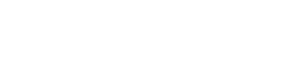
­­

A picture containing food, holding, paper, table

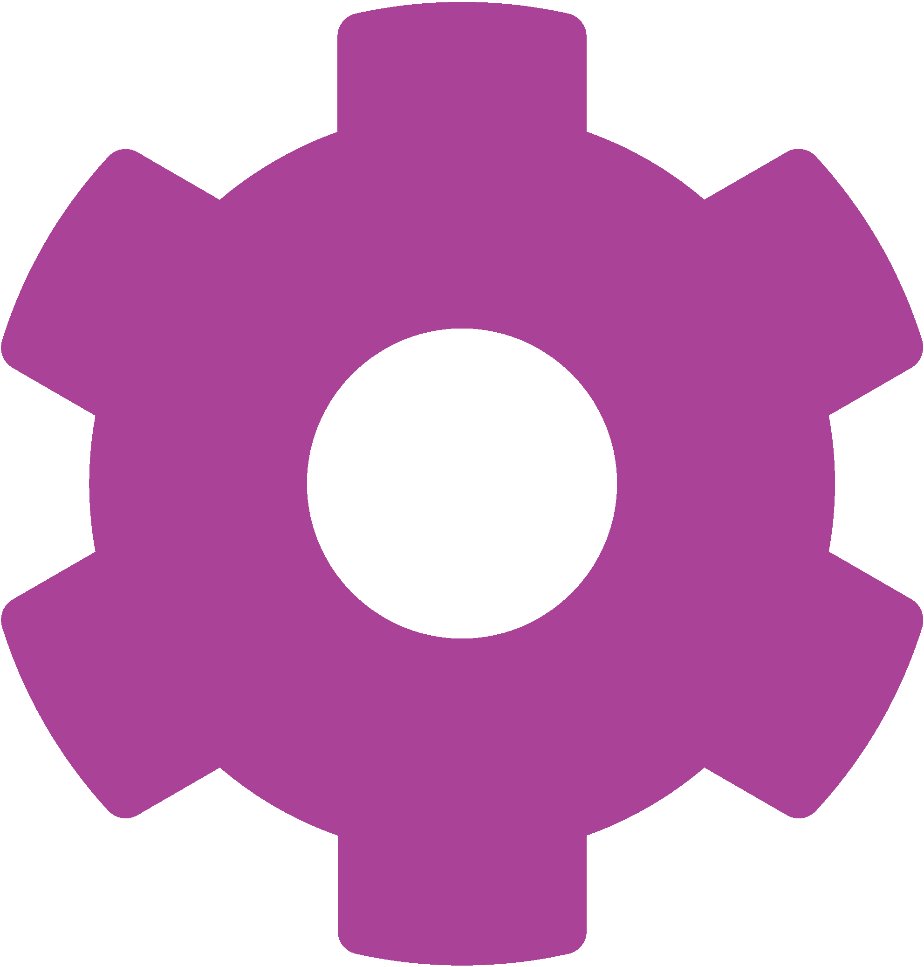
Description automatically generated

ACT

Standar­ds compliance guide

FOR SKILLED CAPITAL

INFECTION CONTROL TRAINING

December 2020 | Version 1.1

**Skills Canberra**

Chief Minister, Treasury and Economic Development Directorate

Canberra Nara Centre, 1 Constitution Avenue, Canberra ACT 2601

GPO Box 158 , Canberra ACT 2601

Phone: 6205 8555

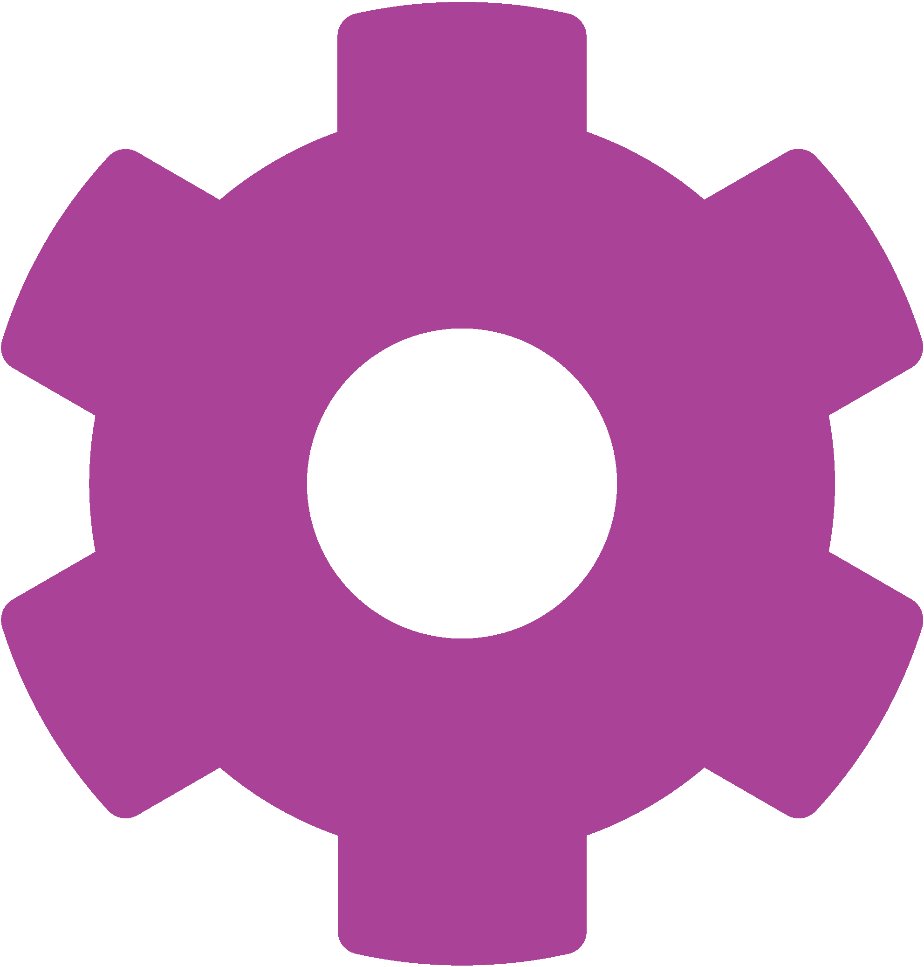
Email: [skills@act.gov.au](mailto:skills@act.gov.au)

Web: http://www.skills.act.gov

# Version control

| Version | Effective date | Status | Details |
| --- | --- | --- | --- |
| 1.0 | 5 June 2020 | New release | Release of fee-free training places funded via the National Infection Control Training Fund. |
| 1.1 | 1 February 2021 | Modification | **Content amended:**  Part A: The ACT Standards Framework for Skilled Capital – Infection Control Training   * IC10: variation to timeframe for finalising assessment. |

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](https://www.skills.act.gov.au/publications-and-forms).



# Contents

[Version control 3](#_Toc41904415)

[Contents 4](#_Toc41904416)

[Tables, Diagrams and Forms 6](#_Toc41904417)

[Introduction 7](#_Toc41904418)

[About this publication 7](#_Toc41904419)

[Compliance guide structure 8](#_Toc41904420)

[About the National Infection Control Training Fund 8](#_Toc41904421)

[Part A: The ACT Standards framework for Skilled Capital - Infection Control Training](#_Toc41904422)

[1. Promotion and publications 11](#_Toc41904423)

[2. Eligibility 13](#_Toc41904424)

[Student Eligibility 13](#_Toc41904425)

[3. Enrolment 17](#_Toc41904426)

[General enrolment obligations 17](#_Toc41904427)

[Initial skills assessment 18](#_Toc41904428)

[4. Developing the training plan 20](#_Toc41904429)

[5. Training delivery and assessment 22](#_Toc41904430)

[Evidence of participation 22](#_Toc41904431)

[Assessment 25](#_Toc41904432)

[Transition 26](#_Toc41904433)

[6. Providing support and monitoring 26](#_Toc41904434)

[7. Issuing certification 30](#_Toc41904435)

[8. Reporting 31](#_Toc41904436)

[Part B: Administrative Arrangements for Skilled Capital – Infection Control Training](#_Toc41904437)

[Infection Control Training Products 33](#_Toc41904438)

[Training Product nominations 34](#_Toc41904439)

[Number of Training Products funded per student 35](#_Toc41904440)

[Unique student identifier 35](#_Toc41904441)

[Enrolment arrangements 35](#_Toc41904442)

[Fees and charges 36](#_Toc41904443)

[Funding model 36](#_Toc41904444)

[Loadings 36](#_Toc41904445)

[Foundations skills 37](#_Toc41904446)

[Commencement arrangements 38](#_Toc41904447)

[Additional reporting arrangements 38](#_Toc41904448)

[Cancellation arrangements 39](#_Toc41904449)

[Completion arrangements 39](#_Toc41904450)

[Skilled Capital record variations 39](#_Toc41904451)

[Skilled Capital payments 40](#_Toc41904452)

[Skilled Capital payment arrangements 40](#_Toc41904453)

[Payment model 41](#_Toc41904454)

[Part C: Guidelines for Skilled Capital - Infection Control Training 42](#_Toc41904455)

[Training Plan 42](#_Toc41904456)

[Use of electronic signatures 43](#_Toc41904457)

[Terms and definitions 44](#_Toc41904459)

# Tables, Diagrams and Forms

##### List of Tables

[Table A: Mapping of compliance guide for Skilled Capital Infection Control Training to ACT Standards 8](#_Toc12536321)

[Table B: Student Eligibility Requirements 14](#_Toc12536322)

[Table C: Loading Eligibility Requirements 15](#_Toc12536323)

[Table D: Evidence of Participation (as defined by NCVER) 23](#_Toc12536324)

[Table E: Evidence of Participation in wrap around services/work experience placement activity 29](#_Toc12536325)

##### List of Diagrams

[Diagram A: Compliance guide pathway 7](#_Toc12536424)

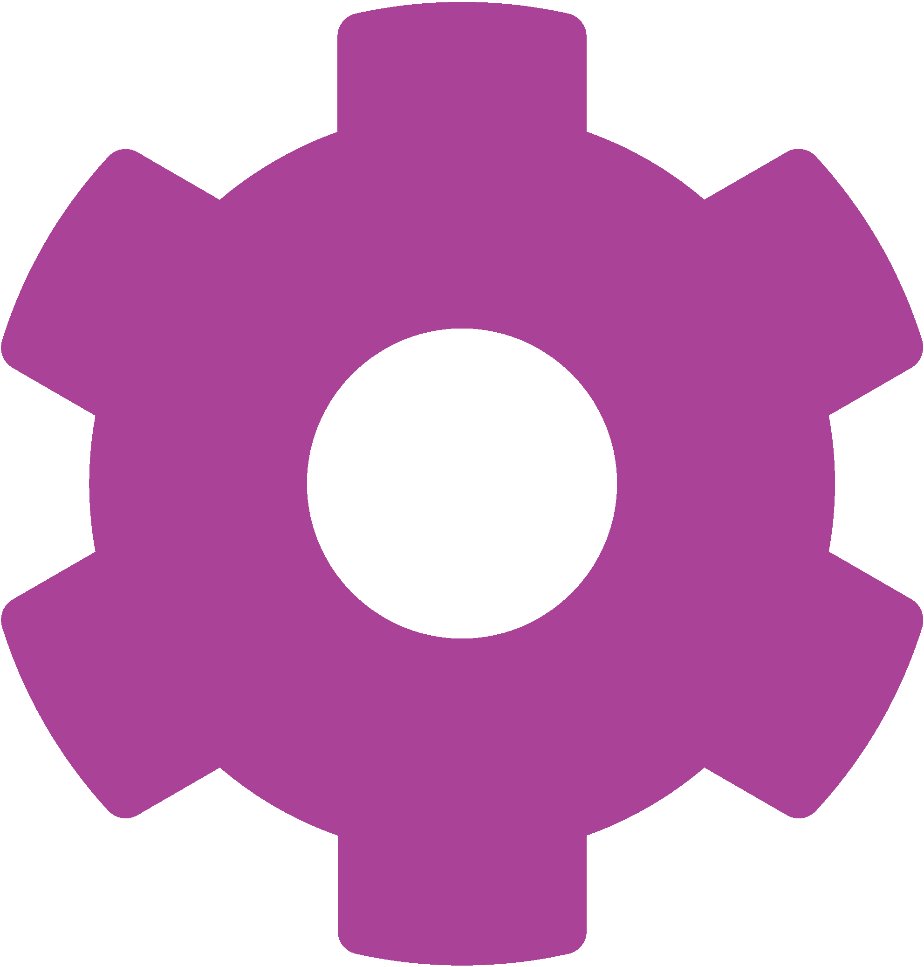
##### Skilled Capital Forms

[Skilled Capital training plan](https://www.skills.act.gov.au/publications-and-forms)

[Application for Skilled Capital Infection Control Training Places for Job Seekers](https://www.skills.act.gov.au/publications-and-forms)

[Skilled Capital Infection Control Training Monthly Student Report](https://www.skills.act.gov.au/publications-and-forms)

[Skilled Capital work experience placement agreement](https://www.skills.act.gov.au/publications-and-forms)

[Skilled Capital work experience placement guidelines](https://www.skills.act.gov.au/publications-and-forms)

# 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 Skilled Capital – Infection Control Training.

It also includes additional mandatory requirements for delivery under Skilled Capital (SC) and the Project Agreement for the National Infection Control Training Fund (IC). Several ACT Standards and existing Skilled Capital requirements are identified as not applicable.

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, Skilled Capital (SC) or Infection Control (IC) 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 – Infection Control Training

**Part B**: Administrative Arrangements for Skilled Capital - Infection Control Training

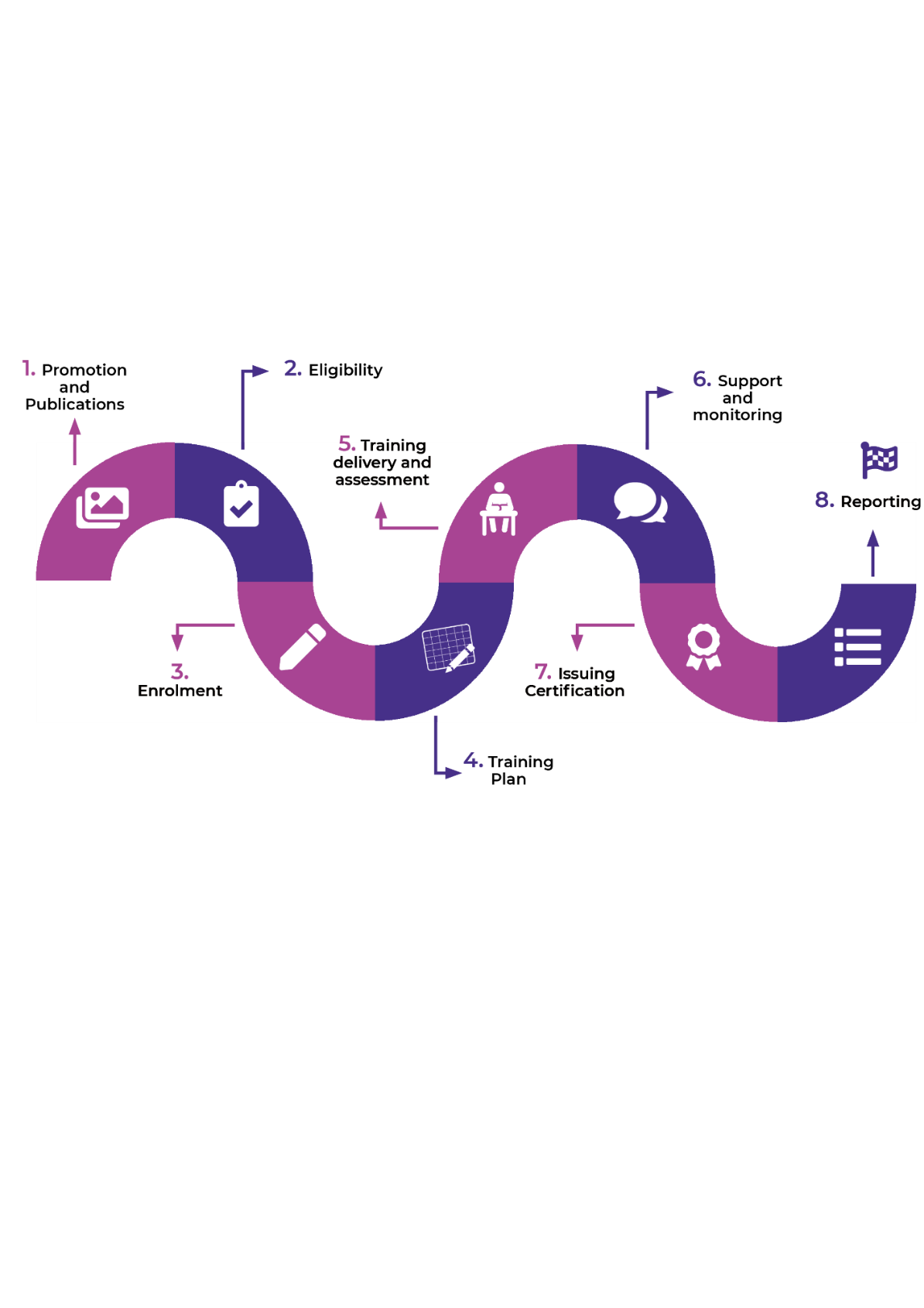
**Part C**: Guidelines for Skilled Capital – Infection Control Training

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



About the National Infection Control Training Fund

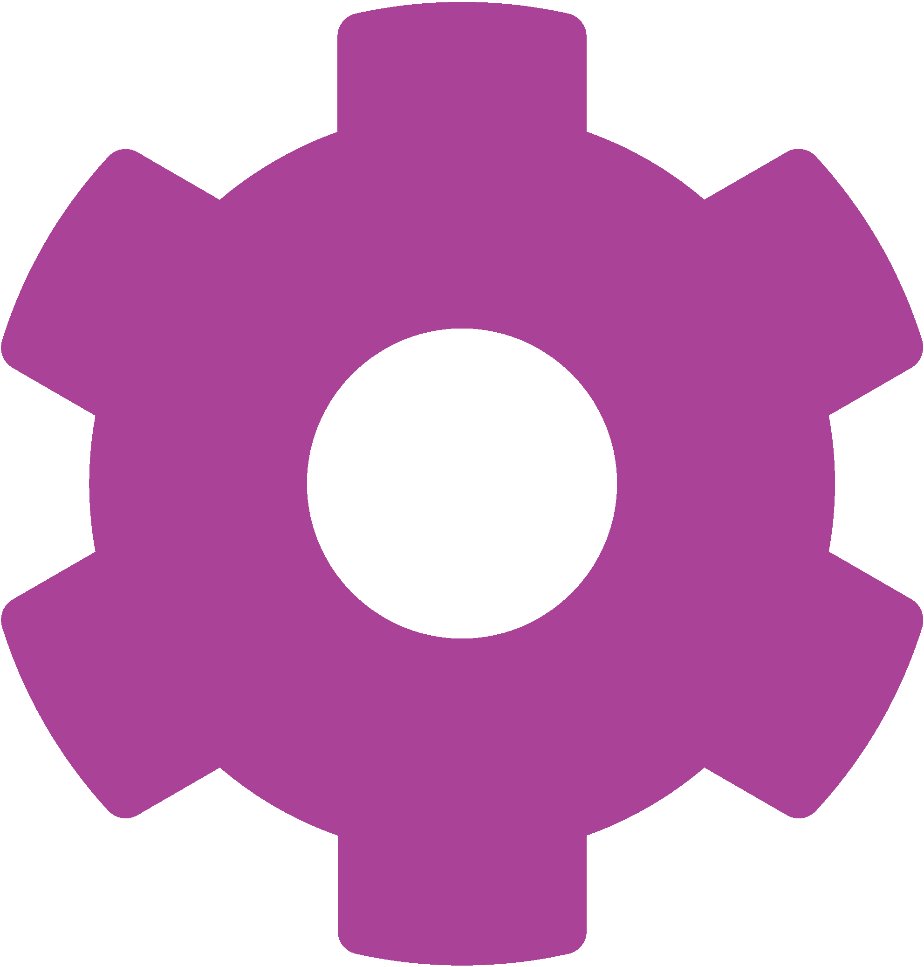
The National Infection Control Training Fund is a joint initiative by the Commonwealth and states/territories to support the accelerated uptake of the new nationally accredited Infection Control Skill Sets. Training places are available for customer-facing employees in any industry, with funding prioritised for workers in retail, tourism, transport and logistics, hospitality, cleaning and security services industries and to increase infection control skill levels in sectors such as aged and disability care.

The training is intended to support ACT businesses to re-open safely following the COVID-19 health and economic crisis, reducing the risk of transmission of COVID-19 and supporting consumer confidence that it is safe to re-engage with businesses.

The Fund is administered through the Project Agreement for the National Infection Control Training Fund, which commenced in May 2020 and will expire on 30 June 2021.

##### Table A: Mapping of Compliance Guide for Skilled Capital - Infection Control Training to ACT Standards

| Ref # | Compliance Guide | ACT Standards | | ACT Standards Ref # |
| --- | --- | --- | --- | --- |
| **1** | Promotion and Publications  IC 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 4  SC Requirement 5  SC Requirement 6  SC Requirement 7  IC Requirement 2  IC Requirement 3 | 2.1 | Student Eligibility | 2.1.1, 2.1.2, 2.1.3 |
| **3** | Enrolment  General Enrolment  Obligations  SC Requirement 8  SC Requirement 10  IC Requirement 4  IC Requirement 5  Initial Skills Assessment  SC Requirement 11  IC Requirement 6 | 1.2  2.2  2.3  2.4 | Data Collection and Reporting  Fees and Charges  Initial Skills Assessment  Recognition | 1.2.1, 1.2.2.  2.2.1  2.3.1, 2.3.2, 2.3.3, 2.3.4  2.4.1 |
| **4** | Training Plan  SC Requirement 13  SC Requirement 14  SC Requirement 15  IC Requirement 7 | 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  IC Requirement 8  IC Requirement 9  IC Requirement 10  Transition  SC Requirement 20 | 2.6  2.9  2.7 | Training Delivery and Participation  Assessment  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  2.7.2 |
| **6** | Support and Monitoring  SC Requirement 22  SC Requirement 23  SC Requirement 25 | 2.8 | Support and Monitoring | 2.8.1, 2.8.2, 2.8.3, 2.8.4 |
| **7** | Issuing  Certification | 2.10 | Issuance of Certification Documentation | 2.10.1, 2.10.2, 2.10.3 |
| **8** | Reporting  SC Requirement 28  IC Requirement 11  IC Requirement 12  IC Requirement 13 | 1.2 | Data Collection and  Reporting | 1.2.3, 1.2.4 |



# Part A: The ACT Standards framework for Skilled Capital - Infection Control Training

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:   1. identify the Training Provider’s legal entity and/or trading name and RTO code 2. include the indicative fees for each Training Product it offers under the specific Training Initiative 3. include an acknowledgement of any government funding as required under the specific Training Initiative 4. 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

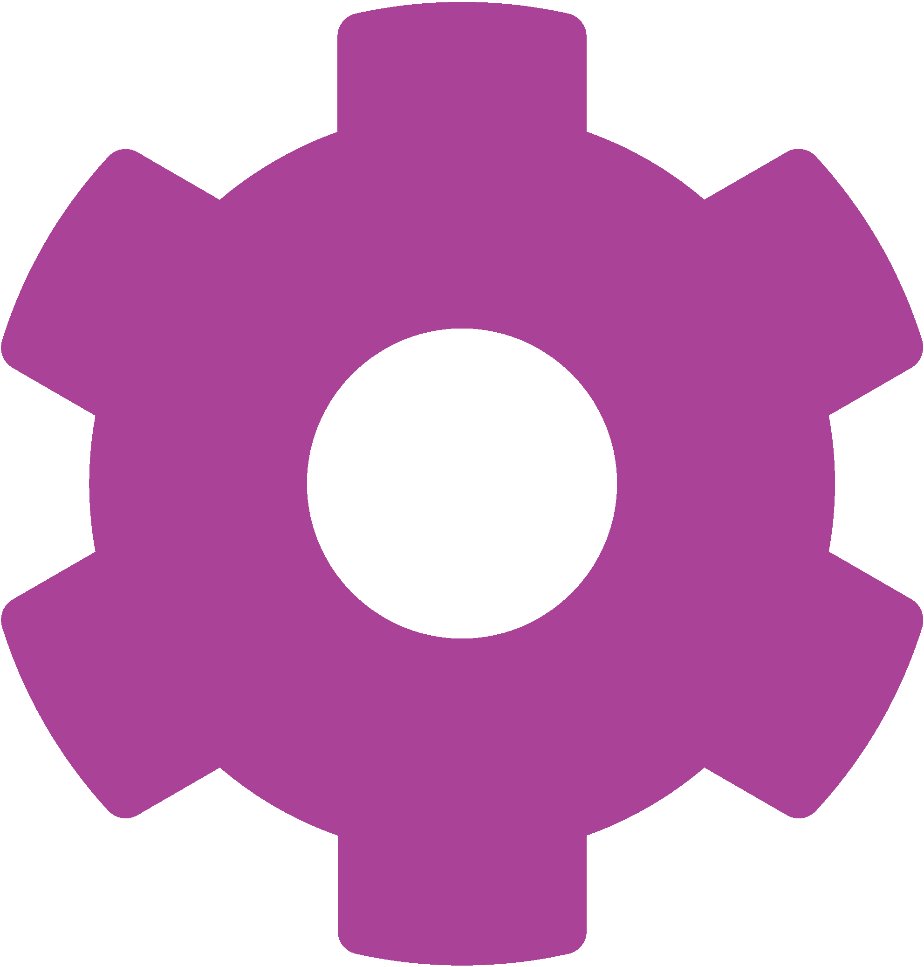
| **Ref #** | **Requirements** |
| --- | --- |
| SC1. | Not applicable. |

#### Infection Control Training (IC) Requirements

| **Ref #** | **Requirements** |
| --- | --- |
| IC1. | All related publicity must include an acknowledgement of Skilled Capital – Infection Control Training as an ACT Government initiative. Any publications, promotional and advertising material must include:  *‘This initiative is funded by the ACT and Australian Governments through the Project Agreement for the National Infection Control Training Fund.’* |

#### 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. |



1. 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

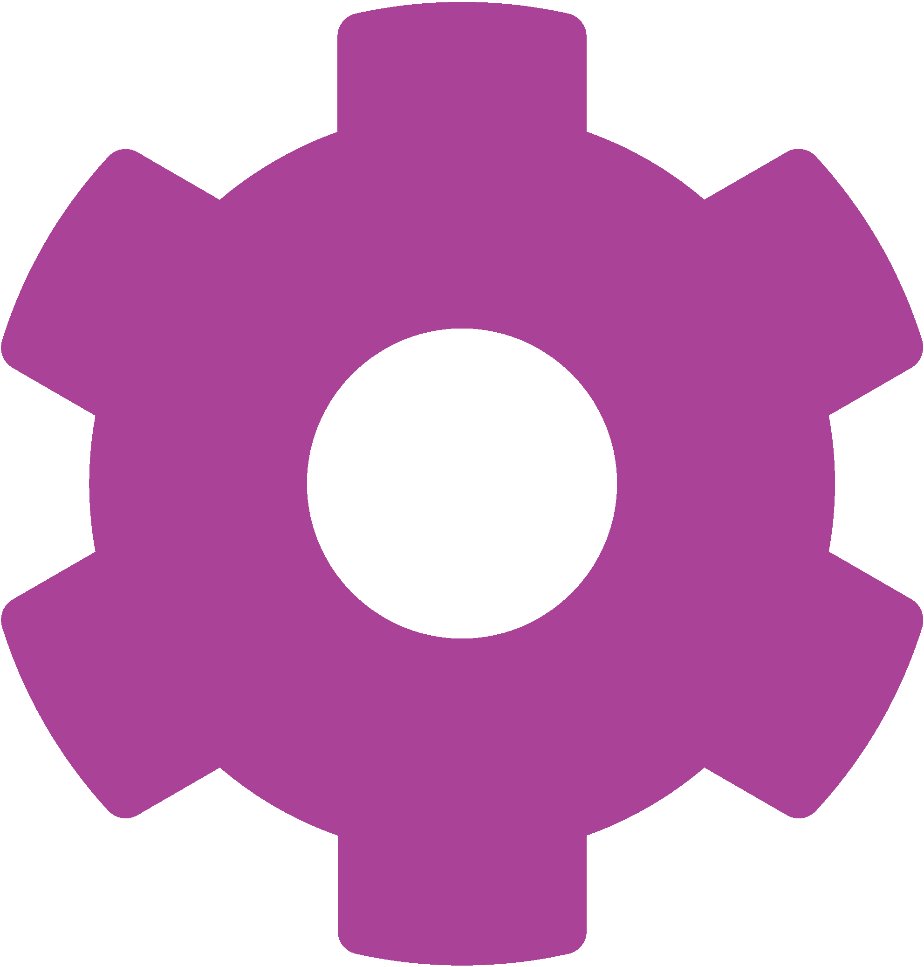
| **Ref #** | **Requirements** |
| --- | --- |
| SC2. | As a minimum a student must, for the duration of the enrolment, be:   1. an Australian citizen, permanent resident, or New Zealand passport holder resident for more than six (6) months, **or** 2. a person who holds a visa that is identified as being eligible, **and** 3. living or working in the ACT, **and** 4. at least 15 years of age, **and** 5. Not applicable.   [Refer to Table B](#_Table_B:_Student). |
| SC3. | Not applicable. |
| SC4. | Not applicable. |
| SC5. | 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. |
| 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](#_Table_C:_Loading). |
| 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 Qualification and Skill Set List on the [Skills Canberra website](https://skills.act.gov.au/skilled-capital). |

#### Infection Control Training (IC) Requirements

| **Ref #** | **Requirements** |
| --- | --- |
| IC2. | A student must, at the time of enrolment, be employed in a customer-facing role. |
| IC3. | Where the Training Provider wishes to enrol job seekers, the Training Provider must make an application for additional training places.  Refer to Part B: Administrative Arrangements (Infection Control Training Products) |

#### 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 * Application for Skilled Capital Infection Control Training Places for Job Seekers * correspondence with the Directorate regarding Skilled Capital eligibility. |



##### Table B: Student Eligibility Requirements

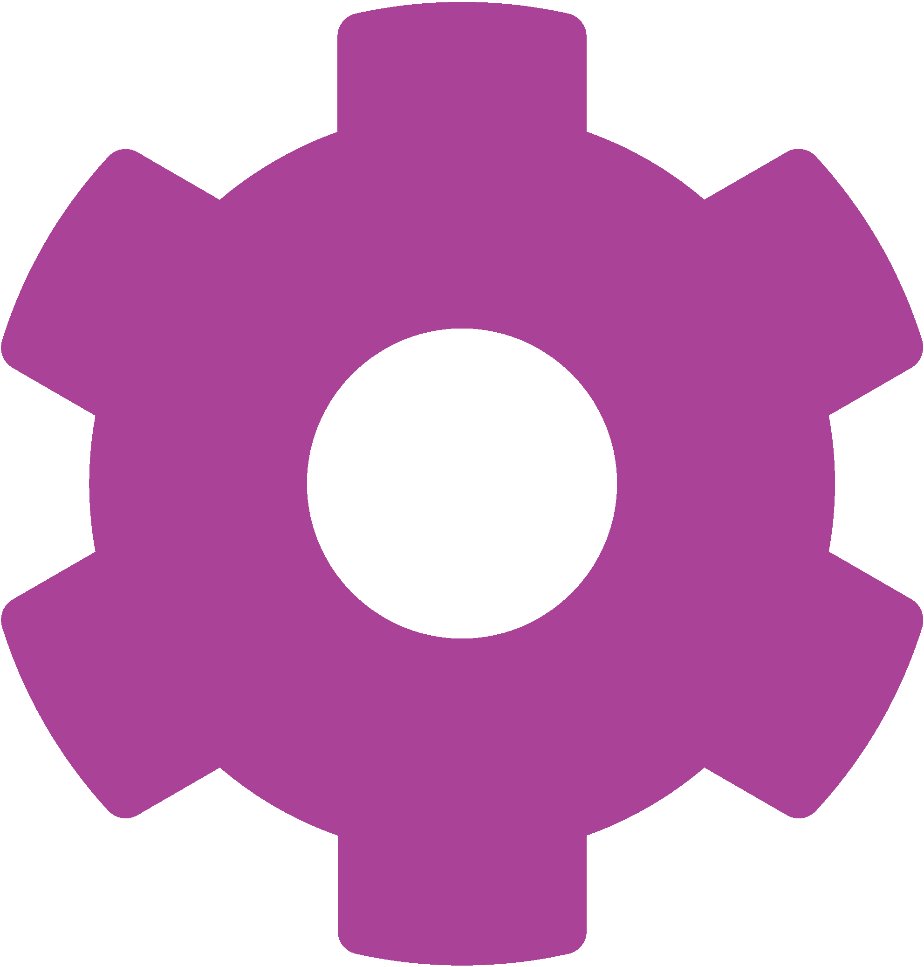
The evidence guide below indicates the information required by the Training Provider to determine student eligibility:

|  |  |
| --- | --- |
| Citizenship and Permanent Residency | 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.  Note: the residency status for New Zealand Passport holders must be longer than six months. |
| Visa holder | Refer to the [Skills Canberra website](https://skills.act.gov.au/eligible_visa_holders) for a full list of eligible and ineligible visa types: [http://www.skills.act.gov.au/skilled-capital.](https://skills.act.gov.au/skilled-capital)  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. |
| ACT Residency | 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. |
| ACT Employment | 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. |
| Proof of Age over 15 Years | 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. |

##### 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) | 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.  For third party referrals, the Training Provider must seek approval from the Directorate in writing prior to finalisation of enrolment. |
| Long-term Unemployed | Signed and dated [Skilled Capital Job Seeker Referral form](https://www.skills.act.gov.au/publications-and-forms) 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. |



1. 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) Not applicable  c) Not applicable  d) Not applicable  e) Not applicable. |
| 2.2.2 | Not applicable. |
| 2.2.3 | Not applicable. |
| 2.2.4 | Not applicable. |
| 2.2.5 | Not applicable. |

#### Skilled Capital (SC) Requirements

| **Ref #** | **Requirements** |
| --- | --- |
| 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. | Not applicable. |
| 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). |

#### Infection Control Training (IC) Requirements

| **Ref #** | **Requirements** |
| --- | --- |
| IC4. | The Training Provider must state that training is ‘fee-free’ in its publication and promotional materials. |
| IC5. | The Training Provider must not charge a tuition fee. |

#### 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 * published materials relating to fees and charges * 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:   1. Not applicable. 2. ascertain the most suitable Training Product for the student, based on the student’s existing educational attainment and capabilities 3. assess LLN skills to determine whether the Training Product and proposed learning strategies and materials are appropriate 4. assess the need for Additional Support 5. 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:   1. select a different Training Product, or 2. Not applicable. |
| 2.4.2 | Not applicable. |

#### Skilled Capital (SC) Requirements

| **Ref #** | **Requirements** |
| --- | --- |
| 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:   * identification of the minimum ACSF level/s (1 – 5) required to undertake the Training Product/s * training delivery method/s, and * support strategies for the student. |
| SC12. | Not applicable. |

#### Infection Control Training (IC) Requirements

| **Ref #** | **Requirements** |
| --- | --- |
| IC6. | The Training Provider cannot offer RPL. |

#### 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 Additional Support needs have been assessed in line with documented policy and procedure * enrolment or other form/s containing additional information related to 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 an LLN specialist where required * documented record to support the choice of qualification * signed and dated Additional Support assessment * 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 |

1. 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:   1. consistent with the Training Product to be attained 2. consistent with the proposed delivery and assessment strategies 3. 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 4. 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** |
| --- | --- |
| SC13. | Not applicable. |
| SC14. | The Training Plan must include all elements of the [Skilled Capital Training Plan template](https://www.skills.act.gov.au/publications-and-forms). 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. | Not applicable. |

#### Infection Control Training (IC) Requirements

| **Ref #** | **Requirements** |
| --- | --- |
| IC7. | The Training Plan must be developed and signed within 5 business days of creation of the student record.  Refer to Part B: Administrative Arrangements (Commencement Arrangements) |

#### 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. |

1. 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:   1. customised to meet student, industry and, where relevant, employer needs 2. 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 3. in line with the delivery strategy for the Training Product 4. 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. | Not applicable. |

#### Infection Control Training (IC) Requirements

| **Ref #** | **Requirements** |
| --- | --- |
| IC8. | The Training Provider must commence training within 5 business days of creation of the student record.  Refer to Part B: Administrative Arrangements (Commencement Arrangements). |
| IC9. | The Training Provider must deliver training online and/or in a workplace setting (on-the-job). |

#### Evidence Guide for Compliance

|  |
| --- |
| Examples of evidence may include, but are not limited to:   * records of participation ([refer Table D](#_Table_D:_Evidence)) * 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 NCVER)

|  |  |
| --- | --- |
| Work submitted by the student | Evidence relating to engagement by the participation in the unit of competency or module.  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:   * 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) | The attendance roll must:   * 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.   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.  Attendance at an induction or orientation class alone is not sufficient evidence of participation.  For electronic rolls:   * 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 | Primary documentation must be either a secure paper-based or electronic record that indicates an actual result consistent with assessment.   * For a pass, a non-zero mark or grade for a component of the subject or the final result, or an assessment record that supports client activity in the unit of competency must be supplied. * For all other outcomes, additional evidence of participation will be required.   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. |
| Computer login | Login records demonstrating online engagement with the learning activity required for the unit of competency or module.  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. |
| Instructor notes | 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.  The information and evidence must be dated and include information on the contact with the student and support engagement in a learning activity. |
| Record of staff/ student engagement | 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. |
| Staff statement | 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.  To result in a verifiable enrolment an auditor would be required to record two elements, certified by an appropriate staff member:   * 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.   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. |

### 

### 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. |

#### Infection Control Training (IC) Requirements

| **Ref #** | **Requirements** |
| --- | --- |
| IC10. | The Training Provider must ensure assessment is finalised within 60 calendar days of training commencement. |

#### 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](http://www.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.

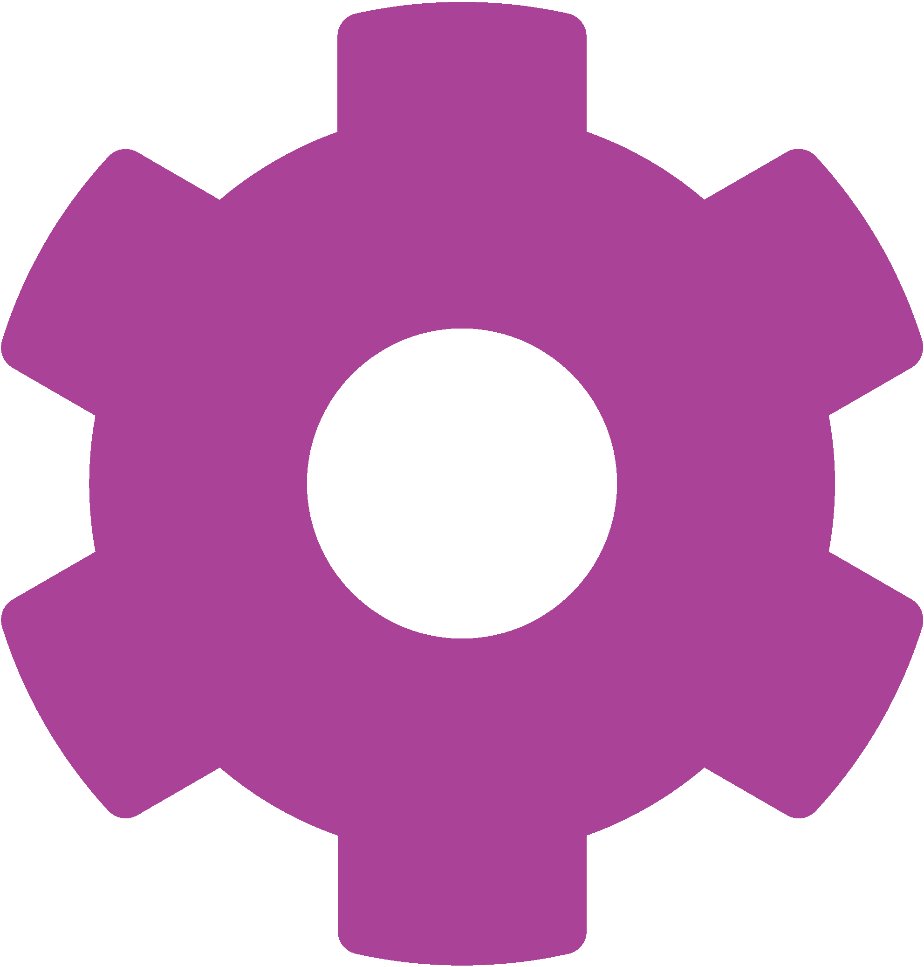
|  |  |
| --- | --- |
| 2.7.1 | Not applicable. |
| 2.7.2 | The Training Provider must have a documented strategy to manage its operations when ceasing to deliver Training Products in the ACT, including managing the impact on affected students as required under the specific Training Initiative. |

#### Skilled Capital (SC) Requirements

| **Ref #** | **Requirements** |
| --- | --- |
| SC19. | Not applicable. |
| SC20. | Where the Training Provider is ceasing to deliver one or more Training Products through Skilled Capital, the Training Provider must:   1. 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 2. 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:   * documented strategy for managing Training Product delivery cessation * notifications and/or correspondence with the Directorate regarding wind up arrangements * updated marketing materials * records to support that statements of attainment have been issued such as a register or ‘mail out’ record * student status reports. |



1. 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. | Not applicable. |
| SC22. | 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.  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. |
| SC23. | Where the Training Provider has received a loading for students who:   * 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   and the student engages in a work experience placement, the Training Provider must:   1. use the Work Experience Placement Agreement template to record the details of the work experience placement prior to commencement of the placement 2. ensure the Work Experience Placement Agreement is completed by all parties 3. meet the responsibilities specified in the Work Experience Placement Agreement and Work Experience Placement Guidelines.   Refer to Part B: Administrative Arrangements (Loadings) |
| SC24. | Not applicable. |
| 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. |

#### Evidence Guide for Compliance

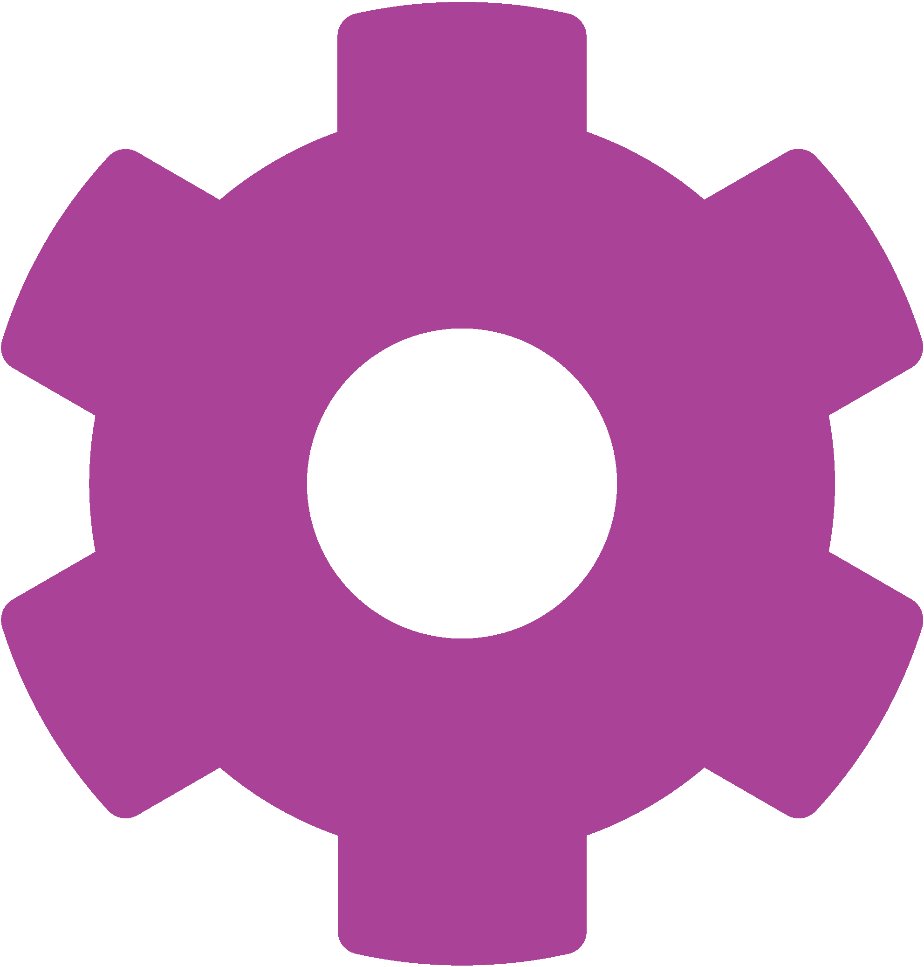
|  |
| --- |
| Examples of evidence may include, but are not limited to:   * documented process for monitoring student progress and providing support * documented process for reporting issues to the Directorate * contact records such as file notes, contact logs, correspondence including emails and letters 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.   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 | Evidence relating to engagement by the student in the activity.  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:   * 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) | 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.  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. |
| Instructor notes | Personal interviews, telephone, email, or other communication modes on the engagement of a student in an activity.  The information and evidence must be dated and include information on the contact with the student and support engagement in the activity. |

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.



1. 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. |

1. 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

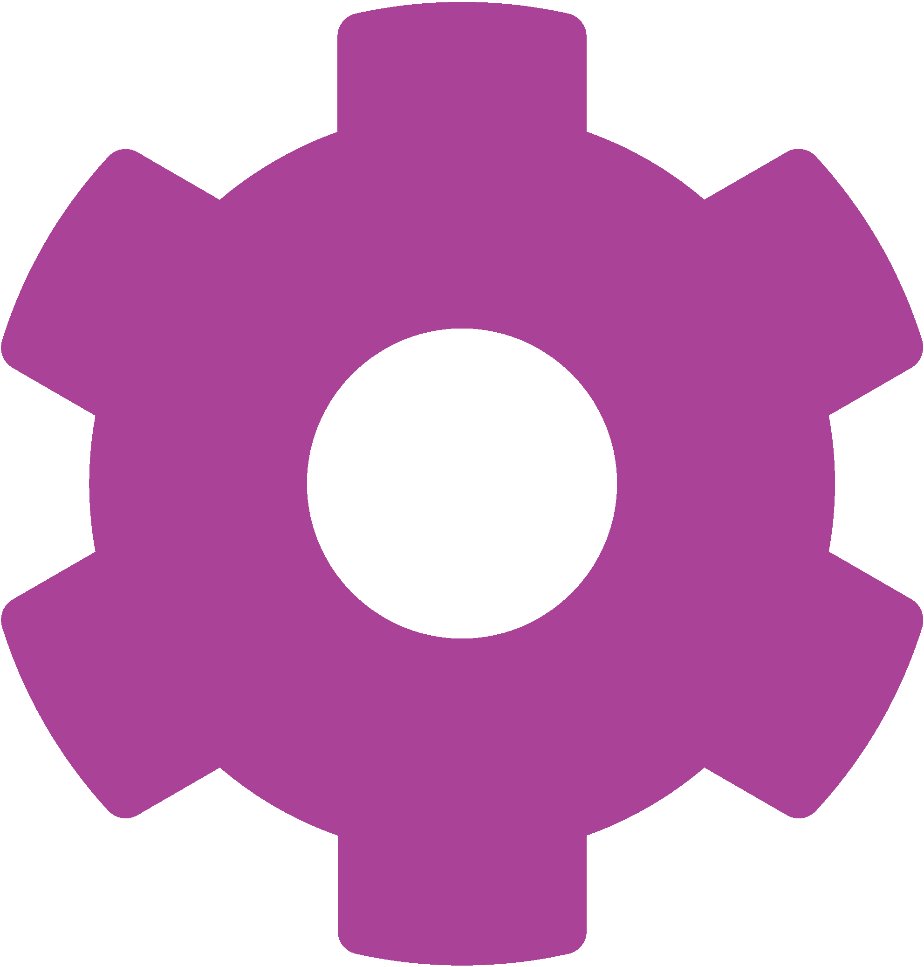
| **Ref #** | **Requirements** |
| --- | --- |
| SC26. | Not applicable. |
| SC27. | Not applicable. |
| SC28. | Where a student withdraws from training prior to completion of the Training Product, the student record must be cancelled within 30 calendar days of the decision. Where initiated by the Training 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). |

#### Infection Control Training (IC) Requirements

| **Ref #** | **Requirements** |
| --- | --- |
| IC11. | The Training Provider must report commencement of training within 5 business days of student commencement.  Refer to Part B: Administrative Arrangements (Commencement Arrangements). |
| IC12. | The Training Provider must submit a monthly report to the Directorate using the Skilled Capital Infection Control Training Monthly Student Report template.  Refer to Part B: Administrative Arrangements (Additional Reporting Arrangements). |
| IC13. | The Training Provider must report student completion within 30 calendar days of the date deemed competent.  Refer to Part B: Administrative Arrangements (Completion Arrangements). |

#### Evidence Guide for Compliance

|  |
| --- |
| Examples of evidence may include, but are not limited to:   * records to support commencement of training * monthly student reports * 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 – INFECTION CONTROL TRAINING

Infection Control Training Products

|  |  |
| --- | --- |
| General Direction | All Training Providers with a Training Initiative Funding Agreement that have the Infection Control Training Products on scope are approved to deliver Skilled Capital – Infection Control Training.  The ACT Qualifications Register will display:   1. a full list of approved Training Providers by Training Product 2. Training Product caps 3. remaining training places available (by Training Product) 4. the Qualification Subsidy Amount (QSA) 5. Training Provider Tuition Fee/s per Delivery Mode. |
| Skilled Capital Training Products | Infection Control Training Products are a subset of Skilled Capital Training Products from the [ACT Skills Needs List](https://www.skills.act.gov.au/publications-and-forms) .  Skills Canberra will determine the Infection Control Training Products that will be funded via the *Project Agreement for National Infection Control Training Fun*d. The list of approved Infection Control Training Products will be identified on the ACT Qualifications Register under the Skill Set code and title and on the Skilled Capital Qualifications and Skill Set List published on the [Skills Canberra website](https://www.skills.act.gov.au/skilled-capital).  Infection Control Training Products may be added or removed at any time to ensure the initiative remains aligned with changing ACT skills needs in response to the COVID-19 health and economic crisis. When changes are made, they will only apply to new enrolments. |
| Infection Control Training Product Caps | The number of places available in each Infection Control 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 ACT skills needs in response to the COVID-19 pandemic.  Infection Control 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 job seekers in the ACT. |
| Allocation of Additional Skilled Capital Places for Job Seekers | Where an eligible job seeker wishes to enrol in an Infection Control Training Product, a Training Provider may apply to the Directorate for additional Skilled Capital places. |
| Procedure | The Training Provider must apply in writing using the [Application](https://www.skills.act.gov.au/publications-and-forms) for Skilled Capital Infection Control Training Places for Job Seekers form.  The application can be for an individual student or a cohort of students. Applications for additional places must be submitted by email to [skills@act.gov.au.](mailto: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 - Infection Control Training are required to nominate the Infection Control Training Products they will offer using the RTO portal. |
| Procedure | Infection Control Training Products nominated by the Training Provider must be on the Training Provider’s Scope of Registration.  The Training Provider must provide the following information for each nominated Training Product:   1. RTO contact 2. RTO address 3. Delivery Mode/s - B, C and/or D 4. $0 Tuition Fee for each Delivery Mode   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](https://skills.act.gov.au/publications-and-forms).  Training Providers may edit their Infection Control Training Product nominations, including Delivery Modes, and flag a qualification as ‘closed for enrolments’ at any time through the RTO portal.  A user guide for the RTO portal is on the [Skills Canberra website](https://skills.act.gov.au/avetars). |

Number of Training Products funded per student

|  |  |
| --- | --- |
| General Direction | Students may have concurrent enrolments in an Infection Control Training Product and another Skilled Capital Training Product.  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.  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*). |

Unique student identifier

|  |  |
| --- | --- |
| General Direction | All students undertaking nationally recognised training need to have a Unique Student Identifier (USI) unless the Training Provider or student has an approved exemption.  For information on how to obtain a USI refer to [www.usi.gov.au.](http://www.usi.gov.au/)  The unique student identifier is a mandatory field in the enrolment of a Skilled Capital student. |
| Procedure | 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.  Training Providers must notify the Directorate by email to [skills@act.gov.au](mailto:skills@act.gov.au) of any USI exemptions at the Training Provider or student level.  For information on the ACT VET AVETMISS Data Standard refer to the [Skills Canberra website.](https://www.skills.act.gov.au/publications-and-forms) |
| Exemption | 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. |

Enrolment arrangements

|  |  |
| --- | --- |
| General Direction | A Training Provider can enrol a student in an Infection Control 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](https://www.avetars.act.gov.au/) through the RTO portal.  Available Training Product places may be updated or released based on enrolment uptake, changing skills needs and budgetary constraints. |
| Procedure | Student enrolments are managed through the RTO portal. An enrolment is approved upon successful creation of the student record in the RTO portal. |

Fees and charges

|  |  |
| --- | --- |
| General Direction | Training for the Infection Control Training Products is fee-free. |
| Tuition Fees | The Directorate will monitor Training Provider fees and will intervene to ensure fees are not being charged.  A Training Provider must not charge a Tuition Fee or an additional fee for the delivery of foundation skills units of competency or apply any additional costs associated with training. |
| Procedure | Training Providers must publish a $0 Tuition Fee for each Infection Control Training Product, per Delivery Mode, on the ACT Qualifications Register. This information is entered by the Training Provider in the RTO portal. |

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**   1. identify as having a disability, and/or 2. identify as being of Aboriginal and Torres Strait Islander origin   **Category Two**   1. are identified as being youth at risk, and/or 2. 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:   * $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:   1. life skills education 2. travel or food expenses for the students to attend training 3. mentoring 4. career advice 5. specialist support services.   **Work experience placement co-ordination** A loading is available for the coordinating 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 Training Provider must have a [Work Experience Placement Agreement](https://www.skills.act.gov.au/publications-and-forms) 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](https://www.skills.act.gov.au/publications-and-forms) 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](https://www.skills.act.gov.au/publications-and-forms). |

### 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 | 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.  Eligible Skilled Capital students are entitled to a maximum of six approved foundation skills units of competency to support their training.  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](https://www.skills.act.gov.au/skilled-capital#E). |
| Procedure | Payment for approved foundation skills units of competency delivered will be paid on submission of valid AVETMISS files.  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.  For further information refer to *Payment Arrangements*. |

Commencement arrangements

|  |  |
| --- | --- |
| General Direction | All training for Infection Control Training Products must commence within 5 business days of creation of the Skilled Capital student record.  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.  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. |
| Procedure | To commence a Skilled Capital enrolment the Training Provider must:   1. enter the Training Plan signed date in the RTO portal; and 2. submit the AVETMISS file containing the student’s earliest activity in a unit of competency. |

Additional reporting arrangements

|  |  |
| --- | --- |
| General Direction | To enable the Directorate to meet its reporting requirements under the Project Agreement for the National Infection Control Training Fund, the Training Provider must report the following information for all student enrolments on a monthly basis:   * Student record ID, student name and DOB * Student employment status (full-time, part-time, casual, unemployed) * Employer name, ABN and ACT physical work address * Employer industry * Skill Set Code * Training delivery mode * Student status (commenced, completed or withdrawn) |
| Procedure | The Training Provider must cumulatively report the requested information using the S[killed Capital Infection Control Training Monthly Student Report](https://www.skills.act.gov.au/publications-and-forms) template until all students have completed or withdrawn from training.  The report must be submitted via email to [skills@act.gov.au](mailto:skills@act.gov.au) on the first day of each month commencing 1 July 2020. |

Cancellation arrangements

|  |  |
| --- | --- |
| General Direction | 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.  Once cancelled the enrolment is forfeited. |
| Procedure | 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](https://www.skills.act.gov.au/avetars).  Once the due to complete date has passed, the enrolment status will be automatically changed to ‘expired’. |

Completion arrangements

|  |  |
| --- | --- |
| General Direction | All training and assessment for Infection Control Training Products must be completed within 5 weeks of the student record creation date.  If a student has not completed before the due to complete date, the student record will expire. |
| Procedure | To complete the Skilled Capital enrolment the Training Provider must:   1. enter the date deemed competent on the RTO portal; 2. 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 3. select the ‘process payments’ button (even if no payments are due).   The Training Provider’s completion of the above steps will facilitate the enrolment being changed to ‘completed’. Refer to *Payment Model.* |

Skilled Capital record variations

|  |  |
| --- | --- |
| Types of Variations | There are five variations available in AVETARS for Skilled Capital – Infection Control Training records:   1. Change of Name 2. Change Date of Birth 3. Change Loadings 4. Change Subcontracted RTO 5. Cancel Contract |

|  |  |
| --- | --- |
| General Direction | Skilled Capital student record variations are managed through the AVETARS user portals. For further information please refer to the [AVETARS user guide](https://www.skills.act.gov.au/avetars)s.  **Change of Name**  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.  **Change Date of Birth**  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.  **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*. |

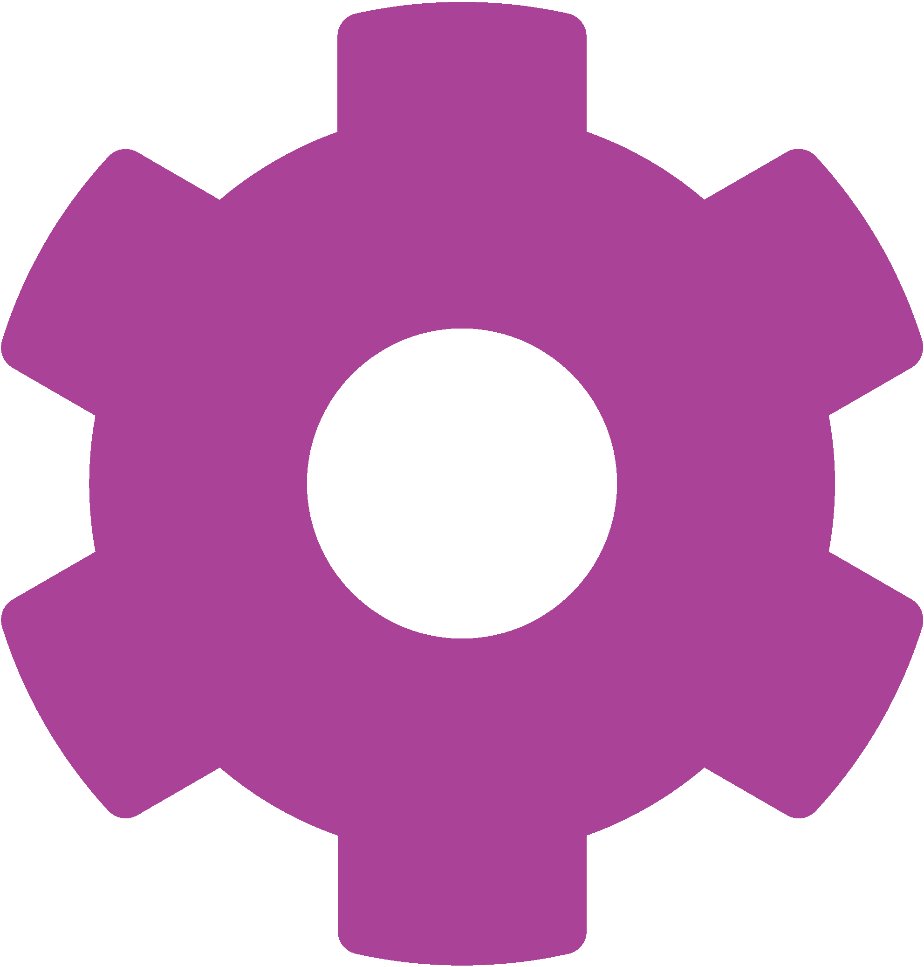
Skilled Capital payments

### 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](https://www.skills.act.gov.au/publications-and-forms) 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.  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:   1. before the Skilled Capital record creation date 2. after the date deemed competent 3. after the cancellation date 4. 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. |



# Part C: Guidelines for Skilled Capital - infection control training

Training Plan

The [Training Plan](https://skills.act.gov.au/publications-and-forms) template contains, but is not limited to:

|  |  |
| --- | --- |
| Section 1 – Contact Details | The Training Plan must state:   1. the student name and date of birth 2. the Infection Control Training Product name and national code 3. the training commencement date 4. the Training Provider’s trading name, RTO code, address, contact person, contact phone number and email address. |
| Section 2 – Signatures | All signatories to the Training Plan should read and understand the document before signing.  The Training Plan must contain:   1. Agreement declarations 2. the student signature and date 3. the Training Provider’s authorised representative full name, signature and date. |
| 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):   1. the FSK unit of competency code and name 2. the Training Provider responsible for delivering training 3. the delivery arrangement i.e. delivered prior to commencement of the Training Product or integrated delivery 4. assessment method.   For the Infection Control Training Products, the Training Plan must contain:   1. unit of competency code and name 2. training mode for each unit of competency 3. the assessment method for each unit of competency, including the identification of RPL or Credit Transfer, where applicable. |

Use of electronic signatures

|  |  |
| --- | --- |
| General Direction | An electronic signature is acceptable on auditable records relating to the delivery of training and assessment services provided:   1. a method is used to identify the person and to indicate the person’s approval of the contents; and 2. the method used is reliable and appropriate for the purposes of the record; and 3. the person who requires the signature has consented to the use of the method. |
| Examples | An electronic signature can appear in many forms, including but not limited to:   * a scanned signature * a declaration or agreement tick box * an electronic representation of a hand written signature |
| Specifications for using electronic signatures | The electronic signature must include the date the signature was applied.  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.  An electronic audit trail may be used to confirm the validity of an electronic signature, for example, email correspondence.  Electronic signatures include the use of digital signatures. |
| Exclusions | 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.  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. |

### 

# 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 | Person who:   1. is of Aboriginal or Torres Strait Islander descent 2. identifies as being of Aboriginal or Torres Strait Islander origin and 3. is accepted as such by the community with which the person associates.   Note: This term is interchangeable with Indigenous Australian. |
| ACT | See Territory. |
| ACT AVETMISS | See AVETMISS. The ACT mandates additional compliance obligations related to AVETMISS outlined on the [Skills Canberra website](https://skills.act.gov.au/publications-and-forms). |
| 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. |
| 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) | 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:  **Universal services** for all employers and Australian Apprentices providing contract signup and administration, marketing, information and advice, and  **Targeted services** (gateway and in-training support) for employers and individuals assessed as needing additional support to complete the Australian Apprenticeship. |
| 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](https://www.legislation.act.gov.au/a/2004-17/). Further information is available on the [Education Directorate's website](https://www.education.act.gov.au/public-school-life/transitions-careers/approval-statement). |
| 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 *(Standards for Registered Training Organisations (RTOs) 2015).* |
| Assessment (Initial Skills) | Includes:   1. an individual assessment per student of: 2. LLN and Additional Support needs 3. the Training Product level to determine its appropriateness 4. an offer of RPL and explanation of Credit Transfer obligations. |
| Assessment (LLN) | Process of collecting evidence and determining the student’s language, literacy and numeracy skills. The assessment must:   1. be in the form of an interview, test or activities 2. customised to the competencies required in the qualification 3. consider documented evidence of the student’s history for example prior education, work history, impairments or disabilities 4. must assess the student’s performance in the five core skills of learning, reading, writing, oral communication and numeracy 5. 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 | 1. 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](http://www.australianapprenticeships.gov.au/). 2. Involves a student and employer. |
| Australian Apprenticeship Support Network (the Apprenticeship Network) | Refer to Apprenticeship Network Provider. |
| Australian Apprenticeships Training Contract | Legally binding agreement between an Australian Apprentice and an employer which defines the rights and responsibilities of each party. These include:   1. 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 2. the Australian Apprentice agreeing to learn all aspects of the occupation or training area and to work for the employer for a specified period.   Also referred to as a training contract. |
| 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 *(Standards for Registered Training Organisations (RTOs) 2015).* |
| 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](https://avs.ncver.edu.au/avs/). |
| 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:   * 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. |
| 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 | 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   1. provide direction to Training Providers on how to interpret and comply with ACT Standards, and 2. include additional mandatory requirements, and 3. 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 | 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.   1. **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.   1. **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.   1. **Fully on-the-job (other than distance) by RTO**   Includes learning conducted in the workplace by the Training Provider.   1. **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.   1. **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. |
| 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 | A person who:   1. is eligible for Subsidised Training in accordance with the criteria set out in the Compliance Guides; and 2. continues to meet those criteria for the period for which the person undertakes a Training Product. |
| Employer  (Australian Apprenticeships) | A person who:   * 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 | 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. |
| Enrolment (Finalisation) | 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. |
| Exemption Certificate (ACT) | Formal certificate issued by the Director-General of the Education Directorate (or delegate) under Part 2.3 of the [Education Act 2004](https://www.legislation.act.gov.au/a/2004-17/). An Application for an Exemption Certificate is available on the [Education Directorate’s website](https://www.education.act.gov.au/public-school-life/transitions-careers/exemption-certificate). |
| Exemption Certificate (NSW) | 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 *Certificate for Exemption from Enrolment at School*. Information on applying for this exemption and the conditions that apply can be found at the [NSW Department of Education website](https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/exempt_gui.pdf). |
| Existing Worker (EW) | Person who is currently employed. Eligibility criteria may vary according to the specific Training Initiative. Refer to specific Training Initiative Compliance Guides. |
| Fee-for-service RTO | RTOs delivering Australian Apprenticeship training that do not receive ACT Government User Choice funding for delivery of one or more qualifications. |
| Formal training | 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. |
| Foundation Skills | Foundation skills are defined in the *National Foundation Skills Strategy for Adults (2012)* as the combination of:   1. LLN – listening, speaking, reading, writing, digital literacy and use of mathematical ideas; and 2. employability skills, such as collaboration, problem solving, self- management, learning and ICT skills required for participation in modern workplaces and contemporary life. |
| Funding | The total of the following amounts in relation to all Funded Places approved by the Territory pursuant to clause 4.2 of the Agreement:   1. the subsidy for each Training Product advertised on the ACT Qualifications Register; and 2. the loadings, support funding, and any other amount specified in the Compliance Guides   less any deductions specified in the Compliance Guide.  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. |
| 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. |
| Language, Literacy and Numeracy (LLN) | Component of foundation skills.   1. Language – refers to the understanding and use of spoken and written English. 2. 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. 3. 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. |
| 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 *National Vocational Education and Training Regulator Act 2011.* |
| National Standards | The *Standards for Registered Training Organisations (RTOs) 2015* (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) |
| 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 | Participation in training is determined when:   1. the student has commenced training in at least one (1) unit of competency 2. the student has interacted and actively participated in the training 3. the Training Provider has documented the interaction and participation.   To be valid, evidence of participation must contain the student’s name or identification number, a unit of competency identifier and a date. |
| 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. |
| Recognition of Prior Learning (RPL) | 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.   1. 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); 2. 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 3. 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).   (*Standards for Registered Training Organisations (RTOs) 2015*). |
| Registered Training Organisation (RTO) | Training organisation registered to provide VET and/or assessment services and issue nationally recognised qualifications. All RTOs are required to meet the *Standards for Registered Training Organisations (RTOs) 2015*. The nationally recognised qualifications an RTO can issue are defined by its scope of registration as listed on [training.gov.au](http://training.gov.au/Search). See TGA. |
| Replacement Training Product/ qualification | Most up-to-date Training Product/qualification in a training package which replaces a Training Product/qualification that has been superseded. |
| RTO code | As defined in the National Standards. |
| Scope of Registration | As defined in the NVETR Act. |
| Skills Canberra website | The website for Skills Canberra, or the administrative unit of the Territory which administers this Agreement from time to time.  <https://skills.act.gov.au/> |
| Skill Set | 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 *(Standards for Registered Training Organisations (RTOs) 2015).* Skill Sets approved for ACT Government funding are assigned a specific Skill Set code on the ACT Qualifications Register. |
| 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 (*Standards for Registered Training Organisations (RTOs) 2015*). |
| 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 (*Standards for Registered Training Organisations (RTOs) 2015*). |
| 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:   1. in a geographical sense, the Australian Capital Territory; and 2. 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](http://training.gov.au/Search). |
| 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 | 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.  Training modes include:   1. 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. 2. 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. 3. 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. 4. 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. |
| 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 (*Standards for Registered Training Organisations (RTOs) 2015*). |
| 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.  (*Standards for Registered Training Organisations (RTOs) 2015*). |
| 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 | 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.  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. |
| Tuition Fee | Contribution towards the cost of training charged by the Training Provider to the student/ employer. |
| 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 *Student Identifiers Act 2014*. |
| Unit of Competency | The specification of the standards of performance required in the workplace as defined in a training package (*Standards for Registered Training Organisations (RTOs) 2015*). |
| 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:   1. the Standards for Registered Training Organisations 2. the Australian Qualifications Framework 3. the Fit and Proper Person Requirements 4. the Financial Viability Risk Assessment Requirements 5. the Data Provision Requirements.   (*Standards for Registered Training Organisations (RTOs) 2015*). |
| Work Experience Placement | 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.  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. |
| 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. |

This page intentionally left blank.

### 

Skills Canberra

Chief Minister, Treasury and  
Economic Development Directorate



ACT Government logo