

# ACT STANDARDS COMPLIANCE GUIDE

FOR SKILLED CAPITAL

*Schedule to the ACT Funding Agreement*



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

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# VERSION CONTROL

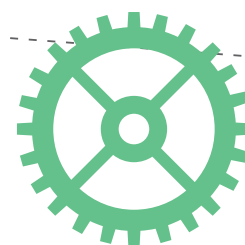
VERSION	EFFECTIVE DATE	STATUS	DETAILS
2.0	1 January 2016	New release	2016 Skilled Capital Training Initiative
2.1	1 July 2016	Modification	<p><b>Content added:</b></p> <p>Part A: The ACT Standards for Skilled Capital</p> <ul style="list-style-type: none"> <li>• ACT Standard 1.1 Promotion and Publications (1.1.4)</li> </ul> <p><b>Terms and Definitions</b></p> <ul style="list-style-type: none"> <li>• Formal training</li> <li>• Informal training and learning</li> <li>• Supervisory staff</li> </ul> <p><b>Content amended:</b></p> <p>Part A: The ACT Standards for Skilled Capital</p> <ul style="list-style-type: none"> <li>• SC9: Variation to Table B student eligibility requirements (eligible/ineligible visa types)</li> <li>• SC11 and SC12: Variation to student eligibility requirements</li> </ul> <p>Part B: Administrative Arrangements for Skilled Capital</p> <ul style="list-style-type: none"> <li>• Number of qualifications funded</li> <li>• Additional support payment: Procedure</li> <li>• Commencement arrangements</li> <li>• Concession rules</li> <li>• Cancellation procedure</li> <li>• Payment model: Unit and completion payment</li> </ul> <p><b>Terms and Definitions</b></p> <ul style="list-style-type: none"> <li>• Structured training</li> <li>• Training record book</li> </ul> <p>All reference to Training and Tertiary Education and the Education and Training Directorate has been replaced with Skills Canberra and the Chief Minister, Treasury and Economic Development Directorate.</p> <p>Hyperlinks updated.</p>

VERSION	EFFECTIVE DATE	STATUS	DETAILS
2.2	1 January 2017	Modification	<p><b>Content added:</b></p> <p>Terms and Definitions</p> <ul style="list-style-type: none"> <li>• Cancellation date (Australian Apprenticeship)</li> <li>• Cancellation date (Skilled Capital)</li> <li>• Completion (Training Plan)</li> <li>• Date Deemed Competent (Skilled Capital)</li> <li>• Employer</li> <li>• Substantive visa</li> </ul> <p><b>Content amended:</b></p> <p>Part A: The ACT Standards for Skilled Capital</p> <ul style="list-style-type: none"> <li>• SC9: Variation to Table B student eligibility requirements (eligible visa types)</li> <li>• SC10: Certificate II eligibility criteria</li> <li>• ACT Standard 2.4 Initial Skills Assessment (2.4.4 and 2.4.5) – two SC requirements changed to ACT Standards</li> <li>• SC18 (previously SC27): Contextualised foundation skills strategy moved from the Training delivery and participation section to Initial skills assessment</li> <li>• ACT Standard 2.5 Recognition (2.5.4 and 2.5.5) – SC requirement changed to an ACT Standard</li> <li>• ACT Standard 2.6 Training Plan (2.6.4) – 14 day timeframe added and SC requirement removed</li> <li>• ACT Standard 2.7 Training Delivery and Participation (2.7.1 b)</li> <li>• SC33: variation to timeframe</li> <li>• SC34: evidence retention requirement added</li> <li>• SC35: variation to timeframe</li> </ul>

VERSION	EFFECTIVE DATE	STATUS	DETAILS
2.3	2 August 2017	Modification	<p><b>Content added:</b></p> <p>Part A: The ACT Standards for Skilled Capital</p> <ul style="list-style-type: none"> <li>• SC15: Skill Set student eligibility and evidence guide</li> </ul> <p>Part B: Administrative Arrangements for Skilled Capital</p> <ul style="list-style-type: none"> <li>• Skilled Capital Record Variations</li> </ul> <p><b>Content amended:</b></p> <p>Introduction: About this publication</p> <p>Table A: SC requirement numbering</p> <p>Part A: The ACT Standards for Skilled Capital</p> <ul style="list-style-type: none"> <li>• SC9: Variation to school student eligibility and Table B student eligibility requirements</li> <li>• SC22: Variation to training plan requirements for Skill Sets (including the Skilled Capital training plan template and Table D)</li> </ul> <p>Part B: Administrative Arrangements for Skilled Capital</p> <ul style="list-style-type: none"> <li>• Skilled Capital qualifications and RTOs: Skill Sets</li> <li>• Loadings: loading amount for Skill Sets</li> <li>• Cancellation arrangements: update to procedure</li> <li>• Skilled Capital payment arrangements: completion payment amount for Skill Sets</li> <li>• Management of replacement training package qualifications: update to procedure</li> </ul> <p><b>Terms and Definitions</b></p> <ul style="list-style-type: none"> <li>• Alternative program</li> <li>• Approval statement</li> <li>• Exemption certificate (ACT)</li> <li>• Skill Set (Skilled Capital)</li> </ul>

VERSION	EFFECTIVE DATE	STATUS	DETAILS
2.4	1 August 2018	Modification	<p><b>Content amended:</b></p> <p><b>Part A: The ACT Standards for Skilled Capital</b></p> <ul style="list-style-type: none"> <li>• SC10: variation to certificate II student eligibility and associated Table B student eligibility requirements</li> <li>• Table B: variation to evidence guide for citizenship/permanent residency and ACT employment student eligibility requirements</li> <li>• Table C: variation to evidence guide for youth at risk loading eligibility requirements</li> </ul> <p><b>Part B: Administrative Arrangements for Skilled Capital</b></p> <ul style="list-style-type: none"> <li>• Skilled Capital qualifications and RTOs: Allocation of additional Skilled Capital places for priority groups and application procedure</li> <li>• Skilled Capital Record Variations: Change of qualification (payment claims)</li> <li>• Fees and Charges: variation to tuition fee determination</li> </ul> <p><b>Terms and Definitions</b></p> <ul style="list-style-type: none"> <li>• ACT employer (updated)</li> </ul> <p>Hyperlinks updated</p>

VERSION	EFFECTIVE DATE	STATUS	DETAILS
2.5	1 January 2019	Modification	<p><b>Content amended:</b></p> <p><b>Part A: The ACT Standards for Skilled Capital</b></p> <ul style="list-style-type: none"> <li>Table B: List of eligible and ineligible visa types moved from the evidence table to the Skills Canberra website.</li> </ul> <p><b>Part B: Administrative Arrangements for Skilled Capital</b></p> <ul style="list-style-type: none"> <li>Skilled Capital qualifications and RTOs: General direction (youth at risk added to priority groups)</li> <li>Cancellation Arrangements: update to timeframe for updating the record</li> <li>Completion Arrangements: update to formula for calculating the due to complete date and procedure for reporting completion</li> <li>Payment Model: Credit transfer (new section)</li> <li>Payment Model: Completion payment (variation to student eligibility - credit transfer)</li> <li>Management of Replacement Training Packages: update to general direction and procedure (subsidy amount and payment claims)</li> </ul> <p>Hyperlinks updated</p>



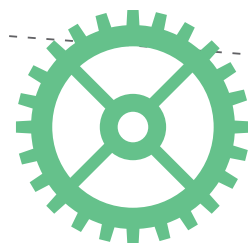
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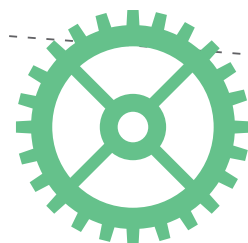
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## Skilled Capital Forms

<a href="#">Skilled Capital training plan</a>	
<a href="#">Application for additional support funding</a>	
<a href="#">Skilled Capital work experience placement agreement</a>	
<a href="#">Skilled Capital work experience placement guidelines</a>	
<a href="#">Application for additional Skilled Capital places for priority groups</a>	

# INTRODUCTION

## ABOUT THIS PUBLICATION



This document is a schedule to the ACT Funding Agreement (ACTFA).

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

Unless otherwise stated, where there is a reference to a qualification in any part of this document, the meaning and subsequent compliance obligation also extends to a Skill Set delivered under Skilled Capital.

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

This document is in three parts:

**Part A:** The ACT Standards Framework for Skilled Capital

**Part B:** Administrative Arrangements for Skilled Capital

**Part C:** Guidelines for Skilled Capital

## COMPLIANCE GUIDE STRUCTURE

Diagram A illustrates the structure of **Part A** and [Table A](#) maps the ACT Standards to the structure of this guide. **Part B** contains administrative information related to Skilled Capital training including the management of payments. **Part C** contains information on using the Skilled Capital logo as well as guidelines for the Use of Electronic Signatures.

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

### DIAGRAM A: COMPLIANCE GUIDE PATHWAY

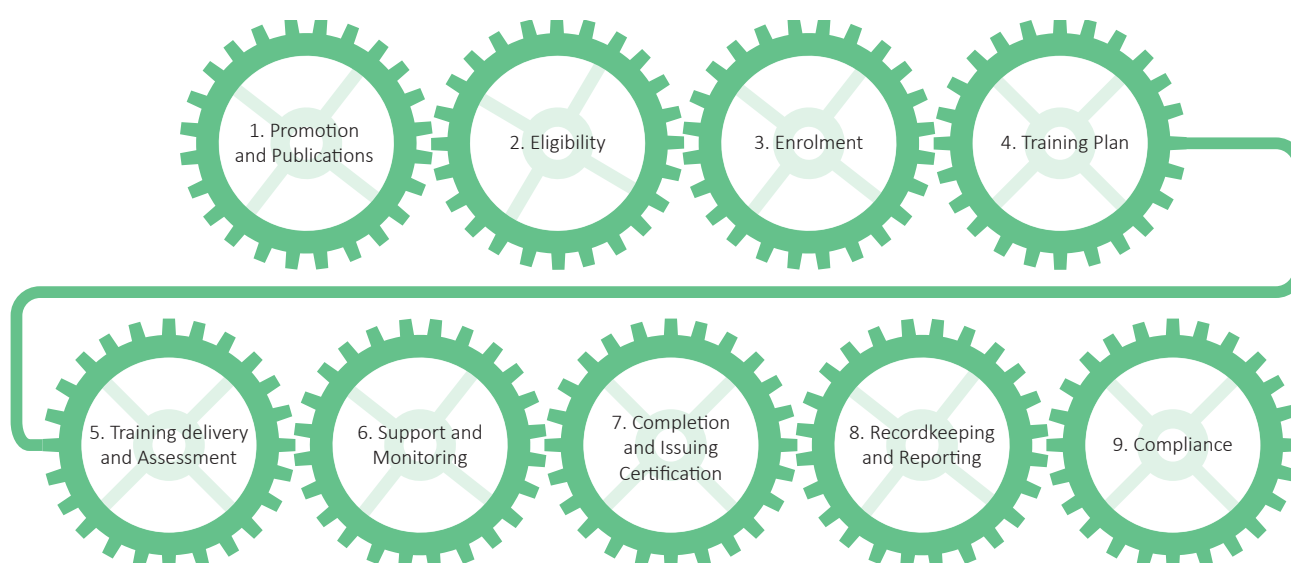
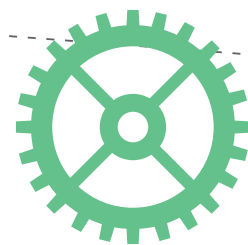


TABLE A: MAPPING OF SKILLED CAPITAL COMPLIANCE GUIDE TO ACT STANDARDS

REF #	COMPLIANCE		ACT STANDARDS	ACT STANDARDS REF#
1.	<b>Promotion and Publications</b> SC Requirement 1 SC Requirement 2 SC Requirement 3 SC Requirement 4 SC Requirement 5	1.1	Promotion and Publications	1.1.1, 1.1.2, 1.1.3, 1.1.4
2.	<b>Eligibility</b> RTO Eligibility SC Requirement 6 SC Requirement 7 SC Requirement 8 <b>Student Eligibility</b> SC Requirement 9 SC Requirement 10 SC Requirement 11 SC Requirement 12 SC Requirement 13 SC Requirement 14 SC Requirement 15	2.1  2.2	RTO Eligibility  Student Eligibility	2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.1.5  2.2.1, 2.2.2
3.	<b>Enrolment</b> General Enrolment Obligations SC Requirement 16 SC Requirement 17 SC Requirement 18 Initial Skills Assessment SC Requirement 19 SC Requirement 20	1.2  2.3  2.4  2.5	Data Collection and Reporting Fees and Charges Initial Skills Assessment Recognition	1.2.1, 1.2.2  2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.3.5, 2.3.6, 2.3.7, 2.3.8 2.4.1, 2.4.2 2.5.1, 2.5.2, 2.5.3, 2.5.4
4.	<b>Training Plan</b> SC Requirement 21 SC Requirement 22 SC Requirement 23 SC Requirement 24	2.6	Training Plan	2.6.1, 2.6.2, 2.6.3, 2.6.4, 2.6.5, 2.6.6

REF #	COMPLIANCE		ACT STANDARDS	ACT STANDARDS REF#
5.	<b>Training Delivery and Assessment</b> Evidence of Participation SC Requirement 25 SC Requirement 26 SC Requirement 27	<b>2.7</b>	Training Delivery and Participation	2.7.1, 2.7.2, 2.7.3, 2.7.4
	Assessment SC Requirement 28	<b>2.9</b>	Assessment	2.9.1, 2.9.2, 2.9.3, 2.9.4, 2.9.5
6.	<b>Support and Monitoring</b> SC Requirement 29 SC Requirement 30 SC Requirement 31 SC Requirement 32 SC Requirement 33	<b>2.8</b>	Support and Monitoring	2.8.1, 2.8.2, 2.8.3
7.	<b>Completion and Issuing Certification</b> SC Requirement 34 SC Requirement 35 SC Requirement 36 SC Requirement 37	<b>2.10</b>	Completion	2.10.1, 2.10.2
		<b>2.11</b>	Issuance of Qualification Certificate and Statement of Attainment	2.11.1, 2.11.2, 2.11.3
8.	<b>Record keeping and Reporting</b> SC Requirement 38	<b>1.2</b>	Data collection and reporting	1.2.3, 1.2.4, 1.2.5
		<b>1.3</b>	Records management	1.3.1, 1.3.2, 1.3.3
9.	<b>Compliance</b>	<b>1.4</b>	Compliance	1.4.1, 1.4.2, 1.4.3, 1.4.4, 1.4.5

# PART A: THE ACT STANDARDS FRAMEWORK FOR SKILLED CAPITAL



## 1. PROMOTION AND PUBLICATIONS

### STANDARDS

#### SECTION 1: GENERAL STANDARDS

##### Standard 1.1. Promotion and publications

All information and services provided by the RTO 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 RTO.

- 1.1.1. The RTO must ensure all publicity relating to training initiatives, including publications, promotional and advertising materials, public announcements and activities or any products or processes developed, is ethical, accurate and consistent.
- 1.1.2. Publications and promotion of training initiatives must:
  - a) identify the RTO's legal entity and/or trading name and RTO National Code
  - b) include the indicative fees for each course/qualification it offers under the specific training initiative
  - c) include an acknowledgement of any government funding as required under the specific training initiative.
- 1.1.3. Where the RTO subcontracts any part of its training services to an RTO or other organisation that does not hold an agreement with the Territory, the RTO must apply for subcontracting arrangement approval and have a written agreement with the subcontracted party outlining the mandatory terms and conditions of the arrangement.
- 1.1.4. Where the RTO subcontracts any part of its student recruitment services to a recruitment agent or broker, the RTO must:
  - a) advise the Directorate in writing
  - b) have a written agreement with the subcontracted party that ensures recruitment information and activities meet the specifications for each training initiative
  - c) ensure the subcontracted party is restricted from collecting personal information for the purpose of enrolment, conducting the initial skills assessment and collecting student tuition fees.

## SKILLED CAPITAL (SC) REQUIREMENTS

### REQUIREMENTS

SC1.	The RTO 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.
SC2.	The RTO must not suggest that training provided under Skilled Capital is 'free of charge', discounted or subsidised by the RTO.
SC3.	The RTO must ensure its marketing material is up to date.
SC4.	Where the RTO subcontracts the delivery of units of competency to another RTO, including foundation skills units of competency, the student must be provided with information outlining the subcontracting arrangements prior to the finalisation of enrolment.
SC5.	<p>All related publicity must include an acknowledgement of Skilled Capital as an ACT Government initiative. Any publications, promotional and advertising material must include:</p> <p><i>'Skilled Capital is an ACT Government training initiative, funded by the ACT and Australian Governments.'</i></p> <p>Where the Skilled Capital logo is used in place of the acknowledgement, it must be in accordance with the ACT branding provisions. Refer to <i>Part C: Guidelines for Skilled Capital (Use of Identity)</i>.</p>

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 RTO.

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 referencing fee changes, including the effective date
- copies of publications, promotional material and advertising material that reference the criteria contained in ACT Standard 1.1.2
- copies of publications, promotional material and advertising material that references the delivery of a Skill Set
- copy of written subcontracting agreement containing the following mandatory terms and conditions:
  - the subcontracted RTO must have the relevant AQF qualification, Skill Set or VET course on their scope of registration;
  - each Eligible Individual who receives Training Services under a subcontract arrangement must be aware that they are enrolled with the RTO, not the third party;
  - the subcontractor to comply with the relevant liabilities and obligations of the RTO under the ACTFA;
  - must permit the RTO to immediately terminate the subcontract if the RTO's ACTFA is terminated;
  - all subcontractors have appropriate qualifications and are suitably experienced and capable of providing Training Services as required by the ACTFA
  - must ensure that the subcontractor has insurance cover no less than that required of the RTO under the ACTFA; and
  - must otherwise permit the RTO to comply with its obligations under the ACTFA.
- evidence of student acknowledgement of subcontracting arrangements for example, on training plan or other document.
- notifications and/or correspondence with the Directorate regarding subcontracting arrangements with a recruitment agent or broker
- copy of written subcontracting agreement with the recruitment agent or broker



# 2. ELIGIBILITY

## RTO ELIGIBILITY

### STANDARDS

### SECTION 2: SERVICE STANDARDS

#### Standard 2.1. RTO eligibility

The RTO must manage its scope of registration on the national register ([training.gov.au](http://training.gov.au) (TGA)), including but not limited to, the transition to replacement training packages/qualifications within 12 months of publication, to ensure it delivers qualifications from currently endorsed training packages.

- 2.1.1. The RTO must have current scope of registration for the nominated training delivery and assessment services it advertises.
- 2.1.2. The RTO must have a documented strategy to ensure active students are transitioned into new/replacement training package qualifications within a period of one year from the date the new/replacement training product was released on TGA. Where the transition period is extended by ASQA, the transition must occur within the approved extension timeframe.
- 2.1.3. The RTO must ensure new students are not enrolled into a superseded qualification once the transition period has lapsed.
- 2.1.4. The RTO must ensure students, employers (if applicable) and other stakeholders affected by changes to training packages, are advised how the change will impact them.
- 2.1.5. The RTO must have a documented strategy to manage its operations when ceasing to deliver qualifications in the ACT, including student enrolments affected.

## SKILLED CAPITAL (SC) REQUIREMENTS

### REQUIREMENTS

#### SC6.

Where students require accredited foundation skills training the RTO must:

- a) have scope of registration to deliver the approved foundation skills units of competency on the Skilled Capital Foundation Skills List **or**,
- b) have a documented subcontract arrangement for the delivery of foundation skills training with an RTO that has the approved foundation skills courses on scope and holds a current ACTFA. Refer to Part B: Administrative Arrangements (Foundation Skills).

SC7.	<p>When a new or replacement training package is published on TGA, the RTO must implement the new/replacement qualification for all new and existing enrolments within 12 months, or where applicable, the approved extension timeframe. The RTO must:</p> <ol style="list-style-type: none"> <li>map existing students to the new/replacement qualification if they will not complete training within the transition timeframe</li> <li>update the qualification on the student record. Refer to Part B: Administrative Arrangements (Skilled Capital Record Variations)</li> <li>complete a new training plan for the new/replacement qualification</li> <li>issue a statement of attainment for the units completed in the replaced qualification within 30 days of the transition.</li> </ol>
SC8.	<p>Where the RTO is ceasing to deliver one or more qualifications through Skilled Capital, the RTO must:</p> <ol style="list-style-type: none"> <li>advise the Directorate of the proposed wind-up arrangements and provide a status report to the Directorate for all affected students within 14 calendar days of the decision not to continue to deliver training</li> <li>issue a statement of attainment to all students within 30 days from when the RTO ceases training delivery.</li> </ol>

## EVIDENCE GUIDE FOR COMPLIANCE

### EVIDENCE

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

- printouts from training.gov.au (TGA), Australian Skills Quality Authority (ASQA) correspondence or change of scope applications
- a documented strategy for managing training package qualification transition arrangements
- records which verify management of replacement qualifications, including student enrolment
- correspondence with and/or information for students and trainers/assessors regarding transition and/or teach out arrangements such as mapping information, meeting notes
- documented strategy for managing qualification delivery cessation
- notifications and/or correspondence with the Directorate regarding wind up arrangements
- updated marketing materials
- revised and updated documents such as training plans confirming the student agreement to transfer to the new /replacement qualification
- updated delivery and assessment strategies
- subcontract agreement outlining the arrangements for the delivery of foundation skills training
- notifications and/or correspondence with the Directorate regarding changes to subcontracting arrangements
- records to support that statements of attainment have been issued such as a register or 'mail out' record
- student status reports.

# STUDENT ELIGIBILITY

## STANDARDS

### SECTION 2: SERVICE STANDARDS

#### Standard 2.2. Student eligibility

The RTO 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.

- 2.2.1. The RTO must have a documented process that ensures students are assessed against the specific eligibility criteria for each training initiative.
- 2.2.2. The RTO must ensure evidence to support the assessment of eligibility is collected prior to the finalisation of enrolment.

### SKILLED CAPITAL (SC) REQUIREMENTS

## REQUIREMENTS

SC9.	<p>As a minimum a student must, at the time of enrolment, be:</p> <ul style="list-style-type: none"><li>a) an Australian citizen, permanent resident, or New Zealand passport holder resident for more than six (6) months, <b>or</b></li><li>b) a person who holds a visa that is identified as being eligible, <b>and</b></li><li>c) living or working in the ACT, <b>and</b></li><li>d) at least 15 years of age, <b>and</b></li><li>e) not enrolled in or attending secondary school or college except where the student:<ul style="list-style-type: none"><li>i) is undertaking a course of study leading to completion of year 12 in an alternative program, <b>or</b></li><li>ii) has an Exemption Certificate and the selected Skilled Capital qualification is an approved ASBA pathway.</li></ul></li></ul> <p><a href="#">Refer to Table B.</a></p>
SC10.	<p>In addition to the above, to be eligible for a certificate II level Skilled Capital qualification the RTO must have evidence to demonstrate that a certificate II qualification is a justifiable learning pathway (in accordance with Standard 2.4.2 b).</p> <p><a href="#">Refer to Table B.</a></p>
SC11.	<p>The RTO must not enrol a student in a qualification (or its replacement) the student has already completed within the last 7 years, except where the replacement qualification has combined two or more superseded qualifications.</p>
SC12.	<p>The RTO must not enrol a student in a Skilled Capital qualification if the student is already enrolled in the same or equivalent qualification 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 qualification.</p>
SC13.	<p>The RTO must ensure students are only enrolled in one Skilled Capital qualification at a time.</p>

SC14.	Where a loading has been applied to the student enrolment the RTO must retain evidence of student eligibility for the loading. <a href="#">Refer to Table C.</a>
SC15.	The RTO must ensure the student satisfies the eligibility criteria for the Skill Set prior to creating the Skilled Capital student record. The Skill Set eligibility criteria are listed on the <a href="#">Skilled Capital Skill Set List</a> .

## EVIDENCE GUIDE FOR COMPLIANCE

### EVIDENCE

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

- a documented process and procedure for determining student eligibility
- records to support implementation of the student eligibility assessment process and procedure, such as a signed and dated eligibility checklist
- a documented process and procedure for determining student eligibility for a Skill Set
- 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.
- correspondence with the Directorate regarding Skilled Capital eligibility

**TABLE B: STUDENT ELIGIBILITY REQUIREMENTS**

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

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

Evidence to justify certificate II eligibility

Evidence must include, but is not limited to, one or more of the following:

Outcome of LLN Assessment- A signed and dated LLN assessment that documents the Australian Core Skills Framework (ACSF) level of the student and the assessor's determination of whether the level of the qualification is appropriate.

Changed circumstance- A Statutory Declaration or signed statement for example, from an employment services provider or health practitioner.

Qualification structure – Information in the relevant training package or companion volume that indicates a certificate II qualification is the preferred commencement level.

**TABLE C: LOADING ELIGIBILITY REQUIREMENTS**

The evidence guide below indicates the information required by the RTO 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 RTO.
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 RTO.
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 RTO.  For third party referrals, the RTO must seek approval from the Directorate in writing prior to finalisation of enrolment.
Long Term Unemployed	Signed and dated <a href="#">Skilled Capital Job Seeker Referral form</a> or letter from an employment services provider confirming client has been in receipt of services from an employment services provider/s for at least the last 52 weeks.

# 3. ENROLMENT

## GENERAL ENROLMENT OBLIGATIONS

### STANDARDS

#### SECTION 1: GENERAL STANDARDS

##### Standard 1.2. Data collection and reporting

The RTO must meet national and ACT reporting and recordkeeping obligations.

- 1.2.1 The RTO 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 RTO must ensure there is a valid enrolment for each student. A valid enrolment is a complete, signed and dated AVETMISS compliant enrolment form.

### STANDARDS

#### SECTION 2: SERVICE STANDARDS

##### Standard 2.3. Fees and charges

The RTO 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.

- 2.3.1. The RTO must publish all fees and charges.
- 2.3.2. The RTO must detail its fees and charges including, but not limited to:
  - a) compulsory fees
  - b) additional charges or co-contributions
  - c) application process for exemptions and concessions
  - d) methods of collection
  - e) refund information.
- 2.3.3. The RTO must ensure students, and where applicable the employer, are provided with information relating to fees and charges prior to enrolment.
- 2.3.4. The RTO must ensure students are provided with information regarding eligibility for the completion payment prior to enrolment.
- 2.3.5. The RTO must charge students at least the minimum tuition fee in accordance with the specific training initiative.
- 2.3.6. The RTO must collect, record and retain all evidence relating to fee transactions. Where a fee concession, waiver, exemption or refund is granted, the RTO must retain all supporting evidence relating to the decision for each student.
- 2.3.7. The RTO must have a formal process in place to support the assessment of student eligibility for waiving any remaining fees and charges, after concessions have been applied.
- 2.3.8. The RTO must only permit a fee concession or exemption for a student where evidence supporting the eligibility for concession or exemption is obtained from the student prior to the finalisation of enrolment process.

## SKILLED CAPITAL (SC) REQUIREMENTS

### REQUIREMENTS

SC16.	The RTO 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).
SC17.	The RTO must charge the published tuition fee, except where the student is eligible for a fee concession in accordance with the conditions referred to in Part B: Administrative Arrangements (Fees and Charges; Fee Concessions).
SC18.	The RTO must not charge additional fees for the delivery of foundation skills training or other additional support services. Refer to Part B: Administrative Arrangements (Additional Support Funding).

## EVIDENCE GUIDE FOR COMPLIANCE

### EVIDENCE

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

- enrolment policy and procedure
- completed, signed and dated AVETMISS compliant enrolment form for each student
- fees and charges policy and procedure, including a provision for offering fee concessions and fee waivers
- published materials relating to fees and charges, concessions and refunds
- records of fee payments such as tax invoices, receipts, computerised accounting system
- concession eligibility documents- Australian Government Health Care Card; Australian Government Low Income Health Care Card, Australian Government Pensioner Concession Card
- records to support the application of a fee waiver
- document management and records retention procedure
- induction documentation which may include checklists, student and/or employer handbook, contact records
- records of correspondence with the Directorate.



## SECTION 2: SERVICE STANDARDS

### Standard 2.4. Initial skills assessment

For each eligible student, the RTO must conduct an initial skills assessment comprising of an assessment of Language, Literacy and Numeracy (LLN) skills to ascertain the proposed qualification, learning program, strategies and materials are appropriate for the student.

The RTO 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.

- 2.4.1. The RTO must conduct and document an initial skills assessment for each student prior to the commencement of training.
- 2.4.2. The initial skills assessment for each student must:
  - a) offer RPL, explain credit transfer obligations and identify any relevant competencies previously achieved
  - b) ascertain the most suitable qualification for the student, based on the student's existing educational attainment and capabilities
  - c) assess LLN skills to determine whether the level of the qualification and proposed learning strategies and materials are appropriate
  - d) assess the need for additional support
  - e) identify any actions or strategies to be implemented to address identified needs for the student, including any adjustments required to the learning program, delivery strategy or materials.
- 2.4.3. The RTO must have a documented process for conducting the LLN assessment, including determining and documenting the Australian Core Skills Framework (ACSF) level (1 – 5) of the student.
- 2.4.4. The RTO 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.

## SECTION 2: SERVICE STANDARDS

### Standard 2.5. Recognition

The RTO 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.

- 2.5.1. The RTO must apply a systematic and organisation-wide approach for offering and assessing RPL and credit transfer, including a documented policy and procedure to support and govern its application.
- 2.5.2. The RTO must ensure credit transfer and RPL is applied where applicable.
- 2.5.3. When assessing an application for credit transfer and RPL the RTO must:
  - a) follow its documented processes
  - b) accurately record and report credit transfer and RPL outcomes.
- 2.5.4. Where the credit transfer and/or RPL process results in the student already holding 80% or more of the required competencies, the RTO must, in consultation with the student and where applicable, the employer, reassess the suitability of the qualification level and:
  - a) select a higher level or different qualification, or
  - b) document the decision to continue with the enrolled qualification. Evidence of the discussion and decision must be retained.
- 2.5.5. The RTO must retain evidence to support all credit transfer and RPL awarded.

## SKILLED CAPITAL (SC) REQUIREMENTS

### REQUIREMENTS

#### SC19.

The RTO must have a documented strategy for providing contextualised 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 qualification/s
- support strategies for the student.

#### SC20.

Where the RTO wishes to seek payment for provision of additional support, the RTO must:

- a) make an application for additional support funding
  - b) ensure the proposed additional support will meet the identified needs of the student.
- Refer to Part B: Administrative Arrangements (Additional Support Funding).

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

- a policy and procedure for conducting and documenting an initial skills assessment
- a documented policy and procedure for assessing and applying RPL and credit transfer and ensuring enrolment in the appropriate qualification level
- documented strategy for providing contextualised foundation skills support including identification of the ACSF level required for the qualification/s and student support strategies
- signed and dated record that RPL/credit transfer has been offered and LLN and additional support needs have been assessed in line with documented policy and procedure
- enrolment or other form/s containing additional information related to RPL/credit transfer and additional support needs
- RPL kit and evidence guide
- student RPL evidence such as certification, references from past employers, testimonials from clients, work samples, resume/CV, third party reports
- records of completed RPL assessment items and accurate records and reporting (documents used in the RPL assessment process)
- documents used to establish credit transfer e.g. copies of qualifications and statements of attainment, academic transcripts/records
- training plan records indicating RPL and credit transfer units
- signed and dated LLN assessment, identifying the foundation skill requirements and the ACSF level of the student and where required, the resources required to support foundation skills development including recommendation to access a LLN specialist where required
- documented record to support the suitability of the qualification
- signed and dated additional support assessment
- application for additional support funding indicating actions or strategies to address identified needs
- records of additional support provided, including the application of learning support strategies and/or use of LLN specialist where required
- training plan records indicating offer and explanation of RPL and credit transfer

# 4. NEGOTIATING AND DEVELOPING THE TRAINING PLAN

## STANDARDS

### SECTION 2: SERVICE STANDARDS

#### Standard 2.6. 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 RTO and agreed with the student and, where required by the specific training initiative, the employer.

- 2.6.1. The RTO must have a documented process to ensure a training plan is completed and maintained for each student.
- 2.6.2. The RTO must ensure the training plan used is consistent with the specifications for each training initiative.
- 2.6.3. The training plan must be:
  - a) consistent with the qualification or competencies to be attained
  - b) consistent with the proposed delivery and assessment strategies
  - c) customised as required, for the needs of the employer, where applicable, and the student or student group, including the needs identified in the initial skills assessment
  - d) signed and dated by all relevant parties.
- 2.6.4. The RTO must ensure a fully executed copy of the training plan is provided to the student and where applicable, the employer within 14 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 RTO for each student.
- 2.6.5. The RTO must review the training plan and update where necessary, to take into account student progress and any changes, within the timeframes specified under the specific training initiative.
- 2.6.6. The RTO must update the training plan with any mutually agreed changes to training and assessment details. Changes must be made within the timeframes specified under the specific training initiative and be endorsed by all required parties.

### SKILLED CAPITAL (SC) REQUIREMENTS

## REQUIREMENTS

- |       | REQUIREMENTS                                                                                                                                                                                                                                                                                                                              |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SC21. | The training plan must be developed and signed within eight weeks of creation of the student record. Refer to Part B: Administrative Arrangements (Commencement Arrangements).                                                                                                                                                            |
| SC22. | The training plan must include all elements of the <a href="#">Skilled Capital training plan template</a> . 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.<br><br><a href="#">Refer to Table D.</a> |

SC23.	Where the RTO is delivering foundation skills unit/s of competency in addition to the enrolled qualification, the RTO must identify on the training plan whether the units will be delivered prior to commencement of the qualification or integrated within the qualification delivery.
SC24.	The RTO must complete a new training plan within 30 days of the student changing from a superseded/deleted qualification to a new/replacement qualification.

## EVIDENCE GUIDE FOR COMPLIANCE

### EVIDENCE

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
- dated records to support the provision of the training plan to the student, for example checklists, email correspondence
- correspondence with the Directorate.

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

- units of competency
- training methodology
- assessment methods.

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.

TABLE D: TRAINING PLAN REQUIREMENTS

<b>Student details</b>	<ul style="list-style-type: none"> <li>• first and last name</li> <li>• date of birth</li> </ul>										
<b>Qualification details</b>	<ul style="list-style-type: none"> <li>• qualification name/Skill Set title</li> <li>• qualification national code/Skill Set code</li> <li>• commencement date</li> </ul>										
<b>RTO details</b>	<ul style="list-style-type: none"> <li>• RTO name and RTO national code</li> <li>• RTO contact name and contact details (email, phone)</li> </ul>										
<b>Foundation skills</b>	<ul style="list-style-type: none"> <li>• unit code</li> <li>• unit title</li> <li>• delivery information</li> <li>• assessment method</li> </ul>										
<b>Unit of competency details</b>	<ul style="list-style-type: none"> <li>• unit code</li> <li>• unit title</li> <li>• identification of core and electives (as per qualification packaging rules except for Skill Sets)</li> <li>• identification of skills recognition i.e. credit transfer (units already held) and/or RPL applied for or granted per unit of competency</li> <li>• training mode</li> <li>• assessment method</li> </ul>										
<b>Training mode</b>	<p>For each of competency:</p> <ul style="list-style-type: none"> <li>• identification of the training mode (can be more than one (1)). For 'other' record key and description</li> </ul> <table border="1"> <thead> <tr> <th>Key</th><th>Description</th></tr> </thead> <tbody> <tr> <td>10</td><td>Classroom based</td></tr> <tr> <td>20</td><td>Electronic based</td></tr> <tr> <td>30</td><td>Employment based</td></tr> <tr> <td>40</td><td>Other delivery (specify)</td></tr> </tbody> </table>	Key	Description	10	Classroom based	20	Electronic based	30	Employment based	40	Other delivery (specify)
Key	Description										
10	Classroom based										
20	Electronic based										
30	Employment based										
40	Other delivery (specify)										

## Assessment method

For each unit of competency:

- identification of the assessment method to be used (can be more than one (1)). For 'other' record key and description

Key	Description
SR	Supervisor Report
QA	Verbal question and answer
O	Task observation by assessor
W	Written task
D	Demonstration by student
	Other delivery

## Agreement declaration

Must include the following declaration:

We, the undersigned have participated in the negotiation and development of the Training Plan. We understand and are satisfied:

- with the attached training plan arrangements to support and deliver the required training, including the proposed training mode/s and assessment method/s
- that an initial skills assessment of the student has been conducted and documented, including:
  - an individual assessment of foundation skills level, additional support needs and the appropriateness of the qualification level;
  - an explanation of credit transfer obligations and offer of recognition of prior learning (RPL)
- where foundation skills training and/or support is being delivered, the student is aware of the arrangements for delivery
- where a work experience placement is offered as part of the training, the student is aware of the intended arrangements for the placement
- where a Skill Set is being delivered, the student is aware they will not be awarded a full qualification
  - student signature and date
  - RTO name (Authorised Representative), signature and date.

# 5. TRAINING DELIVERY AND ASSESSMENT

## EVIDENCE OF PARTICIPATION

### STANDARDS

### SECTION 2: SERVICE STANDARDS

#### Standard 2.7. 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.

- 2.7.1. The RTO must deliver training that is:
  - a) customised to meet student, industry and, where relevant, employer needs
  - b) in accordance with the training commencement date and training modes identified on the training plan. Where changes are required, the changes should be reflected on a compliant revised training plan
  - c) in line with the delivery strategy for the qualification.
- 2.7.2. 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.
- 2.7.3. The evidence collected by the RTO must validate that participation has occurred in the unit of competency for each student.
- 2.7.4. Evidence required must meet the following criteria:
  - a) one point of evidence of participation per unit of competency if the elapsed time for delivery of the unit of competency is one (1) month or less;
  - b) two points of evidence of participation per unit of competency if the elapsed time for delivery of the unit of competency is greater than one (1) month.

## SKILLED CAPITAL (SC) REQUIREMENTS

### REQUIREMENTS

SC25.	The RTO must have a documented policy for providing students with information on training and assessment for each unit. Evidence of the provision of information to each student must be retained.
SC26.	The RTO 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.
SC27.	The RTO must commence training within 12 weeks of creation of the student record unless approval for an extension has been obtained from the Directorate prior to the 12 week expiry. Refer to Part B: Administrative Arrangements (Commencement Arrangements).



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

- records of participation (refer to Table E below)
- training plans
- training materials/resources supplied to student including structured learning guides or navigation tools
- documented policy to support the provision of training and assessment information to students
- 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 RTO 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 E: EVIDENCE OF PARTICIPATION (AS DEFINED BY NCVER)

<p><b>Work submitted by the student</b></p>	<p>Evidence relating to engagement by the participation in the unit of competency or module.</p> <p>In cases where this information cannot be recorded on the work itself, separate evidence must accompany the work to allow it to be linked to the student, the unit of competency/ module and date completed for example:</p> <ul style="list-style-type: none"> <li>• identification of a student by ID</li> <li>• delivery schedule or equivalent, detailing how the piece of work covers the module or unit of competency in question, including due dates and milestones.</li> </ul>
---------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**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 unit of competency or module enrolment provided there is a session plan or otherwise outlining the unit/s of competency and components covered in the class.

This type of evidence will be sufficient provided it can be shown that the actual unit of competency or module was delivered at the point at which the student 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 clustered delivery:**

- where, for the purposes of delivery or assessment, units of competency or modules are clustered together the evidence provided must satisfy participation at the unit of competency and module level requested
- where the modules are delivered consecutively (or lock-step), a notation on a roll or student management sheet that indicates which training was actually delivered in a session at the unit of competency or module level will be sufficient

For other types of clustered delivery, a delivery schedule or equivalent must be provided that shows the planned training, at the unit of competency or module level; on the date/s the student was in attendance.

**Assessment documentation**

(primary documentation that provides evidence of assessment)

Primary documentation is considered to be either a secure paper-based or electronic record that indicates an actual result consistent with assessment for:

- a pass or RPL outcome
- a non-zero mark or grade for a component of the unit of competency or module
- the final result
- an assessment record that supports the individual's activity in the unit of competency or module.

For all other outcomes additional evidence of participation will be required.

For RPL outcomes only the primary assessment tool used for any RPL assessments will be accepted.

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.

<b>Computer login</b>	<p>Login records demonstrating online engagement with the learning activity required for the unit of competency or module.</p> <p>Where a student has a secure login to specific learning activity (for the unit of competency or module) in which they are enrolled, the login record demonstrating online engagement with the learning activity will constitute evidence of engagement.</p>
<b>Instructor notes</b>	<p>Personal interviews, telephone, email, or other communication modes on the engagement of a student in a learning activity of the unit of competency or module. This may include RPL.</p> <p>The information and evidence must be dated and include information on the contact with the student and support engagement in a learning activity.</p>
<b>Record of staff/ student engagement</b>	<p>In flexible and distance modes of learning, records of staff/ student engagement with learning activity at a unit of competency or module level that indicates the student has commenced working on the learning materials received.</p>
<b>Staff statement</b>	<p>In the event of extreme circumstances preventing the provision of any of the primary documentation as detailed above (e.g. fire, flood or other equivalent circumstances), staff directly associated with the training delivery who are authorised by the RTO, may be prepared to attest participation of the individual in the unit of competency or module enrolment in question. In all such cases, the staff member is required to submit and sign a statement affirming their evidence.</p> <p>To result in a verifiable enrolment an auditor would be required to record two elements, certified by an appropriate staff member:</p> <ul style="list-style-type: none"> <li>• a full explanation of the reasons why primary recording documentation is not available; and</li> <li>• a signed and dated statement containing a full explanation of the evidence being provided and affirmed.</li> </ul> <p>The auditor will determine if the evidence provided is sufficient to substantiate the claim that the student participated and thereby verify the enrolment. It should be noted that a signed document merely stating that participation within the enrolment has occurred would not be deemed acceptable proof of evidence.</p>

# ASSESSMENT

## STANDARDS

### SECTION 2: SERVICE STANDARDS

#### Standard 2.9. Assessment

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

- 2.9.1. The RTO 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 a compliant revised training plan.
- 2.9.2. The RTO must develop and retain master copies of all assessment tools for each unit of competency or cluster of units, including mapping of assessment tasks to each unit of competency.
- 2.9.3 The RTO must ensure the assessment tools are used for each student.
- 2.9.4 The RTO must retain evidence (in accordance with Standard 1.3.3) of completed assessment items for each student for each unit of competency or cluster of units.
- 2.9.5 The RTO must, at any time, be able to produce an up to date summary assessment record for each student, identifying progress against each unit of competency on the training plan.

### SKILLED CAPITAL (SC) REQUIREMENTS

## REQUIREMENTS

- |       |                                                                                                                                                                             |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SC28. | The RTO must complete assessment of the final unit of competency prior to the due to complete date. Refer to Part B: Administrative Arrangements (Completion Arrangements). |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

- training plan
- assessment tools to support assessment methods stated in the training plan
- assessment strategies
- master copies of assessment tools
- mapping of assessment tasks to units of competency
- 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)
- RPL evidence may include RPL kit and evidence guide
- Student RPL evidence such as certification, references from past employers, testimonials from clients, work samples. Resume/CV, observation assessment, written assessment, third party reports

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 or cluster of units, the evidence must be validated by an assessor of the RTO. The validation must be signed and dated and include comments by the assessor to support the judgement of competency.

# 6. PROVIDING SUPPORT AND MONITORING

## STANDARDS

### SECTION 2: SERVICE STANDARDS

#### Standard 2.8. Support and monitoring

The RTO 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 RTO must monitor the progress of the student consistent with the specifications for each training initiative.
- 2.8.2. The RTO must retain dated records of contacts, matters discussed, actions taken and outcomes achieved.
- 2.8.3. The RTO must provide any required additional support as identified in the initial skills assessment or through the monitoring of student progress and retain evidence of its provision.

### SKILLED CAPITAL (SC) REQUIREMENTS

## REQUIREMENTS

- |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SC29. | Where Additional Support Funding has been paid to the RTO, the RTO must be able to verify that the additional support has been provided in accordance with the application. Refer to Part B: Administrative Arrangements (Additional Support Funding).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| SC30. | Where the RTO has received a loading for long term unemployed or youth at risk, the RTO 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. Refer to Part B: Administrative Arrangements (Loadings).<br><a href="#">Refer to Table F.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| SC31. | Where the RTO has received a loading for students who: <ul style="list-style-type: none"><li>• identify as having a disability, and/or</li><li>• identify as being Aboriginal or Torres Strait Islander origin, and/or</li><li>• are identified as being youth at risk, and/or</li><li>• are long term unemployed</li></ul> and the student engages in a work experience placement, the RTO must: <ul style="list-style-type: none"><li>a) use the Work Experience Placement Agreement template to record the details of the work experience placement prior to commencement of the placement</li><li>b) ensure the Work Experience Placement Agreement is completed by all parties</li><li>c) meet the responsibilities specified in the Work Experience Placement Agreement and Work Experience Placement Guidelines.</li></ul> |

SC32.	The RTO must not use the loading to fulfill the mandatory work placement specified in a training package qualification. The work experience placement for which the loading applies must be in addition to the training package requirement. Refer to Part B: Administrative Arrangements (Loadings).
SC33.	The RTO must advise the Directorate in writing within 14 days of any issues relating to training that may impact on a successful outcome.

## EVIDENCE GUIDE FOR COMPLIANCE

### EVIDENCE

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 RTO provided additional support services to the student
- signed statement/s from relevant support staff engaged to provide additional support
- receipts and/or invoices for additional support services used
- additional support reports.

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

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

Invalid evidence of WEP/WAS expenditure include, but are not limited to:

- accommodation receipts and expenditure for RTO staff
- travel receipts and expenditure for RTO staff
- work experience placement within the registered training organisation.

TABLE F: EVIDENCE OF PARTICIPATION IN WRAP AROUND SERVICES/WORK EXPERIENCE PLACEMENT ACTIVITY

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

Notes:

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



# 7. COMPLETION AND ISSUING CERTIFICATION

## STANDARDS

### SECTION 2: SERVICE STANDARDS

#### Standard 2.10. Completion

Student completion must be conducted in accordance with the requirements of the training initiative.

- 2.10.1. The RTO must report completion of training for each student via the method specified in the training initiative.
- 2.10.2. The RTO must report completion of training for each student within the timelines required under the training initiative.

## STANDARDS

### SECTION 2: SERVICE STANDARDS

#### Standard 2.11. Issuance of qualification certificate and statement of attainment

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

- 2.11.1. The RTO must have a documented process that ensures the issuance of an AQF compliant qualification certificate or statement of attainment to students who have been assessed as competent, in accordance with the requirements of the training package.
- 2.11.2. The qualification certificate or statement of attainment issued must include all elements required under the specific training initiative.
- 2.11.3. The RTO must retain evidence of qualifications and statements of attainment issued to each student.

## SKILLED CAPITAL (SC) REQUIREMENTS

## REQUIREMENTS

- |       |                                                                                                                                                                                                                                                                                                                                     |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SC34. | The RTO must report student completion within 30 days of the date deemed competent and no later than the student's due to complete date. Refer to Part B: Administrative Arrangements (Completion Arrangements).                                                                                                                    |
| SC35. | Where a student withdraws from training prior to completion of the qualification, the student record must be cancelled within 30 days of the decision. Where initiated by the RTO, evidence of student cancellation must be retained on the student file. Refer to Part B: Administrative Arrangements (Cancellation Arrangements). |

SC36.	Where a student has completed the qualification but has not paid the required fee/s, or has other outstanding obligations to the RTO, the completion status and qualification issuance must be reported within 30 days of the date deemed competent and no later than the due to complete date even if certification is withheld from the student. Refer to Part B: Administrative Arrangements (Completion Arrangements).
SC37.	The RTO must issue an AQF compliant qualification or statement of attainment within 30 days of the student completing or withdrawing from training, provided they meet the RTOs requirements.

## EVIDENCE GUIDE FOR COMPLIANCE

### EVIDENCE

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

- documented process for issuing compliant qualifications and statements of attainment
- AQF and training initiative compliant qualifications and/or statements of attainment issued and the list of units of competency attained
- records to support completion of training
- records to support that qualification certificates and/or statements of attainment have been issued such as a register or 'mail out' record
- records to support reasons for any non-provision of qualifications and/or statements of attainment to the student e.g. outstanding issues
- records to support the student's withdrawal from training, including notification to the Directorate.

# 8. RECORD KEEPING AND REPORTING

## STANDARDS

### SECTION 1: GENERAL STANDARDS

#### Standard 1.2. Data collection and reporting

The RTO must meet national and ACT reporting and record keeping obligations.

- 1.2.3 The RTO must manage student enrolments and record student results using an AVETMISS compliant student management system.
- 1.2.4 The RTO must ensure that the student management system contains full, correct and current information against mandatory AVETMISS fields as per the ACT AVETMISS requirements.
- 1.2.5 The RTO must report all training activity as specified in the ACT AVETMISS requirements and as required under the specific training initiative. Where certification is withheld from the student due to non-payment of fees or any other outstanding obligations to the RTO, training activity must still be reported.

## STANDARDS

### SECTION 1: GENERAL STANDARDS

#### Standard 1.3. Records management

The RTO must have systems in place to ensure records are systematically managed and maintained. This includes ensuring records are complete, accurate and current.

- 1.3.1 The RTO must establish a file record for each enrolled student. This may be paper based or electronic.
- 1.3.2 The RTO must comply with all relevant legislative requirements relating to records management, including the Territory Records Act 2002 and record retention requirements in line with the *Standards for Registered Training Organisations (RTOs) 2015*.
- 1.3.3 The RTO must retain and make available to the Directorate, all records relating to these Standards and the delivery of training and assessment services, for each student, for a period of seven years after completion of, or withdrawal from, training.

## SKILLED CAPITAL (SC) REQUIREMENTS

## REQUIREMENTS

- |       |                                                                                                                                                                    |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SC38. | The RTO must report commencement of training within eight weeks of student commencement. Refer to Part B: Administrative Arrangements (Commencement Arrangements). |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

- publications, promotional and advertising materials
- student records which verify the management of qualifications that have been replaced
- records to support RTO and student eligibility
- completed, signed and dated AVETMISS compliant enrolment forms for each student
- records of fees charged to the student and received by the RTO or concession and subsequent waiver, where applied
- a signed and dated initial skills assessment consisting of RPL/credit transfer, LLN and additional support assessment
- RPL offered and if awarded accurate records and reporting, including documents used in the RPL assessment process
- credit transfer recorded and reported, including documents used to establish credit transfer
- compliant signed and dated training plan for each student, including any revised training plans
- 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
- records of participation for each unit of competency for each student
- completed assessment items for each unit of competency including evidence of practical and knowledge assessment
- signed and dated work experience placement agreement
- dated records of contacts and/or visits relating to student work experience placement
- receipts, invoices of wrap around service activities e.g. bus ticket, receipt for food expenses etc
- signed and dated subcontract agreement outlining agreed wrap around services
- dated records of participation in wrap around services activities (per activity).
- qualification progress report
- summary assessment records
- summary record showing unit of competency commencement and completion dates
- dated records of contacts, matters discussed, actions taken and outcomes achieved
- dated records of the provision of additional support, matters discussed, actions taken and outcomes achieved
- qualifications and/or statements of attainment issued compliant with the AQF
- complete, accurate and up to date records within an AVETMISS compliant student management system
- student file record (electronic or hard copy)
- a records management policy and procedure that includes ACT record retention requirements
- correspondence with the Directorate, including forms, contact records, emails, etc.

# 9. COMPLIANCE

## STANDARDS

### SECTION 1: GENERAL STANDARDS

#### Standard 1.4. Compliance

The RTO must participate in audit activities notified by the Directorate. The RTO response to the audit must be timely, complete and co-operative.

- 1.4.1. The RTO must conduct an annual internal review of its compliance with the ACTFA.
- 1.4.2. The RTO must use the RTO Internal Review Tool template provided by the Directorate to complete the annual internal review.
- 1.4.3. The RTO must submit the completed RTO Internal Review Tool and any required evidence on request from the Directorate within the required timeframe.
- 1.4.4. The RTO must provide access to relevant files and student records on request and for conduct of an on-site or desktop audit.
- 1.4.5. The RTO must submit further evidence to address non-compliant audit findings to the Directorate, if requested, within the required timeframe.

### SKILLED CAPITAL (SC) REQUIREMENTS

#### REQUIREMENTS

No Skilled Capital specific requirements apply to this section.

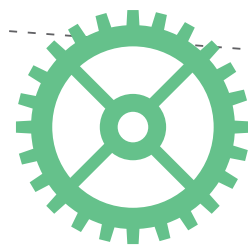
### EVIDENCE GUIDE FOR COMPLIANCE

#### EVIDENCE

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

- RTO Internal Review Tool and supporting evidence
- continuous improvement register and records that show improvements against internal review outcomes
- student file records and other relevant audit evidence.

# PART B: ADMINISTRATIVE ARRANGEMENTS FOR SKILLED CAPITAL



## SKILLED CAPITAL QUALIFICATIONS AND RTOS

### General Direction

All RTOs with an ACT Funding Agreement are approved to deliver training under Skilled Capital.

The ACT Qualifications Register will display, for Skilled Capital qualifications:

- a) a full list of approved RTOs (by qualification)
- b) qualification caps
- c) remaining training places available (by qualification)
- d) the Qualification Subsidy Amount (QSA)
- e) concession amounts
- f) minimum tuition fees
- g) RTO tuition fee/s per deliver mode.

### Skilled Capital Qualifications

Skilled Capital qualifications are a subset of qualifications from the [ACT Skills Needs List](#) and include a selection of certificate II qualifications.

Skills Canberra will determine the Skill Sets that will be allocated a subsidy. The list of approved Skill Sets will be identified on the ACT Qualifications Register under the Skill Set code and title.

Skilled Capital qualifications may be added or removed at any time to ensure the initiative remains aligned with changing ACT skills needs. When changes are made they will only apply to new enrolments.

### Skilled Capital Qualification Caps

The number of places available in each qualification will be determined at the beginning of each Skilled Capital release. Each enrolment reduces the number of places in that qualification by one. Qualification caps may be adjusted in response to take up and changes to the ACT Skills Needs List.

Qualification caps will not be automatically increased where a student withdraws from training or does not successfully complete their qualification. While the caps ensure that the available budget is used maximising the training outcomes of ACT residents, training places beyond the caps may be considered for priority groups in the ACT for Certificate II level qualifications *only*.

## Allocation of Additional Skilled Capital Places for Priority Groups

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

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

Priority groups include students who identify as:

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

## Procedure

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

If approved, the additional release of places will be kept exclusively for the applicant RTO, i.e. they are non-contestable. This is contingent on the RTO having students 'ready-to-enrol'. The RTO 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 RTO.

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

# QUALIFICATION NOMINATIONS

## General Direction

RTOs seeking to deliver Skilled Capital qualifications are required to nominate the qualifications they will offer using the RTO portal.

## Procedure

Qualifications nominated by the RTO must be on the RTO's scope of registration.

The RTO must provide the following information for each nominated qualification:

- a) RTO contact
- b) RTO address
- c) Delivery mode/s
- d) 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](#).

RTOs may edit their qualification nominations, including delivery modes and tuition fee amounts, through the RTO portal.

# NUMBER OF QUALIFICATIONS FUNDED PER STUDENT

## General Direction

Students are only funded for one Skilled Capital qualification at a time and will not be funded for a qualification (or its replacement) they have already completed within the last seven years. Where the replacement qualification combines two or more superseded qualifications, Skilled Capital funding may apply (refer to SC11).

A student may be enrolled in a subsequent Skilled Capital qualification following the completion or cancellation from a previous Skilled Capital qualification, subject to student eligibility and available places.

Students may have concurrent enrolments in a Skilled Capital qualification and another government funded training initiative, however cannot be enrolled in the same or equivalent qualification under another government funded initiative with the same or a different RTO except where the student is undertaking a different specialisation in the same or equivalent qualification (refer to SC12).



# UNIQUE STUDENT IDENTIFIER

## General Direction

All students undertaking nationally recognised training need to have a Unique Student Identifier (USI) unless the RTO 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 RTO to be eligible to receive payments.

RTOs must notify the Directorate by email to [skills@act.gov.au](mailto:skills@act.gov.au) of any USI exemptions at the RTO or student level.

For information on the ACT VET AVETMISS Data Standard refer to the [Skills Canberra website](#).

## Exemption

Where an exemption applies, RTOs 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

An RTO can enrol a student in a Skilled Capital qualification provided there are available places. The real time count of remaining places in a qualification will be displayed on the [ACT Qualifications Register](#) through the RTO portal.

Available qualification 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

Students are required to contribute to the cost of their training, except where the student is eligible for a concession and the RTO chooses to waive the remaining student fee.

## Tuition Fees

RTOs may determine the fee per delivery mode; however it must be equal to or higher than the published mandatory minimum tuition fee for each Skilled Capital qualification. The published tuition fee must account for all costs in relation to the delivery of the qualification. The mandatory minimum tuition fees range between \$100- \$500.

The Directorate will monitor RTO fees and where the RTO sets fees higher than the unpublished maximum, will intervene to prevent excessive fees being charged.

An RTO must not charge an additional fee for the delivery of foundation skills units of competency or apply any additional costs associated with training.

## Procedure

RTOs must publish the tuition fee amount payable for each Skilled Capital qualification, per delivery mode, on the ACT Qualifications Register. This information is entered by the RTO in the RTO portal.

The RTO must only charge the tuition fee published on the ACT Qualifications Register. Any changes to fees must not be applied until the changes are published on the ACT Qualifications Register.

## Non-payment of fees

In cases where agreed fees are not paid, the RTO will not be reimbursed by the Directorate.

# FEE CONCESSIONS

## General Direction

RTOs may offer a fee concession to eligible students in certain circumstances.

## Concession Categories

A student is eligible for a fee concession if, at the commencement of training they:

- hold a current Health Care Card or Pension Card, or
- can prove genuine hardship.

Where the student is under 18 years of age this rule will apply if the parent/ guardian holds one of the above cards.

## Concession Rules

If a student is eligible for a concession, the RTO will be reimbursed a balance of the tuition fee up to the published maximum concession available. The RTO may choose to waive the remaining tuition fee for students that are eligible for a fee concession.

The RTO will be reimbursed the lower of:

- 50% of the RTO's published student fee; or
- the published maximum concession available for each Skilled Capital qualification.

## Procedure

The concession payment reimbursement to the RTO is generated once the RTO enters the training plan signed date in the RTO portal.

# INCOME CONTINGENT LOANS (ICLs)

## General Direction

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

# FUNDING MODEL

## LOADINGS

## General Direction

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

### Category One

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

### Category Two

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

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

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

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

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## Procedure

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

### Wrap around services

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

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

### Work experience placement co-ordina

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

- youth at risk or,
- long term unemployed.

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

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

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

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

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

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## FOUNDATION SKILLS

### General Direction

For students who require such training, RTOs are encouraged to integrate accredited foundation skills into the qualification 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 RTO indicate that the student will require accredited foundation skills to undertake the qualification.

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 qualification) or integrated skills training (delivered as part of the eligible Skilled Capital qualification). The approved foundation skills units of competency and subsidy amounts can be found in the [Skilled Capital Foundation Skills List](#).

### 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 RTO must hold an ACT Funding Agreement (ACTFA) and be identified on each student record during the enrolment process. The subcontracted RTO is responsible for the submission of the AVETMISS files, however payment for foundation skills units of competency will be paid to the lead RTO. For further information refer to Payment Arrangements.

## ADDITIONAL SUPPORT FUNDING

### General Direction

Additional Support Funding is available for students where it is identified there will be additional cost associated with their training, which is not met by other loadings.

An RTO commencing additional support prior to approval is not guaranteed funding and commences the delivery of additional support at its own risk.

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## Eligibility Criteria for Additional Support Funding

Additional support funding is subject to approval by the Directorate. Funding is only available for additional needs that are not supported or met by other loadings, foundation skills training or other services that are otherwise available.

Examples of additional support funding may include:

- a) disability support
- b) learning support
- c) other support services where a loading does not apply or is insufficient to meet required costs.

---

## Additional Support Payment

A contribution of a maximum of \$1,000 (GST exclusive) is available for approved additional support, per student, per qualification.

Payment for 50% of the total approved funding will be generated on approval of the [Application for Additional Support Funding](#) and submission of an invoice. Payment for the remaining 50% of the total approved funding will be generated on submission of a compliant [Additional Support Funding Report](#) and invoice, on or before the due to complete date.

---

## Procedure

Applications for additional support funding must describe the type and duration/frequency of the support required, as well as the cost of the proposed arrangements. Where a loading already applies to the student, the application must include a justification of the reasons why the loading is insufficient to meet required costs. Applications will be assessed on an individual basis with approval advised in writing.

The RTO must apply in writing for Additional Support Funding using the Application for Additional Support Funding form. The application can be for an individual or a group of students accessing the same support. Applications for additional support funding must be submitted via email to [skills@act.gov.au](mailto:skills@act.gov.au).

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# COMMENCEMENT ARRANGEMENTS

## General Direction

All training under Skilled Capital must commence within 12 weeks of creation of the Skilled Capital student record, unless approval for an extension has been obtained from the Directorate prior to the 12 week expiry.

A student's earliest activity in a unit of competency, as submitted in the RTO's AVETMISS file, is used to determine the commencement date of training.

To report commencement of training, the RTO 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 RTO must:

- a) enter the training plan signed date in the RTO portal; and
- b) submit the AVETMISS file containing the student's earliest activity in a unit of competency.

# CANCELLATION ARRANGEMENTS

## General Direction

A student enrolment can be cancelled at any time by the student or RTO up to the due to complete date. The status of the student record must be updated within 30 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 RTO must lodge a variation via the AVETARS user portal and include the cancellation date and reason for cancellation. For further information refer to the [AVETARS user guide](#).

Once the due to complete date has passed, the enrolment status will be automatically changed to 'cancelled'.

# COMPLETION ARRANGEMENTS

## General direction

All training and assessment under Skilled Capital must be completed within two years and 12 weeks of the student record creation date.

A due to complete date is system generated and is derived by adding two years and 16 weeks to the student record creation date. The additional 4 weeks has been provided to allow the RTO to finalise the student record and claim payment.

If a student has not completed before the due to complete date, the student record will be cancelled. Student records that are cancelled do not attract the student completion payment.

Students who achieve a minimum of 50% of their units through structured training and successfully complete a Skilled Capital qualification will qualify for the student completion payment (refer to *Payment Arrangements*).

## Procedure

To complete the Skilled Capital enrolment the RTO must:

- a) enter the date deemed competent on the RTO portal;
- b) submit the NAT130 file indicating the student's completion and a NAT120 file containing at least one corresponding unit enrolment record for the student to ensure the completion is matched to the correct student record on AVETARS; and
- c) select the 'process payments' button (even if no payments are due).

The RTO's completion of the above steps will facilitate the enrolment status being changed to 'pending completion' and a survey being sent to the student. The status is updated to 'completed' once the student has submitted their survey response.

The RTO's completion of the above steps will facilitate the enrolment being changed to 'completed'. Skills Canberra will email a survey to students eligible for the completion payment.

The completion payment to the student (if eligible) will be paid once the student has submitted their survey response and has lodged and/or confirmed their bank account details via the AVETARS student portal.

Refer to *Payment Model, Completion Payment*.



# SKILLED CAPITAL RECORD VARIATIONS

## Types of Variations

There are seven variations available in AVETARS for Skilled Capital records:

1. Change of Name
2. Change Date of Birth
3. Change Qualification
4. Update Concession Status
5. Change Loadings
6. Change Subcontracted RTO
7. Cancel Contract

## General Direction

Skilled Capital student record variations are managed through the AVETARS user portals. For further information please refer to the AVETARS user guides.

### Change of Name

The student record must be updated if there is a change to the student name. A variation to change the student name can be lodged by the RTO 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 variation to change the date of birth can be lodged by the RTO or student. Evidence of the date of birth must be retained on the student file.

### Change Qualification

Where the qualification nominated on the Skilled Capital student record is replaced (superseded) and the RTO transitions the student to the replacement qualification, a variation to change qualification must be lodged by the RTO or the student. A variation to change qualification that is lodged by the student requires RTO approval prior to being approved and processed by the Directorate.

A variation to change the qualification to a qualification that is not the replacement will be rejected by the Directorate.

Refer to *Management of replacement Training Package qualifications*.

## General Direction (Continued)

### Update Concession Status

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

### Change Loadings

Where the student becomes eligible/ineligible for loadings after the creation of the student record, a variation to change loadings must be lodged by the RTO. 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 RTO 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 the subcontracted RTO must be lodged by the lead RTO. 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 RTO cancels the enrolment. For further information refer to Cancellation Arrangements.

## SKILLED CAPITAL PAYMENTS

## SKILLED CAPITAL PAYMENT ARRANGEMENTS

### General direction

Payments to RTOs 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 RTO is eligible to receive for that student, including any loadings, divided equally across the total number of units of competency required for the qualification.

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

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

### Procedure

Following each payment, a detailed payment report and Recipient Created Tax Invoice (RCTI) will be available to the RTO within 14 days of receipt from ACT Shared Services (the section of the ACT Government responsible for payment of invoices). RTOs are able to view details of payments and adjustments against individual student records on the RTO portal.

# PAYMENT MODEL

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## 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 qualification.

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

The RTO must submit all unit activity through its AVETMISS submissions. The RTO will not be eligible for payment for units of competency already achieved by a student. Unit payments will only be made if the unit was successfully completed on or before the cancellation or due to complete date. Payment claims must be received within eight weeks of the date deemed competent or cancellation date; or by the due to complete date, whichever comes first.

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

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

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

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

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.

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## Credit Transfer

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

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## Recognition of Prior Learning (RPL)

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

RPL unit payments will only be made if the unit was successfully completed on or before the cancellation or due to complete date and the 50% limit has not been reached. Payment claims must be received within eight weeks of the date deemed competent or cancellation date; or by the due to complete date, whichever comes first.

## Completion Payment

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

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

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

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

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

This completion payment eligibility criteria will apply to students that complete a qualification on or after 1 January 2019.

# MANAGEMENT OF REPLACEMENT TRAINING PACKAGE QUALIFICATIONS

## General Direction

Training packages are deemed to be publicly available from the date they are published on [training.gov.au](http://training.gov.au).

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

Where the qualification subsidy amount (QSA) differs between the superseded and replacement qualification, the higher subsidy amount will be applied to the student record.

## Procedure

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

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

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

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

# PART C: GUIDELINES FOR SKILLED CAPITAL

## USE OF IDENTITY

### General Direction

The Skilled Capital logo (the logo) is a distinguishable identifier for the Skilled Capital training initiative.

ACTFA RTOs which have nominated to deliver qualifications under Skilled Capital may use the logo in any information about the initiative including its website, any publications, course brochures or handbooks. The use of the logo is restricted to the qualifications being delivered by the RTO under Skilled Capital.

The RTO is not permitted to authorise a third party to use the logo.

The RTO is only authorised to use the logo with the name associated with its ACT Funding Agreement (trading name and/or legal name) and is not permitted to use the logo with any other business name.

### Specifications for using the Skilled Capital Logo

The logo can only be reproduced from an electronic copy provided by the Directorate. To receive the logo the RTO must submit a request to [skills@act.gov.au](mailto:skills@act.gov.au). Approved RTOs will be sent a file containing the approved formats for the logo. There are two versions of the logo (standard format and horizontal format) which may be used as required by the RTO, however the logo must be reproduced in its entirety and retain its original colour and proportions.

The logo comprises:

- the Skilled Capital graphic and title, and
- the words 'an ACT Government training initiative, funded by the ACT and Australian Governments'.

The RTO must not:

- modify, move or change the image template or any element of the logo
- reproduce the logo in mirror image
- rotate the logo
- modify the size of any of the logo elements. The complete logo may be varied in size but the proportion of the image and the words in relation to each other may not be varied



## Specifications for using the Skilled Capital Logo (continued)

### Positioning

- The logo must not be located in the top left corner of any website or publication
- The logo must be surrounded by a minimum amount of clear space on all sides. The files supplied on request include the amount of clear space required.
- The logo must not be applied over complex backgrounds or images

### Size

- The minimum recommended size that the logo should appear is defined by whether it is being used in print or online. The recommended minimum size for both the stacked and inline versions of the logo is shown below.



print: 52 mm  
web: 218 px

Stacked logo

print: 29.5mm  
web: 123 px



print: 84 mm  
web: 317 px

Inline logo

*An ACT Government  
training initiative, funded  
by the ACT and Australian  
Governments*

print: 24.5mm  
web: 109 px

### Colour reproduction

- The logo must only be reproduced in its prescribed mono format from the approved logo file
- The colours provided in the logo files are the only approved colours for production
- When the logo is reproduced on a dark background a reverse white version of the logo must be used.

### Exclusions

The Skilled Capital logo must not be used by any RTO for corporate use including corporate stationery such as business cards and letterhead; building or other corporate signage; marketing products such as mouse pads, pens, satchels, product packaging; or educational resources used to support teaching and learning.

The Skilled Capital logo must not be used on:

- Qualification Certificates
- Records of results
- Statements of attainment

# USE OF ELECTRONIC SIGNATURES

## General direction

An electronic signature is acceptable on auditable records relating to the delivery of training and assessment services provided:

- a) a method is used to identify the person and to indicate the person's approval of the contents; and
- b) the method used is reliable and appropriate for the purposes of the record; and
- c) 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.

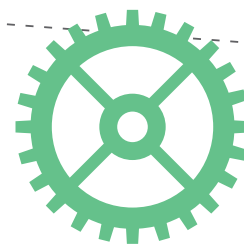
## Exclusions

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.



# APPENDIX: TERMS AND DEFINITIONS



The following terms and definitions apply to the ACT Standards and ACT Standards Compliance Guides.

TERMS	DEFINITION
Aboriginal and Torres Strait Islander	<p>Person who:</p> <ul style="list-style-type: none"> <li>a) is of Aboriginal or Torres Strait Islander descent</li> <li>b) identifies as being of Aboriginal or Torres Strait Islander origin and</li> <li>c) is accepted as such by the community with which the person associates.</li> </ul> <p>Note: This term is interchangeable with Indigenous Australian.</p>
ACT AVETMISS	See AVETMISS. The ACT mandates additional compliance obligations related to AVETMISS as outlined in the <a href="#">ACT Vocational Education and Training (VET) AVETMISS Data Standard</a> .
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 Funding Agreement (ACTFA)	Contractual arrangement between the ACT Government and RTOs for the delivery of ACT Government training initiatives. RTOs must hold an approved ACTFA prior to applying for, and throughout the delivery of, training and/or other services under training initiatives in the ACT.
ACT Government training initiative	Any training initiative which is funded by the ACT Government, whether in whole or in part. 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 qualifications available through ACT Government training initiatives, including approved 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 Training (known as ACT Standards)	Schedule to the ACTFA. Mandatory standards for RTO management and delivery of training in the ACT.

TERMS	DEFINITION
ACT Standards Compliance Guides	Schedules to the ACTFA which, for each training initiative: <ol style="list-style-type: none"> <li>provide direction to RTOs on how to interpret and comply with ACT Standards, and</li> <li>include additional mandatory requirements, and</li> <li>outline administrative arrangements.</li> </ol>
Additional Support	Individual support provided to a student to undertake and/or complete a training course or qualification under an ACT Government training initiative. This could include interpreter services, specialised LLN tuition, mentoring, counselling, and note-taking. RTOs may identify that a student requires additional support at the time of enrolment, during the initial skills assessment, or anytime during the delivery of training.
Alternative Program	A year 12 equivalent program outside of a mainstream/ traditional secondary school or college context. The approved alternative programs are delivered by CIT or CCCares.
Apprentice	Person contracted to an employer through an Australian Apprenticeships Training Contract who is undergoing training for a recognised trade occupation.
Apprenticeship Network Provider (ANP)	<p>Approved by the Commonwealth to deliver Australian Apprenticeship services in the ACT, including providing advice and support services tailored to the needs of employers and apprentices throughout the apprenticeship lifecycle – from pre-commencement to completion – through:</p> <p><b>Universal services</b> for all employers and Australian Apprentices providing contract sign-up and administration, marketing, information and advice, and</p> <p><b>Targeted services</b> (gateway and in-training support) for employers and individuals assessed as needing additional support to complete the Australian Apprenticeship.</p>
Approval Statement	Formal written statement issued by the Director-General (or delegate) of the Education Directorate under Part 2.4 of the <a href="#">Education Act 2004</a> . Further information is available on the <a href="#">Education Directorate's website</a> .
Assessment (Competency)	Process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package VET accredited course ( <i>Standards for Registered Training Organisations (RTOs) 2015</i> ).

TERMS	DEFINITION
Assessment (Initial Skills)	Includes: <ul style="list-style-type: none"> <li>a) an individual assessment per student of:               <ul style="list-style-type: none"> <li>i) LLN and additional support needs</li> <li>ii) the qualification level to determine its appropriateness</li> </ul> </li> <li>b) an offer of RPL and explanation of credit transfer obligations.</li> </ul>
Assessment (LLN)	Process of collecting evidence and determining the student's language, literacy and numeracy skills. The assessment must: <ul style="list-style-type: none"> <li>a) be in the form of an interview, test or activities</li> <li>b) customised to the competencies required in the qualification</li> <li>c) consider documented evidence of the student's history (i.e. prior education, work history, impairments, disabilities)</li> <li>d) identify the ACSF level of the student.</li> </ul>
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.
Audit Sanctions Matrix	The Directorate's methodology for assessing the level of non-compliance of RTOs with ACT Standards and for determining a sanctioning amount based on assessed risk of non-compliance identified. The matrix may be updated and reissued to clarify requirements or assessment and calculation process as required.
Australian Apprentice	Term used to describe both apprentices and trainees, who have entered into a Australian Apprenticeships Training Contract.
Australian Apprenticeship	<ul style="list-style-type: none"> <li>a) 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 <a href="#">Australian Apprenticeships website</a>.</li> <li>b) Involves a student and employer.</li> </ul>

TERMS	DEFINITION
Australian Apprenticeship Support Network (the Apprenticeship Network)	Replaced Australian Apprenticeship Centres nationally on 1 July 2015.
Australian Apprenticeships Training Contract	<p>Legally binding agreement between an Australian Apprentice and an employer which defines the rights and responsibilities of each party. These include:</p> <ul style="list-style-type: none"> <li>a) 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</li> <li>b) the Australian Apprentice agreeing to learn all aspects of the occupation or training area and to work for the employer for a specified period.</li> </ul> <p>Also referred to as a training contract.</p>
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).
Australian Qualifications Framework (AQF)	The framework for regulated qualifications in the Australian education and training system as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education ( <i>Standards for Registered Training Organisations (RTOs) 2015</i> ).
Australian School-based Apprenticeship (ASBA)	Part of the national Australian Apprenticeship system. It provides school students with the opportunity to combine practical paid work with structured training as part of their education program to achieve a nationally recognised qualification.
Australian Skills Quality Authority (ASQA)	National regulator for Australia's VET sector.
AVETARS	ACT Vocational Education and Training Administration Records System (AVETARS) is the system for managing the administration of ACT Government training initiatives.
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) is the agreed national data standard for the collection, analysis and reporting of VET information in Australia. See also ACT AVETMISS.

TERMS	DEFINITION
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 <a href="#">AVETMISS validation software</a> .
Cancellation date (Australian Apprenticeships)	The last day the AA was employed as an Australian Apprentice. This is identified as the 'Actual End Date' on AVETARS.
Cancellation date (Skilled Capital)	The date: <ul style="list-style-type: none"> <li>the student advised the RTO or the Directorate that they have withdrawn from the qualification, or</li> <li>of the RTO's decision to cancel the student's enrolment in the qualification for reasons such as lack of attendance or inability to contact the student after a number of attempts.</li> </ul>
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.
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 qualification.
Days	In the context of this document the term 'days' refers to calendar days.

TERMS	DEFINITION
Delivery Mode	<p>The method input by the RTO in AVETARS to indicate how the training for the qualification is delivered. RTOs may select multiple modes to reflect various delivery methods.</p> <p><b>A. Fully off-the-job by RTO</b> Includes learning that takes place away from the workplace at any permanent or semi-permanent training location, and usually involves face-to-face training.</p> <p><b>B. Distance learning and remote e-learning</b> Includes correspondence-based learning, web based resources, computer based resources, online interactions both on and off campus, radio, television, videoconference, or audio conference.</p> <p><b>C. Fully on-the-job (other than distance) by RTO</b> Includes learning conducted in the workplace by the RTO.</p> <p><b>D. Blend of training by RTO/employer</b> Used where the predominant method of learning is not fully off-the-job, distance learning/e-learning, fully on-the-job or employer-guided workplace learning.</p> <p><b>E. Employer-guided workplace learning</b> Includes learning conducted in the workplace by the employer. The employer will be supported by learning materials provided by the RTO for this purpose and will include a documented process and delivery strategy to ensure employers carry out their responsibilities.</p>
Delivery Strategy	The approach to the delivery of training that includes learning, training and assessment strategies. Additional support and wrap around services may be part of a delivery strategy.
Digital signature	A signature that utilises encryption technology to transform a message to a seemingly unintelligible form and back again.
Directorate	Chief Minister, Treasury and Economic Development Directorate and includes any officer of that Directorate who is authorised by the Director-General to perform the functions of the Directorate.
Due to Complete Date (Australian Apprenticeships)	Date determined by adding the commencement date of the training contract plus the nominal duration (full-time or part-time) of the qualification minus any applicable credit of time (to a maximum of three years and six months).

TERMS	DEFINITION
Due to Complete Date (Skilled Capital)	AVETARS system generated date determined by adding 2 years and one month 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.
Employer (Australian Apprenticeships)	A person who: <ul style="list-style-type: none"> <li>• has delegated authority to make decisions relating to the training contract for the Australian Apprentice,</li> <li>• is employed at the same workplace (or host employer workplace) and predominantly for the same hours as the Australian Apprentice, and</li> <li>• has the appropriate qualification and/or skills and capacity to train and supervise the Australian Apprentice.</li> </ul>
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 RTO 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 <a href="#">Education Act 2004</a> . An Application for an Exemption Certificate is available on the <a href="#">Education Directorate's website</a> .
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 <i>Certificate for Exemption from Enrolment at School</i> . Information on applying for this exemption and the conditions that apply can be found at the <a href="#">NSW Department of Education website</a> .

TERMS	DEFINITION
Existing Worker (EW)	Person who is currently employed. Eligibility criteria may vary according to the specific training initiative. Refer to specific training initiative ACT Standards 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 <i>National Foundation Skills Strategy for Adults (2012)</i> as the combination of: <ul style="list-style-type: none"> <li>a) LLN – listening, speaking, reading, writing, digital literacy and use of mathematical ideas; and</li> <li>b) employability skills, such as collaboration, problem solving, self-management, learning and ICT skills required for participation in modern workplaces and contemporary life.</li> </ul>
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 RTOs for a student to complete training. This includes the QSA and any additional loadings (See QSA).
Informal training and learning	Informal training and learning results through experience of work-related, social, family, hobby or leisure activities. Informal training and learning includes activities undertaken in the workplace under appropriate supervision, specifically new tasks or skills taught and learnt in the workplace that contribute to the development of the skills required for the qualification.
Initial Skills Assessment	See Assessment (Initial Skills).
Interstate training	Australian Apprentices in an ACT training contract for qualifications which are currently not delivered by RTOs in the ACT may be required to travel interstate to undertake their formal training. This normally occurs in 'blocks' of time.



TERMS	DEFINITION
Language, Literacy and Numeracy (LLN)	<p>Component of foundation skills.</p> <ul style="list-style-type: none"> <li>a) Language – refers to the understanding and use of spoken and written English.</li> <li>b) Literacy – refers to the integration of listening, speaking, reading, writing and critical thinking. It incorporates numeracy and it includes the cultural knowledge that enables a speaker, writer or reader to recognise and use language appropriate to different social situations.</li> <li>c) Numeracy – refers to the ability to use mathematics effectively to meet the general demands of life at home, in paid work and for participation in community and civic life.</li> </ul>
Lead RTO	The RTO 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 RTO.
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 RTO must charge for an ACT Government subsidised qualification.
National Register	See TGA. The register maintained by the Commonwealth Department responsible for VET and referred to in section 216 of the <i>National Vocational Education and Training Regulator Act 2011</i> .
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 RTO it has been nominated as the training provider on an Australian Apprenticeships Training Contract.
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.

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

TERMS	DEFINITION
Recognition of Prior Learning (RPL)	<p>An assessment process that assesses the competency of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited course.</p> <ul style="list-style-type: none"> <li>a) Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);</li> <li>b) Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business); and</li> <li>c) Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).</li> </ul> <p><i>(Standards for Registered Training Organisations (RTOs) 2015).</i></p>
Registered Training Organisation (RTO)	<p>Training organisation registered to provide VET and/or assessment services and issue nationally recognised qualifications. All RTOs are required to meet the <i>Standards for Registered Training Organisations (RTOs) 2015</i>. The nationally recognised qualifications an RTO can issue are defined by its scope of registration as listed on <a href="http://training.gov.au">training.gov.au</a>. See TGA.</p>
Replacement qualification	<p>Most up-to-date qualification in a training package which replaces a qualification that has been superseded.</p>
RTO Internal Review Tool	<p>Provided by the Directorate for RTO use in conducting the annual internal review as required by the ACTFA.</p>
Scope of Registration	<p>The training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to:</p> <ul style="list-style-type: none"> <li>a) provide both training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO; or</li> <li>b) provide assessment resulting in the issuance of AQF certification documentation by the RTO.</li> </ul> <p><i>(Standards for Registered Training Organisations (RTOs) 2015).</i></p>

TERMS	DEFINITION
Skill Set (Skilled Capital)	A single unit of competency or a combination of units of competency from a training package which link to a licensing or regulatory requirement, or a defined industry need ( <i>Standards for Registered Training Organisations (RTOs) 2015</i> ). Skill Sets approved for ACT Government funding are assigned a specific Skill Set code on the ACT Qualifications Register.
State Training Authority (STA)	The Directorate is an administrative unit of the ACT Government that acts as the State Training Authority in the ACT. The Directorate is responsible and accountable for the provision of strategic advice on ACT VET. As the STA, the Directorate administers ACT and Australian Government funds for a variety of training initiatives and is responsible for the approval and variation of training contracts for Australian Apprenticeships in the ACT.
Statement of Attainment	A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement ( <i>Standards for Registered Training Organisations (RTOs) 2015</i> ).
Structured Training	Includes formal training and informal training and learning.
Student	Eligible person enrolled in and participating in an ACT training initiative.
Student Identifier	Has the meaning given in the Student Identifiers Act 2014 ( <i>Standards for Registered Training Organisations (RTOs) 2015</i> ).
Subcontract	An arrangement where any third party (organisation or individual) provides services on behalf of the RTO, where there is not a contract of employment with the RTO.
Substantive visa	Any visa (whether permanent or temporary) other than a bridging visa or Criminal Justice visa.
Superseded qualification	Qualification that has been replaced by a newer version. See transition.
Supervisory staff (Australian Apprenticeships)	Suitably qualified and/or licensed (where required) person/s who is employed at the same workplace and predominately for the same hours as the Australian Apprentice.
TGA	The national register of information on training packages, qualifications, accredited courses, units of competency and RTOs located at <a href="http://training.gov.au">training.gov.au</a> .

TERMS	DEFINITION
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 Mode	<p>The method used to determine how the training for the unit of competency will be delivered to the student as defined in the training plan.</p> <p>Training Modes include:</p> <ul style="list-style-type: none"> <li>a) Classroom based- training that takes place away from a person's job, either off the premises or in a separate training area in the workplace, and usually involves face-to-face teaching.</li> <li>b) Electronic based- uses electronic media to deliver flexible vocational education and training. It is suited to distance learning and flexible learning, but is also used in face-to-face teaching.</li> <li>c) Employment based- is training conducted in the workplace as part of the productive work of the Australian Apprentice. Training may be delivered by the RTO and/or the workplace supervisor. If the workplace supervisor is delivering the training, they must be supported by training materials (and possibly learning materials) provided by the RTO.</li> <li>d) Other – may include distance learning (or self-paced study), which can be undertaken independently and supported by a trainer. It may include e-learning approaches.</li> </ul>
Training Package	Training packages comprise: units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components of the training package form part of the requirements that an RTO must meet under the Standards for Registered Training Organisations. A training package also consists of a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation ( <i>Standards for Registered Training Organisations (RTOs) 2015</i> ).

TERMS	DEFINITION
Training Plan	Documented program of training and assessment for an individual student. It is developed by a RTO 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 course or qualification.
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 qualification 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 an RTO from an existing training product to a replacement endorsed or accredited training product, including resourcing, registration and transfer of students. The RTO must transfer continuing students from the superseded qualification to the replacement qualification as soon as practicable but no later than 12 months from the date of publication of the replacement qualification or within the approved extension timeframe, unless the student will be genuinely disadvantaged. The RTO must enrol new students in the replacement qualification as soon as practicable but no later than 12 months from the date of publication of the replacement qualification on TGA or prior to the expiry of the approved extension timeframe.
Tuition Fee	Contribution towards the cost of training charged by the RTO 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 <i>Student Identifiers Act 2014</i> .
Unit of Competency	The specification of the standards of performance required in the workplace as defined in a training package ( <i>Standards for Registered Training Organisations (RTOs) 2015</i> ).
User Choice	National funding policy for Australian Apprenticeships promoting choice in training services provided to employers and Australian Apprentices. Under User Choice the STA administers payments to RTOs, as a contribution towards the cost of training.

TERMS	DEFINITION
VET	Vocational education and training.
VET Quality Framework (VQF)	<p>Comprises:</p> <ul style="list-style-type: none"> <li>a) the Standards for Registered Training Organisations</li> <li>b) the Australian Qualifications Framework</li> <li>c) the Fit and Proper Person Requirements</li> <li>d) the Financial Viability Risk Assessment Requirements</li> <li>e) the Data Provision Requirements.</li> </ul> <p><i>(Standards for Registered Training Organisations (RTOs) 2015).</i></p>
Work Experience Placement	<p>Period of unpaid work with an employer undertaken by VET students to complement and/or support a course or unit of competency, with supervision provided by the employer, the training provider or both.</p> <p>Work experience placements funded through a Skilled Capital loading are additional to the industry placements required as part of a training package qualification and are intended to provide additional support for students in the identified categories that attract loadings.</p>
Wrap Around Services	Support services that will significantly assist students to remain engaged in the training process and to successfully progress to further training and/or employment.
Youth at risk	A young person aged between 15 – 24 years-of-age who is at risk of disengaging from education and employment.



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Further information can be found on the Skills Canberra website at  
<https://www.skills.act.gov.au/>