from the student management system.

The following evidence guide provides examples of records and documents that can be used by the Training Provider to support evidence of participation. An auditor will not accept RTO based certificates in isolation to satisfy evidence of participation at the unit of competency level.

Table D: Evidence of Participation (as defined by NCVET)

Work submitted by the student	<p>Evidence relating to engagement by the participation in the unit of competency or module.</p> <p>In cases where this information cannot be recorded on the work itself, separate evidence must accompany the work to allow it to be linked to the student, the unit of competency/ module and date completed for example:</p> <ul style="list-style-type: none"> • identification of a student by ID and • a delivery schedule or equivalent, detailing how the piece of work covers the module or unit of competency in question, including due dates and milestones.
Attendance roll (endorsed by the RTO as a tool to record attendance as part of their normal processes)	<p>The attendance roll must:</p> <ul style="list-style-type: none"> • contain the trainer’s signature, printed name and date (or electronic equivalent), and • show that the actual unit of competency/module was delivered at the point at which the client is marked on the roll. <p>Where the roll indicates that the student has only attended the first class, supporting documentation must be supplied demonstrating that there was engagement in the learning activities of the module/unit of competency during that class.</p> <p>Attendance at an induction or orientation class alone is not sufficient evidence of participation.</p> <p>For clustered delivery:</p> <ul style="list-style-type: none"> • where, for the purposes of delivery or assessment, units of competency or modules are delivered consecutively (or ‘holistically’), a roll must be annotated to indicate what training was actually delivery in the session at the unit/module level. • For other types of clustered delivery, a delivery schedule or equivalent must be provided to demonstrate the training, at the unit of competency or module level; on the date/s the student was in attendance. <p>For electronic rolls:</p> <ul style="list-style-type: none"> • Supporting documentation is required to indicate the processes involved in annotating, entering, updating and generating the rolls, as well as how to interpret the rolls and demonstrate that the records are held in a secure environment, safe from unauthorized access, loss or damage, and that authorisations have been applied at the delivery level.
Assessment documentation	<p>Primary documentation must be either a secure paper-based or electronic record that indicates an actual result consistent with assessment.</p> <ul style="list-style-type: none"> • For a pass or RPL outcome, a non-zero mark or grade for a component of the subject or the final result, or an assessment

	<p>record that supports client activity in the unit of competency must be supplied.</p> <ul style="list-style-type: none"> For a withdrawn/discontinued (40) outcome completed via RPL, evidence of participation must be in the form of at least one non-zero mark or grade for a component/element of the unit of competency. For all other outcomes, additional evidence of participation will be required. <p>For RPL outcomes only the primary assessment tool used for any RPL assessments will be accepted.</p> <p>Evidence of a student's results should have an endorsement at the delivery level that confirms the accuracy of the student information such as a signature of the trainer.</p>
Computer login	<p>Login records demonstrating online engagement with the learning activity required for the unit of competency or module.</p> <p>Where a student has a secure login to specific learning activity (for the unit of competency or module) in which they are enrolled, the login record demonstrating online engagement with the learning activity will can act as evidence of participation.</p>
Instructor notes	<p>Personal interviews, telephone, email, or other communication modes on the engagement of a student in a learning activity of the unit of competency or module. This may include RPL.</p> <p>The information and evidence must be dated and include information on the contact with the student and support engagement in a learning activity.</p>
Record of staff/ student engagement	<p>In flexible and distance modes of learning, records that demonstrate staff/ student engagement with the learning activity at a unit of competency or module level that indicates the student has commenced working on the learning materials received.</p>
Staff statement	<p>In the event of extreme circumstances preventing the provision of any of the primary documentation as detailed above (e.g. fire, flood or other equivalent circumstances), staff directly associated with the training delivery who are authorised by the RTO, may be prepared to attest participation of the individual in the unit of competency or module enrolment in question. In all such cases, the staff member is required to submit and sign a statement affirming their evidence.</p> <p>To result in a verifiable enrolment an auditor would be required to record two elements, certified by an appropriate staff member:</p> <ul style="list-style-type: none"> a full explanation of the reasons why primary recording documentation is not available; and a signed and dated statement containing a full explanation of the evidence being provided and affirmed. <p>The auditor will determine if the evidence provided is sufficient to substantiate the claim that the student participated and thereby verify the enrolment. It should be noted that a signed document merely stating that participation within the enrolment has occurred would not be deemed acceptable proof of evidence.</p>

Assessment

Standard 2.9 Assessment

Assessment practices and tools used by the Training Provider to determine competence must be consistently applied and evidence retained to support the assessment judgement.

- 2.9.1. The Training Provider must ensure the assessment methods used are consistent with the student's Training Plan. Where changes to the assessment methods are required, the changes should be reflected on the Training Plan.
- 2.9.2 The Training Provider must retain evidence of completed assessment items for each student for each unit of competency or cluster of units. The evidence must contain the student's name or identification number, a unit of competency identifier, the assessment result, assessor signature and a date.
- 2.9.3. The Training Provider must work with the student and where applicable, the employer to ensure assessment is finalised prior to the due to complete date.
- 2.9.4 The Training Provider must, at any time, be able to produce an up-to-date summary assessment record for each student, identifying progress against each unit of competency on the Training Plan.

Skilled Capital (SC) Requirements

No Skilled Capital specific requirements apply to this section.

Evidence Guide for Compliance

Examples of evidence may include, but are not limited to:

- Training Plans
- assessment tools to support assessment methods stated in the Training Plan
- records to support assessment for each unit of competency or cluster of units
- completed student work. An assessor's completed marking guide, criteria, and observation checklist for each student may be sufficient where it is not possible to retain the student's actual work. The retained evidence must have enough detail to demonstrate the assessor's judgement of the student's performance against the standard required.
- completed assessment items for each unit of competency or cluster of units such as observation assessment, written assessment, case studies, work samples, oral questioning, practical demonstration, work based project, portfolio, supervisor / workplace report*
- signed and dated summary assessment records (per unit of competency).

* **Note:** Where supervisor / workplace reports (if the student is employed) or other third party evidence is used to determine competency for a unit of competency of cluster of units, the evidence must be validated by an assessor of the Training Provider. The validation must be signed and dated and include comments by the assessor to support the judgement of competency.

Transition

Standard 2.7 Student Transition

The Training Provider must manage its scope of registration on the national register (training.gov.au (TGA)), including, but not limited to, the transition to replacement training packages/Training Products within 12 months of publication, to ensure it delivers Training Products from currently endorsed training packages. Where the transition period is extended by ASQA, the transition must occur within the approved extension timeframe.

- 2.7.1 The Training Provider must ensure students, employers (if applicable) and other stakeholders affected by changes to Training Products, are advised how the change will impact them.
- 2.7.2 The Training Provider must have a documented strategy to manage its operations when ceasing to deliver Training Products in the ACT, including managing the impact on affected students as required under the specific Training Initiative.

Skilled Capital (SC) Requirements

Ref #	Requirements
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| SC19. | Where a replacement Training Product has been released the Training Provider must: <ol style="list-style-type: none"> map existing students to the new/replacement Training Product if they will not complete training within the transition timeframe update the Training Product on the student record. Refer to Part B: Administrative Arrangements (Skilled Capital Record Variations). |
| SC20. | Where the Training Provider is ceasing to deliver one or more Training Products through Skilled Capital, the Training Provider must: <ol style="list-style-type: none"> advise the Directorate of the proposed wind-up arrangements and provide a status report to the Directorate for all affected students within 10 business days of the decision not to continue to deliver training issue a statement of attainment to all students within 30 calendar days from when the Training Provider ceases training delivery. |

Evidence Guide for Compliance

Examples of evidence may include, but are not limited to:

- a documented strategy for managing Training Product transition arrangements
- records which verify management of replacement Training Products, including student enrolment records
- correspondence with and/or information for students, employers and trainers/assessors regarding transition arrangements such as mapping information, meeting notes
- documented strategy for managing Training Product delivery cessation
- notifications and/or correspondence with the Directorate regarding wind up arrangements
- updated marketing materials
- revised and updated documents such as Training Plans confirming the student and employer agreement to transfer to the new /replacement Training Product
- updated delivery and assessment strategies
- records to support that statements of attainment have been issued such as a register or 'mail out' record
- student status reports.

6. Providing support and monitoring

Standard 2.8 Support and monitoring

The Training Provider must provide students with learning resources that are relevant to support the development of underpinning knowledge required for the units of competency and monitor that the skills and knowledge outcomes are being achieved and any Additional Support has been provided as required.

- 2.8.1 The Training Provider must monitor the progress of the student consistent with the specifications for each Training Initiative.
- 2.8.2 The Training Provider must retain signed and dated records of any visits or contacts, matters discussed, actions taken and any outcomes achieved.
- 2.8.3 The Training Provider must provide any required Additional Support identified in the Initial Skills Assessment or through student progress monitoring. Evidence of its provision must be retained.
- 2.8.4 Where a loading has been paid to the Training Provider which is required to be used for the specific provision of services, the Training Provider must be able to verify that services have been provided in accordance with the specifications for each Training Initiative.

Skilled Capital (SC) Requirements

Ref #	Requirements
SC21.	<p>Where Additional Support funding has been paid to the Training Provider, the Training Provider must be able to verify that the Additional Support has been provided in accordance with the application.</p> <p>Refer to Part B: Administrative Arrangements (Additional Support funding).</p>
SC22.	<p>Where the Training Provider has received a loading for long-term unemployed or youth at risk, the Training Provider must retain evidence of the wrap around and/or work experience coordination services provided, including student participation in any activities and/or work experience placement.</p> <p>Refer to Part B: Administrative Arrangements (Loadings) and Refer to Table E.</p>
SC23.	<p>Where the Training Provider has received a loading for students who:</p> <ul style="list-style-type: none"> • identify as having a disability, and/or • identify as being Aboriginal and Torres Strait Islander origin, and/or • are identified as being youth at risk, and/or • are long-term unemployed <p>and the student engages in a work experience placement, the Training Provider must:</p> <ol style="list-style-type: none"> a) use the Work Experience Placement Agreement template to record the details of the work experience placement prior to commencement of the placement b) ensure the Work Experience Placement Agreement is completed by all parties c) meet the responsibilities specified in the Work Experience Placement Agreement and Work Experience Placement Guidelines. <p>Refer to Part B: Administrative Arrangements (Loadings)</p>
SC24.	<p>The Training Provider must not use the loading to fulfill the mandatory work placement specified in a training package qualification. The work experience placement for which the loading applies must be in addition to the training package requirement.</p> <p>Refer to Part B: Administrative Arrangements (Loadings).</p>

Ref #	Requirements
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SC25.	The Training Provider must advise the Directorate in writing within 10 business days of identifying any issues relating to training that may impact on a successful outcome.
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Evidence Guide for Compliance

Examples of evidence may include, but are not limited to:

- documented process for monitoring student progress and providing support
- documented process for reporting issues to the Directorate
- contact records such as file notes, contact logs, correspondence including emails and letters etc
- assessor feedback
- attendance records such as roll books, e-learning activities or other training evidence
- attendance records for additional support sessions
- appointment records to show that the Training Provider provided additional support services to the student
- signed statement/s from relevant support staff engaged to provide additional support
- receipts and/or invoices for additional support services used
- additional support reports.

Evidence of wrap around services (WAS) expenditure may include, but is not limited to:

- receipts e.g. bus ticket, receipt for food expenses, receipt for clothing purchases etc. Receipts must identify the goods purchased, the organisation name and the date of purchase. This type of evidence will be sufficient provided it can be shown that the student received the goods.
- tax invoices and/or payment records e.g. catering, travel expenses, provision of mentoring/career advice/life skills education etc. Tax invoices/payment records must describe the wrap around service and the date it was provided. This type of evidence will be sufficient provided it can be shown that the student engaged in the service.
- signed and dated subcontract agreement outlining agreed wrap around services
- log book e.g. travel expenses for students
- dated records of student participation in wrap around service activities (per activity). Refer to Table E.
- signed and dated expense spreadsheet / expense report.

Evidence of work experience placement (WEP) coordination expenditure may include, but is not limited to:

- signed and dated Work Experience Placement Agreement
- dated records of contacts and/or visits with employers and/or students relating to student work experience placement
- signed and dated subcontract agreement outlining agreed work experience coordination services
- tax invoices e.g. provision of work experience coordination services
- dated records of student participation in the work experience placement. Refer to Table E.

Table E: Evidence of Participation in wrap around services/work experience placement activity

Evidence of work submitted by the student	<p>Evidence relating to engagement by the student in the activity.</p> <p>In cases where this information cannot be recorded on the work itself, separate evidence must accompany the work to allow it to be linked to the student and activity:</p> <ul style="list-style-type: none"> • identification of a student by ID • delivery schedule or equivalent, detailing how the piece of work covers the wrap around services activity, including where relevant due dates and milestones • Statement of Attainment / Certificate of Attendance.
Attendance records (endorsed by the RTO as a tool to record attendance as part of their normal processes)	<p>This is deemed adequate to satisfy the minimum participation criterion in the activity provided there is a session plan or otherwise outlining the activities covered.</p> <p>This type of evidence will be sufficient provided it can be shown that the actual activity was undertaken at the point at which the student is marked on the roll.</p>
Instructor notes	<p>Personal interviews, telephone, email, or other communication modes on the engagement of a student in an activity.</p> <p>The information and evidence must be dated and include information on the contact with the student and support engagement in the activity.</p>

Notes:

- Where a group of students is engaged in the wrap around service activity, the evidence of participation in the activity for the student group may be on one document/form.
- Where the evidence submitted to support WAS / WEP expenditure relates to services provided by a staff member or contracted party, the evidence must be able to be linked to the student to which the service was provided.

7. Issuing certification

Standard 2.10 Issuance of certification documentation

The Training Provider must issue an Australian Qualifications Framework (AQF) compliant qualification certificate to students who successfully complete a qualification or, where a student withdraws from the program prior to completing; the Training Provider must issue an AQF compliant statement of attainment for units of competency achieved.

- 2.10.1 The Training Provider must issue the AQF compliant Certification Documentation to each student within 30 calendar days of completion of, or withdrawal from, Subsidised Training, provided the Training Provider's requirements have been met.
- 2.10.2 The Certification Documentation issued must include all elements required under the specific Training Initiative.
- 2.10.3 The Training Provider must retain evidence of Certification Documentation issued to each student.

Skilled Capital (SC) Requirements

No Skilled Capital specific requirements apply to this section.

Evidence Guide for Compliance

Examples of evidence may include, but are not limited to:

- AQF and Training Initiative compliant qualifications and/or statements of attainment issued and the list of units of competency attained
- records to support that qualification certificates and/or statements of attainment have been issued within the required timeframe such as a register or 'mail out' record.

8. Reporting

Standard 1.2 Data collection and reporting

The Training Provider must meet national and ACT reporting and recordkeeping obligations.

- 1.2.3 The Training Provider must ensure that the student management system contains full, correct and current information against mandatory AVETMISS fields as per the ACT AVETMISS requirements.
- 1.2.4 The Training Provider must report all training activity as specified in the ACT AVETMISS requirements and under the specific Training Initiative, within the required timeframes. Where Certification Documentation is withheld from the student due to non-payment of fees or any other outstanding obligations to the Training Provider, training activity must still be reported.

Skilled Capital (SC) Requirements

Ref #	Requirements
SC26.	The Training Provider must report commencement of training within 30 calendar days of student commencement. Refer to Part B: Administrative Arrangements (Commencement Arrangements).
SC27.	The Training Provider must report student completion within 30 calendar days of the date deemed competent and no later than the student's due to complete date. Refer to Part B: Administrative Arrangements (Completion Arrangements).
SC28.	Where a student withdraws from training prior to completion of the Training Product, the student record must be cancelled within 30 calendar days of the decision. Where initiated by the Training Provider, evidence of the decision to cancel the student record must be retained on the student file. Refer to Part B: Administrative Arrangements (Cancellation Arrangements).

Evidence Guide for Compliance

Examples of evidence may include, but are not limited to:

- records to support commencement of training
- records to support completion of training
- records to support the student's withdrawal from training, including notification to the Directorate
- complete, accurate and up to date records within an AVETMISS compliant student management system
- complete, accurate and up to date records within AVETARS
- records to support AVETMISS quarterly reporting requirements have been met within the required timeframes
- correspondence with the Directorate, including forms, contact records, emails, etc.

PART B: ADMINISTRATIVE ARRANGEMENTS FOR SKILLED CAPITAL

Skilled Capital Training Products

General Direction	<p>All Training Providers with a Training Initiative Funding Agreement are approved to deliver training under Skilled Capital.</p> <p>The ACT Qualifications Register will display, for Skilled Capital Training Products:</p> <ul style="list-style-type: none">a) a full list of approved Training Providers (by Training Product)b) Training Product capsc) remaining training places available (by Training Product)d) the Qualification Subsidy Amount (QSA)e) Training Provider Tuition Fee/s per Delivery Mode.
Skilled Capital Qualifications	<p>Skilled Capital Training Products are a subset of qualifications from the ACT Skills Needs List and include a selection of certificate II qualifications and Skill Sets.</p> <p>Skills Canberra will determine the Skill Sets that will be allocated a subsidy. The list of approved Skill Sets will be identified on the ACT Qualifications Register under the Skill Set code and title.</p> <p>Skilled Capital Training Products may be added or removed at any time to ensure the initiative remains aligned with changing ACT skills needs. When changes are made they will only apply to new enrolments.</p>
Skilled Capital Training Product Caps	<p>The number of places available in each Training Product will be determined at the beginning of each Skilled Capital release. Each enrolment reduces the number of places in that Training Product by one. Training Product caps may be adjusted in response to take up and changes to the ACT Skills Needs List.</p> <p>Training Product caps will not be automatically increased where a student withdraws from training or does not successfully complete their Training Product. While the caps ensure that the available budget is used maximising the training outcomes of ACT residents, training places beyond the caps may be considered for priority groups in the ACT for certificate II level qualifications <i>only</i>.</p>

Allocation of Additional Skilled Capital Places for Priority Groups

Where an eligible certificate II level Skilled Capital qualification has reached its cap or would be exceeded by ready-to-enrol students from the identified priority groups, a Training Provider may submit an application for additional Skilled Capital places.

The certificate II qualification must be from the most recent release of the [Skilled Capital Qualification List](#).

Priority groups include students who identify as:

- Aboriginal and Torres Strait Islanders
- people with a disability
- long term unemployed
- new migrants
- youth at risk (15-24 years of age)
- refugees and asylum seekers
- mature aged workers over the age of 45
- women seeking to enter a trade.

Procedure

The Training Provider must apply in writing using the [Application for Additional Skilled Capital Places for Priority Cohorts](#) form. The application can be for an individual student or a cohort of students from one or more priority groups enrolling in the same certificate II level qualification. Applications for additional places must be submitted by email to skills@act.gov.au.

The Directorate does not guarantee approval of additional places. Each application will be assessed on a case by case basis with approval or rejection advised in writing within 10 business days of application lodgement. The Directorate may request additional information from the Training Provider to inform the assessment.

If approved, the additional release of places will be kept exclusively for the Training Provider, i.e. they are non-contestable. This is contingent on the Training Provider having students 'ready-to-enrol'. The Training Provider may be asked to provide valid student enrolment forms for the Directorate to create the Skilled Capital student records in AVETARS on behalf of the Training Provider.

Training Providers must not promise additional Skilled Capital places to students until it receives written approval from the Directorate.

Training Product nominations

General Direction	Training Providers seeking to deliver Skilled Capital Training Products are required to nominate the Training Products they will offer using the RTO portal.
Procedure	<p>Training Products nominated by the Training Provider must be on the Training Provider's Scope of Registration.</p> <p>The Training Provider must provide the following information for each nominated Training Product:</p> <ol style="list-style-type: none">RTO contactRTO addressDelivery Mode/sTuition Fee for each Delivery Mode <p>The Tuition Fee amount must be equal to or higher than the Minimum Tuition Fee amount specified in the Skilled Capital Qualification and Skills Set Lists published on the Skills Canberra website.</p> <p>Training Providers may edit their Training Product nominations, including Delivery Modes, tuition fee amounts, and flag a qualification as 'closed for enrolments' at any time through the RTO portal.</p> <p>A user guide for the RTO portal is on the Skills Canberra website.</p>

Number of Training Products funded per student

General Direction	<p>Students are only funded for one Skilled Capital Training Product at a time and will not be funded for a Training Product (or its replacement) they have already completed within the last seven years. Where the replacement Training Product combines two or more superseded Training Product, Skilled Capital Funding may apply (refer to SC4).</p> <p>A student may be enrolled in a subsequent Skilled Capital Training Product following the completion or cancellation from a previous Skilled Capital Training Product, subject to student eligibility and available places.</p> <p>Students may have concurrent enrolments in a Skilled Capital Training Product and another government funded training initiative, however cannot be enrolled in the same or equivalent Training Product under another government funded initiative with the same or a different Training Provider except where the student is undertaking a different specialisation in the same or equivalent Training Product (refer to SC5).</p>
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Unique student identifier

General Direction	<p>All students undertaking nationally recognised training need to have a Unique Student Identifier (USI) unless the Training Provider or student has an approved exemption.</p> <p>For information on how to obtain a USI refer to www.usi.gov.au.</p> <p>The unique student identifier is a mandatory field in the enrolment of a Skilled Capital student.</p>
Procedure	<p>The USI must be entered in AVETARS when creating a student record. The USI must also be reported for the Training Provider to be eligible to receive payments.</p> <p>Training Providers must notify the Directorate by email to skills@act.gov.au of any USI exemptions at the Training Provider or student level.</p> <p>For information on the ACT VET AVETMISS Data Standard refer to the Skills Canberra website.</p>
Exemption	<p>Where an exemption applies, Training Providers will be able to issue certificate qualifications or statements of attainment to students who do not have a USI and will not be required to include a USI in respect of those students in any submission of AVETMISS compliant data to the National VET Provider Collection.</p>

Enrolment arrangements

General Direction	<p>A Training Provider can enrol a student in a Skilled Capital Training Product provided there are available places. The real time count of remaining places in a Training Product will be displayed on the ACT Qualifications Register through the RTO portal.</p> <p>Available Training Product places may be updated or released based on enrolment uptake, changing skills needs and budgetary constraints.</p>
Procedure	<p>Student enrolments are managed through the RTO portal. An enrolment is approved upon successful creation of the student record in the RTO portal.</p>

Fees and charges

General Direction	<p>Students are required to contribute to the cost of their training, except where the student is eligible for a concession and the Training Provider chooses to waive the remaining student fee.</p>
Tuition Fees	<p>Training Providers may determine the fee per Delivery Mode; however it must be equal to or higher than the mandatory minimum Tuition Fee for each Skilled Capital Training Product, as specified in the Skilled Capital Qualification and Skills Set Lists published on the Skills Canberra website. The published Tuition Fee must account for all costs in relation to the delivery of the Training Product. The mandatory minimum Tuition Fees range between \$100- \$500.</p> <p>The Directorate will monitor Training Provider fees and where the Training Provider sets fees higher than the unpublished maximum, will intervene to prevent excessive fees being charged.</p>

	A Training Provider must not charge the student an additional fee for the delivery of foundation skills units of competency or apply any additional costs associated with training.
Procedure	<p>Training Providers must publish the Tuition Fee amount payable for each Skilled Capital Training Product, per Delivery Mode, on the ACT Qualifications Register. This information is entered by the Training Provider in the RTO portal.</p> <p>The Training Provider must only charge the Tuition Fee published on the ACT Qualifications Register. Any changes to fees must not be applied until the changes are published on the ACT Qualifications Register.</p>
Non-payment of fees	In cases where agreed fees are not paid, the Training Provider will not be reimbursed by the Directorate.

Fee concessions

General Direction	Training Providers may offer a fee concession to eligible students in certain circumstances.
Concession categories	<p>A student is eligible for a fee concession if, at the commencement of training they:</p> <ul style="list-style-type: none"> • hold a current Health Care Card or Pension Card, or • can prove genuine hardship. <p>Where the student is under 18 years of age this rule will apply if the parent/ guardian holds one of the above cards.</p>
Concession rules	<p>If a student is eligible for a concession, the Training Provider will be reimbursed a balance of the Tuition Fee up to the maximum concession available, as specified in the Skilled Capital Qualification and Skills Set Lists published on the Skills Canberra website. The Training Provider may choose to waive the remaining Tuition Fee for students that are eligible for a fee concession.</p> <p>The Training Provider will be reimbursed the lower of:</p> <ul style="list-style-type: none"> • 50% of the Training Provider's published student fee; or • the published maximum concession available for each Skilled Capital Training Product.
Procedure	The concession payment reimbursement to the Training Provider is generated once the Training Provider enters the Training Plan signed date in the RTO portal.

Income contingent loans (ICLs)

General Direction	All ACT Government subsidised diplomas and advanced diplomas can be offered as VET Student Loans by VET Student Loans providers. VET Student Loans approved providers delivering Skilled Capital may offer an income contingent loan (ICL) to eligible students in diploma Training Products that appear on the VET Student Loans Approved Course List.
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Funding model

Loadings

General Direction

A number of loadings may be applied to each student. Loadings are available for students in two categories:

Category One

- a) identify as having a disability, and/or
- b) identify as being of Aboriginal and Torres Strait Islander origin

Category Two

- a) are identified as being youth at risk, and/or
- b) are identified as long term unemployed.

Loadings for Category Two will only be available for the specific provision of wrap around services and/or support for work experience placements. Students reported as youth at risk or long term unemployed must be provided with wrap around services and/or work experience coordination services.

Individual students may be eligible for multiple loadings across both categories:

- \$500 (GST exclusive) is available per loading, per student, per qualification.
- \$150 (GST exclusive) is available per loading, per student, per Skill Set.

Procedure

The loading is an additional payment applied to the Individual Student Price (ISP) through the enrolment process.

Wrap around services

Approved wrap around services for youth at risk or long term unemployed students include, but are not limited to:

- a) life skills education
- b) travel or food expenses for the students to attend training
- c) mentoring
- d) career advice
- e) specialist support services.

Work experience placement co-ordination

A loading is available for the co-ordinating costs of organising and supervising additional work experience placement activities for students identified as:

- youth at risk or,
- long term unemployed.

Work experience placements give students in the identified categories time at a workplace to learn about an occupation or industry. They provide an opportunity for these students to develop transferrable employability skills, apply the skills gained through the Skilled Capital training and to develop networks with potential employers. Such work experience placements are additional to the industry placements required as part of a training package qualification and are intended to provide additional support for students in the identified categories.

The duration of a work experience placement must be a minimum of 5 days and a maximum of 10 days in one workplace.

The Training Provider must have a [Work Experience Placement Agreement](#) with the host employer and student outlining the rights, obligations and duties of each of the parties. This will also include the student's role and connection to their training as well as the length of placement.

The Territory will provide group personal accident insurance cover for all students who have a completed [Work Experience Placement Agreement](#) and are enrolled in or have completed a Skilled Capital Training Product in the previous three months.

For further information, refer to the [Work Experience Placement Guidelines](#).

Foundations skills

General Direction	For students who require such training, Training Providers are encouraged to integrate accredited foundation skills into the Training Product delivery wherever possible.
Eligibility Criteria for Foundation Skills Funding	<p>Students are deemed eligible for foundation skills funding when the outcomes of the Initial Skills Assessment undertaken by the Training Provider indicate that the student will require accredited foundation skills to undertake the Training Product.</p> <p>Eligible Skilled Capital students are entitled to a maximum of six approved foundation skills units of competency to support their training.</p> <p>Foundation skills units of competency can be undertaken as contextualised gap training (delivered prior to commencement of the enrolled Skilled Capital Training Product) or integrated skills training (delivered as part of the eligible Skilled Capital Training Product). The approved foundation skills units of competency and subsidy amounts can be found in the Skilled Capital Foundation Skills List.</p>
Procedure	<p>Payment for approved foundation skills units of competency delivered will be paid on submission of valid AVETMISS files.</p> <p>Where the foundation skills units of competency are being delivered by a third party under a subcontract arrangement, the subcontracted Training Provider must hold a Training Initiative Funding Agreement and be identified on each student record during the enrolment process. The subcontracted Training Provider is responsible for the submission of the AVETMISS files, however payment for foundation skills units of competency will be paid to the lead Training Provider.</p> <p>For further information refer to <i>Payment Arrangements</i>.</p>

Additional support funding

General Direction	<p>Additional Support funding is available for students where it is identified there will be additional cost associated with their training, which is not met by other loadings.</p> <p>A Training Provider commencing Additional Support prior to approval is not guaranteed funding and commences the delivery of Additional Support at its own risk.</p>
Eligibility Criteria for Additional Support Funding	<p>Additional Support funding is subject to approval by the Directorate. Funding is only available for additional needs that are not supported or met by other loadings, foundation skills training or other services that are otherwise available.</p> <p>Examples of Additional Support funding may include:</p> <ol style="list-style-type: none">disability supportlearning supportother support services where a loading does not apply or is insufficient to meet required costs. <p>Additional Support funding will not be considered for contextualisation of training delivery and assessment, including materials and resources.</p>
Additional Support Payment	<p>A contribution of a maximum of \$75.00 per hour (GST exclusive) is available for approved Additional Support with the total Additional Support funding limited to \$1,000 per student, per Training Product.</p> <p>Where possible, Training Providers are to consider whether the Additional Support can be offered in a group arrangement. Where this is the case, the Additional Support funding application must reflect the cost of the proposed arrangement to the group, rather than to the individual. The total cost cannot exceed the Additional Support funding limit for each student.</p> <p>Payment of 50% of the total approved funding will be generated on approval of the Application for Additional Support Funding form. Payment for the remaining 50% of the total approved funding will be generated on submission of a compliant Additional Support Funding Report within eight weeks of the date deemed competent or cancellation date; or by the due to complete date, whichever comes first.</p>
Procedure	<p>Applications for Additional Support funding must describe the type and duration/frequency of the support required, as well as the cost of the proposed arrangements. Where a loading already applies to the student, the application must include a justification of the reasons why the loading is insufficient to meet required costs. Applications will be assessed on an individual basis with approval advised in writing.</p> <p>The Training Provider must apply in writing for Additional Support funding using the Application for Additional Support Funding form. The application can be for an individual or a group of students accessing the same support. Applications for Additional Support funding must be submitted via email to skills@act.gov.au.</p>

Commencement arrangements

General Direction	<p>All training under Skilled Capital must commence within 12 weeks of creation of the Skilled Capital student record, unless approval for an extension has been obtained from the Directorate prior to the 12 week expiry.</p> <p>A student's earliest activity in a unit of competency, as submitted in the Training Provider's AVETMISS file, is used to determine the commencement date of training.</p> <p>To report commencement of training, the Training Provider must update the student management system with the start date of the student's earliest activity in a unit of competency.</p>
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Procedure	<p>To commence a Skilled Capital enrolment the Training Provider must:</p> <ol style="list-style-type: none">enter the Training Plan signed date in the RTO portal; andsubmit the AVETMISS file containing the student's earliest activity in a unit of competency.
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Cancellation arrangements

General Direction	<p>A student enrolment can be cancelled at any time by the student or Training Provider up to the due to complete date. The status of the student record must be updated within 30 calendar days of the withdrawal decision and no later than the due to complete date.</p> <p>Once cancelled the enrolment is forfeited.</p>
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Procedure	<p>To cancel the enrolment the student or Training Provider must lodge a variation through the AVETARS user portal and include the cancellation date and reason for cancellation. For further information refer to the AVETARS user guide.</p> <p>Once the due to complete date has passed, the enrolment status will be automatically changed to 'expired'.</p>
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Completion arrangements

General Direction	<p>All training and assessment under Skilled Capital must be completed within two years and 12 weeks of the student record creation date.</p> <p>The due to complete date is system generated and is derived by adding two years and 16 weeks to the student record creation date. The additional 4 weeks has been provided to allow the Training Provider to finalise the student record and claim payment.</p> <p>If a student has not completed before the due to complete date, the student record will expire. Student records that are expired or cancelled do not attract the student Completion Payment.</p> <p>Students who achieve a minimum of 50% of their units through Structured Training and successfully complete a Skilled Capital Training Product will qualify for the student Completion Payment (refer to <i>Payment Arrangements</i>).</p>
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Procedure	<p>To complete the Skilled Capital enrolment the Training Provider must:</p> <ol style="list-style-type: none"> a) enter the date deemed competent on the RTO portal; b) submit the NAT130 file indicating the student's completion and a NAT120 file containing at least one corresponding unit enrolment record for the student to ensure the completion is matched to the correct student record on AVETARS; and c) select the 'process payments' button (even if no payments are due). <p>The Training Provider's completion of the above steps will facilitate the enrolment being changed to 'completed'. Skills Canberra will email a survey to students eligible for the Completion Payment.</p> <p>The Completion Payment to the student (if eligible) will be paid once the student has submitted their survey response and has lodged and/or confirmed their bank account details via the AVETARS student portal.</p> <p>Refer to <i>Payment Model, Completion Payment</i>.</p>
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Skilled Capital record variations

Types of Variations	<p>There are seven variations available in AVETARS for Skilled Capital records:</p> <ol style="list-style-type: none"> 1. Change of Name 2. Change Date of Birth 3. Change Qualification 4. Update Concession Status 5. Change Loadings 6. Change Subcontracted RTO 7. Cancel Contract
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General Direction	<p>Skilled Capital student record variations are managed through the AVETARS user portals. For further information please refer to the AVETARS user guides.</p> <p>Change of Name</p> <p>The student record must be updated if there is a change to the student name. A 'change of name' variation can be lodged by the Training Provider or student. Evidence of the student's name must be retained on the student file.</p> <p>Change Date of Birth</p> <p>The student record must be updated if there is an error in the date of birth. A 'change date of birth' can be lodged by the Training Provider or student. Evidence of the date of birth must be retained on the student file.</p> <p>Change Qualification</p> <p>Where the Training Product nominated on the Skilled Capital student record is replaced (superseded) and the Training Provider transitions the student to the replacement Training Product, a 'change qualification' variation must be lodged by the Training Provider or the student. A 'change qualification' variation that is lodged by the student requires Training Provider approval prior to being approved and processed by the Directorate.</p>
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A variation to 'change qualification' to a Training Product that is not the replacement will be rejected by the Directorate.

Refer to *Management of replacement training package qualifications*.

Update Concession Status

Where the student becomes eligible for a fee concession after the creation of the student record, a variation to 'update concession status' can be lodged by the Training Provider. Evidence of student eligibility for concession must be obtained prior to lodging the variation. Evidence must be retained on the student file.

Change Loadings

Where the student becomes eligible/ineligible for loadings after the creation of the student record, a variation to 'change loadings' must be lodged by the Training Provider. Evidence of student eligibility for loadings must be obtained prior to lodging the variation. Evidence must be retained on the student file.

Change Subcontracted RTO

Where the Training Provider subcontracted to deliver foundation skills units of competency for a student changes or is initiated after the creation of the student record, a variation to 'change subcontracted RTO' must be lodged by the lead Training Provider. Evidence of an updated training plan must be retained on the student file.

Cancel Contract

The student record must be cancelled when the student withdraws from training or the Training Provider cancels the enrolment. For further information refer to *Cancellation Arrangements*.

Skilled Capital payments

Skilled Capital payment arrangements

General Direction

Payments to Training Providers are generated for successful completion of each unit of competency on submission of compliant AVETMISS files.

The payment amount is the total subsidy amount the Training Provider is eligible to receive for that student, including any loadings, divided equally across the total number of units of competency required for the Training Product.

Payments to Training Providers under Skilled Capital are paid by Electronic Funds Transfer (EFT) within 30 calendar days of the lodgement of required data elements on the RTO portal and/or compliant AVETMISS files.

Refer to the [ACT VET AVETMISS Data Standard](#) for information on the ACT AVETMISS requirements.

Procedure

Following each payment, a detailed payment report and Recipient Created Tax Invoice (RCTI) will be available to the Training Provider within 10 business days of receipt from ACT Shared Services (the section of the ACT Government responsible for payment of invoices). Training Providers are able to view details of payments and adjustments against individual student records on the RTO portal.

Payment model

Unit Payments

Payment by Unit of Competency is calculated using the following formula:
Unit Payment = Individual Student Price (QSA + loadings) ÷ minimum number of required units for successful completion of the Training Product.

Unit payments will only be made for the minimum number of units in a Training Product.

The Training Provider must submit all unit activity through its AVETMISS submissions.

The Training Provider will not be eligible for payment for units of competency already achieved by a student.

Unit payments will only be made if the unit was successfully completed on or before the cancellation or due to complete date.

Payment claims must be received within eight weeks of the date deemed competent or cancellation date; or by the due to complete date, whichever comes first.

Unit payments will not be made where any unit result date is:

- a) before the Skilled Capital record creation date
- b) after the date deemed competent
- c) after the cancellation date
- d) after the due to complete date.

If a student cancels or withdraws from training partway through a unit of competency, the Training Provider will not receive any funding for the unit.

Foundation Skills Unit Payments

Payment for foundation skills is generated on completion of each foundation skill unit of competency and submission of compliant AVETMISS files.

Where the Training Provider has subcontracted the delivery of foundation skills units of competency to a third party, unit payments will be generated to the lead Training Provider on submission of the AVETMISS files by the subcontracted Training Provider.

Foundation skills unit payments will only be made if the unit was successfully completed on or before the cancellation or due to complete date.

Payment claims must be received within eight weeks of the date deemed competent or cancellation date; or by the due to complete date, whichever comes first.

Credit Transfer

Funding will not be paid for units of competency the student has already achieved. Where a student commences a Training Product and has previously completed any relevant units of competency, the Training Provider must recognise this prior achievement and apply a Credit Transfer result. This includes units of competency in superseded training package Training Products that have been deemed to be equivalent in the new/replacement training package. The Credit Transfer code must be clearly identified for the unit/s in the relevant AVETMISS file.

Recognition of Prior Learning (RPL)

Funding for units of competency achieved through Recognition of Prior Learning (RPL) is available for up to 50% of the total units in a Training Product. This will be paid at 100% per unit of competency calculated on the total qualification subsidy amount. Units of competency achieved through RPL beyond 50% will not be paid.

RPL unit payments will only be made if the unit was successfully completed on or before the cancellation or due to complete date and the 50% limit has not been reached.

Payment claims must be received within eight weeks of the date deemed competent or cancellation date; or by the due to complete date, whichever comes first.

Completion Payment

Students who successfully complete their Training Product are eligible for a Completion Payment. A Completion Payment will be paid directly to the student upon completion of the Training Product and a survey. The Completion Payment is:

- \$300 for each qualification
- \$100 for each Skill Set.

Students will be eligible to receive the Completion Payment for up to one (1) year after the date deemed competent, provided up to date email and bank account details are confirmed. The student must lodge their bank details via the AVETARS student portal.

A student is not eligible for a Completion Payment where more than 50% of the units are achieved through RPL (refer to *Completion Arrangements*).

A student may be eligible for a Completion Payment if more than 50% of the units are achieved via credit transfer where the achievement is the result of a 'change qualification' variation (refer to *Skilled Capital Record Variations*).

This Completion Payment eligibility criteria will apply to students that complete a Training Product on or after 1 January 2019.

Management of replacement training package Training Products

General Direction

Training packages are deemed to be publicly available from the date they are published on training.gov.au.

Where there is a change in the minimum number of units of competency in a replacement Training Product, the total qualification subsidy amount (QSA) does not change. For example, if the minimum number of units in the replacement Training Product increases, the unit payment amount will decrease as the unit payment amount is recalculated based on the original QSA.

Where the QSA differs between the superseded and replacement Training Product, the higher subsidy amount will be applied to the student record.

Procedure

The Training Provider must ensure payment claims for units of competency completed in the replaced (superseded) Training Product are submitted prior to lodging a 'change qualification' variation. The Training Provider will not be able to claim payment for units of competency achieved in the superseded Training Product after the variation has been processed.

Skilled Capital funding, including the completion payment, will not be paid for training delivered in the replaced Training Product after the transition period, unless prior approval has been obtained through formal discussions and agreement with the Directorate.

Approval will only be granted where there are exceptional circumstances preventing the student being transferred to the new/replacement Training Product.

For further information refer to *Skilled Capital Record Variations*.

PART C: GUIDELINES FOR SKILLED CAPITAL

Training Plan

The [Training Plan](#) template contains, but is not limited to:

Section 1 – Contact Details

The Training Plan must state:

- a) the student name and date of birth
 - b) the Training Product name and national code
 - c) the training commencement date
 - d) the Training Provider's trading name, RTO code, address, contact person, contact phone number and email address.
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Section 2 – Signatures

All signatories to the Training Plan should read and understand the document before signing.

The Training Plan must contain:

- a) Agreement declarations
 - b) the student signature and date
 - c) the Training Provider's authorised representative full name, signature and date.
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Section 3 – Training and Assessment

This section identifies how the training and assessment will take place and includes the training mode and assessment method keys.

For accredited foundation skills training, the Training Plan must contain (where applicable):

- a) the FSK unit of competency code and name
- b) the Training Provider responsible for delivering training
- c) the delivery arrangement i.e. delivered prior to commencement of the Training Product or integrated delivery
- d) assessment method.

For the Training Products, the Training Plan must contain:

- a) unit of competency code, name and identification of core and electives
 - b) training mode for each unit of competency
 - c) the assessment method for each unit of competency, including the identification of RPL or Credit Transfer, where applicable.
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Use of electronic signatures

General Direction	<p>An electronic signature is acceptable on auditable records relating to the delivery of training and assessment services provided:</p> <ol style="list-style-type: none">a method is used to identify the person and to indicate the person's approval of the contents; andthe method used is reliable and appropriate for the purposes of the record; andthe person who requires the signature has consented to the use of the method.
Examples	<p>An electronic signature can appear in many forms, including but not limited to:</p> <ul style="list-style-type: none">• a scanned signature• a declaration or agreement tick box• an electronic representation of a hand written signature
Specifications for using electronic signatures	<p>The electronic signature must include the date the signature was applied.</p> <p>The capture of an electronic hand written signature , for example use of a stylus or pen, to evidence enrolment or for some alternative "one off" purpose is acceptable e.g. use of a stylus on a tablet.</p> <p>An electronic audit trail may be used to confirm the validity of an electronic signature, for example, email correspondence.</p> <p>Electronic signatures include the use of digital signatures.</p>
Exclusions	<p>Typing a person's name into a record is not accepted by the Directorate as evidence that the record was signed and approved by the person.</p> <p>Subsequent use of an identical electronic hand written signature is not accepted e.g. a scanned signature. Signatures stored electronically are not to be replicated on auditable records.</p>

TERMS AND DEFINITIONS

In this document the Word ‘must’ indicates mandatory requirements to be strictly followed to comply with the ACT Standards for the Delivery of Subsidised Training (ACT Standards) and from which no deviation is permitted.

Terms	Definitions
Aboriginal and Torres Strait Islander	<p>Person who:</p> <ul style="list-style-type: none"> a) is of Aboriginal or Torres Strait Islander descent b) identifies as being of Aboriginal or Torres Strait Islander origin and c) is accepted as such by the community with which the person associates. <p>Note: This term is interchangeable with Indigenous Australian.</p>
ACT	See Territory.
ACT AVETMISS	See AVETMISS. The ACT mandates additional compliance obligations related to AVETMISS outlined on the Skills Canberra website .
ACT employer	An employer with a workplace address in the ACT. The workplace address must be a physical address in the ACT, not a PO Box and must be the usual work site of the student/Australian Apprentice. Where the student/Australian Apprentice works across various work sites or in the field, the street address of the shop, workshop, depot or home base must be entered.
ACT Government Training Initiative	The Training Products funded by the Territory, and listed on the ACT Qualifications Register available on the Skills Canberra website. Training Initiatives may target specific student groups, such as equity groups and/or specific skills and qualifications. Specific contractual provisions apply for each initiative.
ACT Qualifications Register	A register containing information about Training Products available through ACT Government Training Initiatives, including approved Training Providers and fee-for-service RTOs.
ACT Skills Needs List	Identifies the ACT priorities for VET in the ACT at a qualification level. The list will allow targeted funding of training for the development of a productive and highly skilled workforce to contribute to the ACT’s economic future.
ACT Standards for Delivery of Subsidised Training (known as ACT Standards)	Schedule to the Training Initiative Funding Agreement (Agreement). Mandatory standards for Training Provider management and delivery of training in the ACT.

Terms	Definitions
Additional Support	Individual support provided to a student to undertake and/or complete a Training Product under an ACT Government Training Initiative. This could include interpreter services, specialised LLN tuition, mentoring, counselling, and note-taking. Training Providers may identify that a student requires Additional Support at the time of enrolment, during the Initial Skills Assessment, or anytime during the delivery of training.
Alternative Program	A year 12 equivalent program outside of a mainstream/ traditional secondary school or college context. The approved alternative programs are delivered by CIT or CCCares.
Apprentice	Person contracted to an employer through an Australian Apprenticeships Training Contract who is undergoing training for a recognised trade occupation.
Apprenticeship Network Provider (ANP)	<p>Approved by the Commonwealth to deliver Australian Apprenticeship services in the ACT, including providing advice and support services tailored to the needs of employers and apprentices throughout the apprenticeship lifecycle – from pre-commencement to completion – through:</p> <p>Universal services for all employers and Australian Apprentices providing contract signup and administration, marketing, information and advice, and</p> <p>Targeted services (gateway and in-training support) for employers and individuals assessed as needing additional support to complete the Australian Apprenticeship.</p>
Approval Statement	Formal written statement issued by the Director-General (or delegate) of the Education Directorate under Part 2.4 of the Education Act 2004 . Further information is available on the Education Directorate's website .
Assessment (Competency)	Process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package VET accredited course (<i>Standards for Registered Training Organisations (RTOs) 2015</i>).
Assessment (Initial Skills)	<p>Includes:</p> <ul style="list-style-type: none"> a) an individual assessment per student of: <ul style="list-style-type: none"> i) LLN and Additional Support needs ii) the Training Product level to determine its appropriateness b) an offer of RPL and explanation of Credit Transfer obligations.

Terms	Definitions
Assessment (LLN)	<p>Process of collecting evidence and determining the student's language, literacy and numeracy skills. The assessment must:</p> <ol style="list-style-type: none"> be in the form of an interview, test or activities customised to the competencies required in the qualification consider documented evidence of the student's history for example prior education, work history, impairments or disabilities must assess the student's performance in the five core skills of learning, reading, writing, oral communication and numeracy identify the ACSF level of the student.
Assessment item (completed)	Actual piece/s of work completed by a student or evidence of that work, including evidence collected for an RPL process.
Assessment Tools	Tools that include the following components: context and conditions of assessment, tasks to be completed by the student, an outline of the evidence to be gathered from the candidate and evidence criteria used to judge the quality of performance (i.e. the assessment decision-making rules). This term also takes in the administration, recording and reporting requirements and may address a cluster of competencies as applicable for holistic assessment.
Australian Apprentice	Term used to describe both apprentices and trainees, who have entered into an Australian Apprenticeships Training Contract.
Australian Apprenticeship	<ol style="list-style-type: none"> Combination of practical work on-the-job, with Structured Training to achieve a nationally recognised qualification under an Australian Apprenticeships Training Contract. More information is available at the Australian Apprenticeships website. Involves a student and employer.
Australian Apprenticeship Support Network (the Apprenticeship Network)	Refer to Apprenticeship Network Provider.
Australian Apprenticeships Training Contract	<p>Legally binding agreement between an Australian Apprentice and an employer which defines the rights and responsibilities of each party. These include:</p> <ol style="list-style-type: none"> the employer guaranteeing to train the Australian Apprentice in the agreed occupation or training area and to allow time off work to attend any required off-the-job training; and the Australian Apprentice agreeing to learn all aspects of the occupation or training area and to work for the employer for a specified period. <p>Also referred to as a training contract.</p>

Terms	Definitions
Australian Core Skills Framework (ACSF)	A tool designed to describe an individual's performance in the five core skills of learning, reading, writing, oral communication and numeracy across five levels of performance ranging from 1 (low level) to 5 (high level). The ACSF contains the endorsed language, literacy and numeracy (LLN) standards that are reflected in all training packages.
Australian Qualifications Framework (AQF)	The framework for regulated qualifications in the Australian education and training system as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education (<i>Standards for Registered Training Organisations (RTOs) 2015</i>).
Australian School-based Apprenticeship (ASBA)	Part of the national Australian Apprenticeship system. It provides school students with the opportunity to combine practical paid work with Structured Training as part of their education program to achieve a nationally recognised qualification.
Australian Skills Quality Authority (ASQA)	National regulator for Australia's VET sector.
AVETARS	ACT Vocational Education and Training Administration Records System (AVETARS) is the system for managing the administration of ACT Government Training Initiatives.
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) is the agreed national data standard for the collection, analysis and reporting of VET information in Australia. See also ACT AVETMISS.
AVETMISS Compliant Student Management System	Student Management System capable of producing AVETMISS compliant and validated NAT files for all funded training activity that occurs in the ACT.
AVETPAK	NCVER AVETMISS validation software.
Cancellation date (Australian Apprenticeships)	The last day the AA was employed as an Australian Apprentice. This is identified as the 'Actual End Date' on AVETARS.
Cancellation date (Skilled Capital)	The date: <ul style="list-style-type: none"> the student advised the Training Provider or the Directorate that they have withdrawn from the Training Product, or of the Training Provider's decision to cancel the student's enrolment in the Training Product for reasons such as lack of attendance or inability to contact the student after a number of attempts.

Terms	Definitions
Certification Documentation	The set of official documents that confirms that an AQF qualification certificate or statement of attainment has been issued to an individual.
Commencement Date of Australian Apprenticeships Training Contract	Date an Australian Apprentice commences an Australian Apprenticeship.
Commencement of Training	Participation in a minimum of one unit of competency. See Participation.
Completion (Training Plan)	The process of completing the Training Plan in its entirety including obtaining signatures from all relevant parties.
Completion Payment	A payment made to eligible students on successful completion of a funded Training Product and a survey.
Compliance Guides	<p>The Guides issued by the Territory and published on the Skills Canberra website which set the Territory's requirements for compliance with the ACT Standards for each Training Initiative. The Guides</p> <ol style="list-style-type: none"> a) provide direction to Training Providers on how to interpret and comply with ACT Standards, and b) include additional mandatory requirements, and c) outline administrative arrangements.
Credit Transfer	Granting of status or credit by an institution or training organisation for units of competency completed at the same or another institution or training organisation.
Date Deemed Competent (Australian Apprenticeships)	The date of the final agreement that competence in the workplace for the full qualification has been achieved.
Date Deemed Competent (Skilled Capital)	The date the final unit of competency was awarded for the Training Product.
Delivery Mode	<p>The method input by the Training Provider in AVETARS to indicate how the training for the qualification is delivered. RTOs may select multiple modes to reflect various delivery methods.</p> <p>A. Fully off-the-job by RTO Includes learning that takes place away from the workplace at any permanent or semi-permanent training location, and usually involves face-to-face training.</p> <p>B. Distance learning and remote e-learning Includes correspondence-based learning, web based resources, computer based resources, online interactions both on and off campus, radio, television, videoconference, or audio conference.</p>

Terms	Definitions
	<p>C. Fully on-the-job (other than distance) by RTO Includes learning conducted in the workplace by the Training Provider.</p> <p>D. Blend of training by RTO/employer Used where the predominant method of learning is not fully off-the-job, distance learning/e-learning, fully on-the-job or employer-guided workplace learning.</p> <p>E. Employer-guided workplace learning Includes learning conducted in the workplace by the employer. The employer will be supported by learning materials provided by the Training Provider for this purpose and will include a documented process and delivery strategy to ensure employers carry out their responsibilities.</p>
Delivery Strategy	The approach to the delivery of training that includes learning, training and assessment strategies. Additional Support and wrap around services may be part of a delivery strategy.
Digital signature	A signature that utilises encryption technology to transform a message to a seemingly unintelligible form and back again.
Directorate	Chief Minister, Treasury and Economic Development Directorate and includes any officer of that Directorate who is authorised by the Director-General to perform the functions of the Directorate.
Due to Complete Date (Australian Apprenticeships)	Date determined by adding the commencement date of the training contract plus the nominal duration (full-time or part-time) of the qualification minus any applicable credit of time (to a maximum of three years and six months).
Due to Complete Date (Skilled Capital)	AVETARS system generated date determined by adding 2 years and 16 weeks to the Commencement date. See Commencement date (Skilled Capital). By this date all training and administrative arrangements for finalising the student record must be completed.
Electronic signature	An electronic symbol or process attached to, or logically associated with, a contract or other record and executed or adopted by a person with the intent to sign the record.
Eligible Individual	<p>A person who:</p> <ol style="list-style-type: none"> a) is eligible for Subsidised Training in accordance with the criteria set out in the Compliance Guides; and b) continues to meet those criteria for the period for which the person undertakes a Training Product.

Terms	Definitions
Employer (Australian Apprenticeships)	<p>A person who:</p> <ul style="list-style-type: none"> • has delegated authority to make decisions relating to the training contract for the Australian Apprentice, • is employed at the same workplace (or host employer workplace) and predominantly for the same hours as the Australian Apprentice, and • has the appropriate qualification and/or skills and capacity to train and supervise the Australian Apprentice.
Employment service provider	<p>Organisation funded by the Australian Government to provide people from all backgrounds with access to services and support to help them overcome barriers and develop the required skills to gain employment and participate in society. They include Jobactive providers and Disability Employment Services (DES) providers.</p>
Enrolment (Finalisation)	<p>Includes familiarising the student with the Training Provider and the process for participating in the learning and successfully completing training in a specific qualification or skill set. The enrolment process also includes conducting the Initial Skills Assessment (see Assessment (Initial Skills)) and the completion of an AVETMISS compliant enrolment form.</p>
Exemption Certificate (ACT)	<p>Formal certificate issued by the Director-General of the Education Directorate (or delegate) under Part 2.3 of the Education Act 2004. An Application for an Exemption Certificate is available on the Education Directorate's website.</p>
Exemption Certificate (NSW)	<p>Relevant delegates in NSW may grant exemptions to students of compulsory school age from the requirement to be enrolled in school provided approval has been given to entering a full time Australian Apprenticeship commencing in Year 10. Australian Apprentices working in the ACT who are residing in NSW must have a <i>Certificate for Exemption from Enrolment at School</i>. Information on applying for this exemption and the conditions that apply can be found at the NSW Department of Education website.</p>
Existing Worker (EW)	<p>Person who is currently employed. Eligibility criteria may vary according to the specific Training Initiative. Refer to specific Training Initiative Compliance Guides.</p>
Fee-for-service RTO	<p>RTOs delivering Australian Apprenticeship training that do not receive ACT Government User Choice funding for delivery of one or more qualifications.</p>
Formal training	<p>Formal training takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree). Formal training is supported by training materials and delivered by a qualified trainer.</p>

Terms	Definitions
Foundation Skills	<p>Foundation skills are defined in the <i>National Foundation Skills Strategy for Adults (2012)</i> as the combination of:</p> <ul style="list-style-type: none"> a) LLN – listening, speaking, reading, writing, digital literacy and use of mathematical ideas; and b) employability skills, such as collaboration, problem solving, self- management, learning and ICT skills required for participation in modern workplaces and contemporary life.
Funding	<p>The total of the following amounts in relation to all Funded Places approved by the Territory pursuant to clause 4.2 of the Agreement:</p> <ul style="list-style-type: none"> a) the subsidy for each Training Product advertised on the ACT Qualifications Register; and b) the loadings, support funding, and any other amount specified in the Compliance Guides <p>less any deductions specified in the Compliance Guide.</p> <p>For the purpose of this definition, the amount of each subsidy, loading or deduction will be as specified in the relevant document as at the date each application is made by the Training Provider.</p>
Funded Place	An allocation of Funding by the Territory for delivery of a Training Initiative by the Training Provider to an Eligible Individual.
Genuine Hardship (financial)	Term used in relation to fee concession. A determination of the student’s inability to pay the required Tuition Fee, based on relevant evidence.
ICT	Information and communication technology.
Indigenous Australian	See Aboriginal and Torres Strait Islander.
Individual Student Price (ISP)	The subsidy paid by the ACT Government to Training Providers for a student to complete training. This includes the QSA and any additional loadings (See QSA).
Informal training and learning	Informal training and learning results through experience of work-related, social, family, hobby or leisure activities. Informal training and learning includes activities undertaken in the workplace under appropriate supervision, specifically new tasks or skills taught and learnt in the workplace that contribute to the development of the skills required for the qualification.
Initial Skills Assessment	See Assessment (Initial Skills).
Interstate training	Australian Apprentices in an ACT training contract for qualifications which are currently not delivered by RTOs in the ACT may be required to travel interstate to undertake their formal training. This normally occurs in ‘blocks’ of time.

Terms	Definitions
Language, Literacy and Numeracy (LLN)	<p>Component of foundation skills.</p> <p>a) Language – refers to the understanding and use of spoken and written English.</p> <p>b) Literacy – refers to the integration of listening, speaking, reading, writing and critical thinking. It incorporates numeracy and it includes the cultural knowledge that enables a speaker, writer or reader to recognise and use language appropriate to different social situations.</p> <p>c) Numeracy – refers to the ability to use mathematics effectively to meet the general demands of life at home, in paid work and for participation in community and civic life.</p>
Lead Training Provider	The Training Provider approved to deliver and receive payment directly from the Territory for services under the specific Training Initiative.
Loadings	An additional payment added to the QSA based on eligibility of the student and/or Training Provider.
Long-term Unemployed	A person who has been registered as unemployed for at least the last 52 weeks.
Minimum Tuition Fee	The minimum fee the Training Provider must charge for Subsidised Training.
National Register	See TGA. The register maintained by the Commonwealth Department responsible for VET and referred to in section 216 of the <i>National Vocational Education and Training Regulator Act 2011</i> .
National Standards	The <i>Standards for Registered Training Organisations (RTOs) 2015</i> (Cth) made under subsection 185(1) and subsection 186(1) of the NVETR Act.
NCVER	National Centre for Vocational Education Research is an independent body responsible for collecting, managing, analysing, evaluating and communicating research and statistics about VET nationally.
New Worker (NW)	Person who has been employed within an enterprise for less than three (3) months full-time or twelve (12) months part-time or casually prior to commencing an Australian Apprenticeship.
Notification of Business (NOB)	Electronic process by which the Directorate advises the Training Provider it has been nominated as the RTO on an Australian Apprenticeships Training Contract.
NVETR Act	National Vocational Education and Training Regulator Act 2011 (Cth)

Terms	Definitions
Off-the-job	Learning that takes place away from the workplace at any permanent or semi-permanent training location, and usually involves face-to-face teaching.
On-the-job	Training undertaken in the workplace as part of the productive work of the learner under normal operating conditions.
Participation	<p>Participation in training is determined when:</p> <ul style="list-style-type: none"> a) the student has commenced training in at least one (1) unit of competency b) the student has interacted and actively participated in the training c) the Training Provider has documented the interaction and participation. <p>To be valid, evidence of participation must contain the student's name or identification number, a unit of competency identifier and a date.</p>
Person with a disability	Person that identifies as having a disability (intellectual, mental health, physical) that impacts on the person's ability to undertake training and work in the chosen qualification and may result in the person requiring additional training and/or work-related support services and/or modifications.
Probationary Period	See Training Contract Probationary Period.
Progressing employee	An Australian Apprentice with continuing and unbroken employment with the same employer, progressing within three months of completing one AQF level qualification to a higher AQF level.
Qualification Certificate	Formal certification awarded by an accredited authority in recognition of the successful completion of an educational program. Qualification certificates are awarded when a person has met the RTO requirements and has satisfied all requirements of the units of competency that comprise an AQF qualification, as specified by a nationally endorsed training package or an accredited course that provides training for that qualification. Includes a record of results.
Qualification Subsidy Amount (QSA)	The base subsidy available for a qualification prior to the application of any loadings.

Terms	Definitions
Recognition of Prior Learning (RPL)	<p>An assessment process that assesses the competency of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited course.</p> <ul style="list-style-type: none"> a) Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree); b) Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business); and c) Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative). <p>(Standards for Registered Training Organisations (RTOs) 2015).</p>
Registered Training Organisation (RTO)	<p>Training organisation registered to provide VET and/or assessment services and issue nationally recognised qualifications. All RTOs are required to meet the <i>Standards for Registered Training Organisations (RTOs) 2015</i>. The nationally recognised qualifications an RTO can issue are defined by its scope of registration as listed on training.gov.au. See TGA.</p>
Replacement Training Product/qualification	<p>Most up-to-date Training Product/qualification in a training package which replaces a Training Product/qualification that has been superseded.</p>
RTO code	<p>As defined in the National Standards.</p>
Scope of Registration	<p>As defined in the NVETR Act.</p>
Skills Canberra website	<p>The website for Skills Canberra, or the administrative unit of the Territory which administers this Agreement from time to time.</p> <p>https://www.act.gov.au/skills/home</p>
Skill Set	<p>A single unit of competency or a combination of units of competency from a training package which link to a licensing or regulatory requirement, or a defined industry need (<i>Standards for Registered Training Organisations (RTOs) 2015</i>). Skill Sets approved for ACT Government funding are assigned a specific Skill Set code on the ACT Qualifications Register.</p>

Terms	Definitions
State Training Authority (STA)	The Directorate is an administrative unit of the ACT Government that acts as the State Training Authority in the ACT. The Directorate is responsible and accountable for the provision of strategic advice on ACT VET. As the STA, the Directorate administers ACT and Australian Government funds for a variety of training initiatives and is responsible for the approval and variation of training contracts for Australian Apprenticeships in the ACT.
Statement of Attainment	A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement (<i>Standards for Registered Training Organisations (RTOs) 2015</i>).
Structured Training	Includes formal training and informal training and learning.
Student	Has the same meaning as Eligible Individual.
Student Identifier	Has the meaning given in the Student Identifiers Act 2014 (<i>Standards for Registered Training Organisations (RTOs) 2015</i>).
Subcontract	An arrangement where any third party (organisation or individual) provides services on behalf of the RTO, where there is not a contract of employment with the RTO.
Subsidised Training	The delivery of a Training Initiative to an Eligible Individual by the Training Provider in accordance with the Agreement, and for which the Training Provider has applied for Funding, and includes all matters relating to or connected with the delivery of that Training Initiative.
Substantive visa	Any visa (whether permanent or temporary) other than a bridging visa or Criminal Justice visa.
Superseded Training Product/qualification	A Training Product/qualification that has been replaced by a newer version. See Transition.
Supervisory staff (Australian Apprenticeships)	Suitably qualified and/or licenced (where required) person/s who is employed at the same workplace and predominately for the same hours as the Australian Apprentice.
Territory	When used: <ul style="list-style-type: none"> a) in a geographical sense, the Australian Capital Territory; and b) in any other sense, the body politic established by section 7 of the Australian Capital Territory (Self-Government) Act 1988 (Cth).
TGA	The national register of information on training packages, qualifications, accredited courses, units of competency and RTOs located at training.gov.au .

Terms	Definitions
Trainee	Person employed in a recognised traineeship vocation and who has entered into an Australian Apprenticeships Training Contract with their employer.
Training Contract	See Australian Apprenticeships Training Contract.
Training Contract Hours	The total combined work and training hours per week, as agreed in the Australian Apprenticeships Training Contract.
Training Contract Probationary Period	A probationary period is a period of time after the training contract is signed, which allows either the employer or the apprentice/trainee to terminate the training contract agreement for any reason.
Training Initiative	See ACT Government Training Initiative.
Training Initiative Funding Agreement (Agreement)	Contractual arrangement between the ACT Government and RTOs for the delivery of ACT Government training initiatives. RTOs must hold an approved Agreement prior to applying for, and throughout the delivery of, training and/or other services under Training Initiatives in the ACT.
Training Mode	<p>The method used to determine how the training for the unit of competency will be predominantly delivered to the student as defined in the training plan.</p> <p>Training modes include:</p> <ul style="list-style-type: none"> a) Classroom based- training that takes place away from a person’s job, either off the premises or in a separate training area in the workplace, and usually involves face-to-face teaching. b) Electronic based- uses electronic media to deliver flexible vocational education and training. It is suited to distance learning and flexible learning, but is also used in face-to-face teaching. c) Employment based- is training conducted in the workplace as part of the productive work of the Australian Apprentice. Training may be delivered by the RTO and/or the workplace supervisor. If the workplace supervisor is delivering the training, they must be supported by training materials (and possibly learning materials) provided by the RTO. d) Other – may include distance learning (or self-paced study), which can be undertaken independently and supported by a trainer. It may include e-learning approaches.

Terms	Definitions
Training Package	Training Packages comprise: units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components of the training package form part of the requirements that an RTO must meet under the Standards for Registered Training Organisations. A training package also consists of a non- endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation (<i>Standards for Registered Training Organisations (RTOs) 2015</i>).
Training Plan	Documented program of training and assessment for an individual student. It is developed by a Training Provider in consultation with the student and, where required by the Training Initiative, by the employer, as the basis for training and assessing a person undertaking a Training Product.
Training Product	Means AQF qualification, skill set, unit of competency, accredited short course and module. (<i>Standards for Registered Training Organisations (RTOs) 2015</i>).
Training Provider	RTO with an approved Training Initiative Funding Agreement.
Training Record Book	Tool used for tracking progress. Under an Australian Apprenticeship the RTO has an obligation to provide formal training, and the employer has an obligation to provide training in the workplace (informal training and learning). The purpose of a training record book is to record this training.
Transition	<p>The 12 months immediately after publication of a replacement training package or Training Product on TGA. Where the transition period is extended by ASQA, the transition must occur within the approved extension timeframe. Includes all actions required to change the delivery operations of a Training Provider from an existing Training Product to a replacement endorsed or accredited Training Product, including resourcing, registration and transfer of students.</p> <p>The Training Provider must transfer continuing students from the superseded Training Product to the replacement qualification as soon as practicable but no later than 12 months from the date of publication of the replacement Training Product or within the approved extension timeframe, unless the student will be genuinely disadvantaged. The Training Provider must enrol new students in the replacement Training Product as soon as practicable but no later than 12 months from the date of publication of the replacement Training Product on TGA or prior to the expiry of the approved extension timeframe.</p>
Tuition Fee	Contribution towards the cost of training charged by the Training Provider to the student/ employer.

Terms	Definitions
TYIMS	Training and Youth Internet Management System is the key IT support system that tracks Australian Apprentice and employer relationships, determines eligibility for, and makes payments and tracks performance of ANPs.
Unique student identifier (USI)	Has the meaning given in the <i>Student Identifiers Act 2014</i> .
Unit of Competency	The specification of the standards of performance required in the workplace as defined in a training package (<i>Standards for Registered Training Organisations (RTOs) 2015</i>).
User Choice	National funding policy for Australian Apprenticeships promoting choice in training services provided to employers and Australian Apprentices. Under User Choice the STA administers payments to RTOs, as a contribution towards the cost of training.
VET	Vocational education and training.
VET Quality Framework (VQF)	Comprises: <ul style="list-style-type: none"> e) the Standards for Registered Training Organisations f) the Australian Qualifications Framework g) the Fit and Proper Person Requirements h) the Financial Viability Risk Assessment Requirements i) the Data Provision Requirements. (<i>Standards for Registered Training Organisations (RTOs) 2015</i>).
Work Experience Placement	<p>Period of unpaid work with an employer undertaken by VET students to complement and/or support a course or unit of competency, with supervision provided by the employer, the training provider or both.</p> <p>Work experience placements funded through a Skilled Capital loading are additional to the industry placements required as part of a training package qualification and are intended to provide additional support for students in the identified categories that attract loadings.</p>
Wrap Around Services	Support services that will significantly assist students to remain engaged in the training process and to successfully progress to further training and/or employment.
Youth at risk	A young person aged between 15 and 24 years of age who is at risk of disengaging from education and employment.



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Chief Minister, Treasury and
Economic Development Directorate

