

ACT Standards Compliance Guide for Skilled Capital v3.0 - Amendment Table

The table below details amendments to the ACT Standards and Skilled Capital (SC) requirements effective 1 October 2019.

Deleted content has been struck through and new content has been highlighted in grey.

The last page of the document contains a summary of amendments to Part B: Administrative Arrangements, Part C: Guidelines and the Terms and Definitions.

	ACT Standards Compliance Guide for Skilled Capital v2.5	ACT Standards Compliance Guide for Skilled Capital v3.0
ACT Standards	1.1 Promotion and publications	1.1 Promotion and publications
	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.	1.1.1 The Training Provider must ensure all publicity relating to Training Initiatives, including publications, promotional and advertising materials, public announcements and activities or any products or processes, is ethical, accurate and consistent.
	1.1.2 Publications and promotion of training initiatives must: 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.	1.1.2 Publications and promotion of Training Initiatives must: a) identify the Training Provider's legal entity and/or trading name and RTO code b) include the indicative fees for each Training Product it offers under the specific Training Initiative c) include an acknowledgement of any government funding as required under the specific Training Initiative d) include information outlining any subcontracting arrangements, where the Training Provider subcontracts any part of the Subsidised Training.
		<i>New Standard:</i> 1.1.3. The Training Provider must ensure its published Tuition Fees for each Delivery Mode match the fees published on the ACT Qualifications Register. Where changes to Tuition Fees have occurred, evidence of historical fees must be retained.
	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.	<i>Training Initiative Funding Agreement (Clause 8)</i>

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	ACT Standards Compliance Guide for Skilled Capital v2.5	ACT Standards Compliance Guide for Skilled Capital v3.0
ACT Standards	<p>1.1.4 Where the RTO subcontracts any part of its student recruitment services to a recruitment agent or broker, the RTO must:</p> <ul style="list-style-type: none"> 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, conducting the initial skills assessment and collecting student tuition fees. 	<p><i>Training Initiative Funding Agreement (Clause 8)</i></p>
	1.2 Data collection and reporting	1.2 Data collection and reporting
	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.	1.2.1 The Training Provider must ensure responses to all mandatory ACT Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) enrolment questions are sought during the enrolment process for each student.
	1.2.2 The RTO must ensure there is a valid enrolment for each student. A valid enrolment is a complete, signed and dated AVETMISS compliant enrolment form.	1.2.2 The Training Provider must ensure there is a valid enrolment for each student. A valid enrolment is a complete, signed and dated AVETMISS compliant enrolment form.
	1.2.3 The RTO must manage student enrolments and record student results using an AVETMISS compliant student management system.	<i>Training Initiative Funding Agreement – mandatory eligibility criteria</i>
	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.	1.2.3 The Training Provider must ensure that the student management system contains full, correct and current information against mandatory AVETMISS fields as per the ACT AVETMISS requirements.
	1.2.5 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.	1.2.4 The Training Provider must report all training activity as specified in the ACT AVETMISS requirements and as required under the specific Training Initiative, within the required timeframes. Where certification documentation is withheld from the student due to non-payment of fees or any other outstanding obligations to the Training Provider , training activity must still be reported.
	1.3 Records Management	
	1.3.1 The RTO must establish a file record for each enrolled student. This may be paper based or electronic.	<i>Training Initiative Funding Agreement (Clause 9)</i>
	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.	

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	ACT Standards Compliance Guide for Skilled Capital v2.5	ACT Standards Compliance Guide for Skilled Capital v3.0
ACT Standards	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.	Training Initiative Funding Agreement (Clause 9)
	1.4 Compliance	
	1.4.1 The RTO must conduct an annual internal review of its compliance with the ACTFA.	Training Initiative Funding Agreement (Clause 5.1 (2))
	1.4.2 The RTO must use the RTO Internal Review Tool provided by the Directorate to complete the annual internal review.	Training Initiative Funding Agreement (Clause 5.1 (2))
	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.	Training ACT Initiative Funding Agreement (Clause 5.1 (2))
	1.4.4 The RTO must provide access to relevant files and student records on request and for the conduct of an on-site or desktop audit.	Training Initiative Funding Agreement (Clause 10)
	1.4.5 The RTO must submit further evidence to address non-compliant audit findings to the Directorate, if requested, within the required timeframe.	Training Initiative Funding Agreement (Clause 10)
	2.1 RTO Eligibility	2.7 Student Transition
	The RTO must manage its scope of registration on the national register (training.gov.au (TGA)), including, but not limited to, the transition to replacement training packages/qualifications within 12 months of publication, to ensure it delivers qualifications from currently endorsed training packages.	The Training Provider must manage its Scope of Registration on the national register (training.gov.au (TGA)), including, but not limited to, the transition to replacement training packages/Training Products within 12 months of publication, to ensure it delivers qualifications from currently endorsed training packages. Where the transition period is extended by ASQA, the transition must occur within the approved extension timeframe
	2.1.1 The RTO must have current scope of registration for the nominated training delivery and assessment services it advertises	Training Initiative Funding Agreement (Clause 4.1(2), .2(6))
	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.	RTO obligation under Standards for Registered Training Organisations 2015
	2.1.3 The RTO must ensure new students are not enrolled into a superseded qualification once the transition period has lapsed.	AVETARS functionality

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	ACT Standards Compliance Guide for Skilled Capital v2.5	ACT Standards Compliance Guide for Skilled Capital v3.0
ACT Standards	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.	2.7.1 The Training Provider must ensure students, employers (if applicable) and other stakeholders affected by changes to Training Products, are advised how the change will impact them.
	2.1.5 The RTO must have a documented strategy to manage its operations when ceasing to deliver qualifications in the ACT, including student enrolments affected.	2.7.2 The Training Provider must have a documented strategy to manage its operations when ceasing to deliver Training Products in the ACT, including managing the impact on affected students as required under the specific Training Initiative.
	2.2 Student Eligibility	2.1 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.	The Training Provider must ensure that prospective students meet the eligibility requirements for the specific Training Initiative before finalising enrolment. The determination of eligibility includes student criteria and where applicable, covers specific requirements for the workplace location.
	2.2.1. The RTO must have a documented process that ensures students are assessed against the specific eligibility criteria for each training initiative.	2.1.1 The Training Provider must have a documented process that ensures students are assessed against the specific eligibility criteria for each Training Initiative.
		<i>New Standard:</i> 2.1.2 The Training Provider must ensure the student satisfies the eligibility criteria within the timeframes identified under the specific Training Initiative.
	2.2.2 The RTO must ensure evidence to support the assessment of eligibility is collected prior to the finalisation of enrolment.	2.1.3 The Training Provider must ensure evidence to support the assessment of eligibility is collected prior to the finalisation of enrolment.
	2.3 Fees and charges	2.2 Fees and charges
	2.3.1 The RTO must publish all fees and charges.	<i>Refer to ACT Standard 2.2.1</i>
	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	2.2.1 The Training Provider must publish all fees and charges including, but not limited to: a) compulsory Tuition 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.	

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	ACT Standards Compliance Guide for Skilled Capital v2.5	ACT Standards Compliance Guide for Skilled Capital v3.0
ACT Standards	2.3.4 The RTO must ensure students are provided with information regarding eligibility for the completion payment prior to enrolment.	2.2.2 The Training Provider must ensure students are provided with information regarding eligibility for the Completion Payment prior to finalisation of enrolment.
	2.3.5 The RTO must charge students at least the minimum tuition fee in accordance with the specific training initiative.	2.2.3 The Training Provider 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.	2.2.4 The Training Provider must collect, record and retain all evidence relating to fee transactions. Where a fee concession, waiver, exemption or refund is granted, the RTO must retain all supporting evidence relating to the decision for each student. Note: fee exemptions apply to the Australian Apprenticeships training initiative only.
	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.	2.2.5 The Training Provider must have a formal process in place to support the assessment of student eligibility for waiving any remaining fees and charges, after concessions have been applied.
	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.	<i>Refer to ACT Standard 2.2.4</i>
	2.4 Initial skills assessment	2.3 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 .	For each student, the Training Provider must conduct an Initial Skills Assessment comprising of an assessment of Language, Literacy and Numeracy (LLN) skills to ascertain the proposed Training Product, learning program, strategies and materials are appropriate.
	The 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.	The Training Provider must ensure students are made aware of opportunities for recognition prior to commencing training and that adequate information, support and opportunities are provided to students to engage in the Recognition of Prior Learning (RPL) process.
	2.4.1. The RTO must conduct and document an initial skills assessment for each student prior to the commencement of training.	2.3.1 The Training Provider must conduct and document an Initial Skills Assessment for each student prior to commencement of training. Where this is not possible, it must be conducted prior to the completion of the Training Plan.
	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	2.3.2 The Initial Skills Assessment for each student must: a) offer RPL, explain Credit Transfer obligations and identify any relevant competencies previously achieved

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ACT Standards	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> b) ascertain the most suitable Training Product for the student, based on the student's existing educational attainment and capabilities c) assess LLN skills to determine whether the Training Product and proposed learning strategies and materials are appropriate d) assess the need for Additional Support e) identify any actions or strategies to be implemented to address identified needs for the student, including any adjustments required to the learning program, delivery strategy or materials.
	2.4.3 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.	2.3.3 The Training Provider must have a documented process for conducting the LLN assessment, which includes how the Australian Core Skills Framework (ACSF) level (1 – 5) of the student is determined.
	2.4.4 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.	2.3.4 The Training Provider must align the results of the LLN assessment with the ACSF. The ACSF level (1 – 5) of the student must be recorded on the LLN assessment.
	2.5 Recognition	2.4 Recognition
	The RTO must recognise certification documentation 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.	The Training Provider must recognise certification documentation 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.	<i>RTO obligation under Standards for Registered Training Organisations 2015</i>
	2.5.2. The RTO must ensure credit transfer and RPL is applied where applicable.	<i>RTO obligation under Standards for Registered Training Organisations 2015</i>
	2.5.3. When assessing an application for credit transfer and RPL the RTO must: <ul style="list-style-type: none"> a) follow its documented processes b) accurately record and report credit transfer and RPL outcomes. 	<i>RTO obligation under Standards for Registered Training Organisations 2015</i>
	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,	2.4.1 Where the Credit Transfer and/or RPL process results in the student already holding 80% or more of the required competencies, the Training Provider must, in

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ACT Standards	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.	consultation with the student and where applicable, the employer, reassess the suitability of the Training Product and: a) select a different Training Product, or b) document the decision to continue with the enrolled Training Product. Evidence of the discussion and decision must be retained.
	2.5.5. The RTO must retain evidence to support all credit transfer and RPL awarded.	2.4.2 The Training Provider must retain evidence to support all Credit Transfer and RPL awarded.
	2.6 Training plan	2.5 Training plan
	Information on training and assessment is to be documented in a training plan for all students. The training plan must be developed by the RTO and agreed with the student and, where required by the specific training initiative, the employer.	Information on training and assessment is to be documented in a Training Plan for all students. The Training Plan must be developed by the Training Provider and agreed with the student and, where required by the specific Training Initiative, the employer.
	2.6.1. The RTO must have a documented process to ensure a training plan is completed and maintained for each student.	2.5.1. The Training Provider 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 is consistent with the specifications for each training initiative.	2.5.2 The Training Provider 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.	2.5.3 The Training Plan must be: a) consistent with the Training Product to be attained b) consistent with the proposed delivery and assessment strategies c) customised as required, for the needs of the employer, where applicable, and the student or student group, including the needs identified in the Initial Skills Assessment d) signed and dated by all relevant parties.
	2.6.4 The RTO must ensure a fully executed copy of the training plan is provided to the student and where applicable, to 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.	2.5.4 The Training Provider must ensure a fully executed copy of the Training Plan is provided to the student and where applicable, to the employer within 10 business days of its completion and evidence of its provision must be 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.	2.5.5 The Training Provider must review the Training Plan and update where necessary, to take into account student progress and any changes, within the timeframes identified under the specific Training Initiative.

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ACT Standards	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.	2.5.6. The Training Provider must update the Training Plan with any mutually agreed changes to training and assessment details. Changes must be endorsed by all required parties.
	2.7 Training delivery and participation	2.6 Training delivery and participation
	2.7.1 The RTO must deliver training that is: a) customised to meet student, industry and where applicable, 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.	2.6.1 The Training Provider 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 are to be reflected on a compliant revised Training Plan c) in line with the delivery strategy for the Training Product d) in accordance with the timeframes identified under the specific Training Initiatives.
		<i>New Standard:</i> 2.6.2 The Training Provider must provide the student with access to training materials and resources within the timeframe identified under the specific Training Initiative. Evidence of the provision of information must be retained.
	2.7.2 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.	2.6.3 Evidence of participation in each unit of competency must be collected and retained and contain the student's name or identification number, a unit of competency identifier and a date.
	2.7.3 The evidence collected by the RTO must validate that participation has occurred in the unit of competency for each student.	2.6.4 The evidence collected by the Training Provider 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.	
	2.8 Support and monitoring	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	The Training Provider must provide students with learning resources that are relevant to support the development of underpinning knowledge required for the

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	are being achieved and any additional support has been provided as required.	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.	2.8.1. The Training Provider 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.	2.8.2 The Training Provider must retain signed and dated records of any visits or 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.	2.8.3 The Training Provider must provide any required Additional Support identified in the Initial Skills Assessment or through student progress monitoring. Evidence of its provision must be retained.
		<i>New Standard:</i> 2.8.4 Where a loading has been paid to the Training Provider which is required to be used for the specific provision of services, the Training Provider must be able to verify that services have been provided in accordance with the specifications for each Training Initiative.
ACT Standards	2.9 Assessment	2.9 Assessment
	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.	2.9.1 The Training Provider must ensure the assessment methods used are consistent with the student's Training Plan. Where changes to the assessment methods are required, the changes should be reflected on the Training Plan.
	2.9.2 The 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.	<i>RTO obligation under Standards for Registered Training Organisations 2015</i>
	2.9.3 The RTO must ensure the assessment tools are used for each student.	<i>RTO obligation under Standards for Registered Training Organisations 2015</i>
	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.	2.9.2 The Training Provider must retain evidence of completed assessment items for each student for each unit of competency or cluster of units. The evidence must contain the student's name or identification number, a unit of competency identifier, the assessment result, assessor signature and a date.
		<i>New Standard:</i> 2.9.3 The Training Provider must work with the student and where applicable, the employer to ensure assessment is finalised prior to the due to complete date.
	2.9.5 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.	2.9.4 The Training Provider must, at any time, be able to produce an up to date summary assessment record for each student, identifying progress against each unit of competency on the Training Plan.

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ACT Standards	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.	<i>Consolidated under 1.2 Data collection and reporting</i>
	2.10.2 The RTO must report completion of training for each student within the timelines required under the training initiative.	<i>Consolidated under 1.2 Data collection and reporting</i>
	2.11 Issuance of qualification certificate and statement of attainment	2.10 Issuance of certification documentation
	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.	
		<i>New Standard:</i> 2.10.1 The Training Provider must issue the AQF compliant Certification Documentation to each student within 30 calendar days of completion of, or withdrawal from, Subsidised Training, provided the Training Provider's requirements have been met.
	2.11.2 The qualification certificate or statement of attainment issued must include all elements required under the specific training initiative.	2.10.2 The Certification Documentation issued must include all elements required under the specific Training Initiative.
SC Requirements	2.11.3 The RTO must retain evidence of qualifications and statements of attainment issued to each student.	2.10.3 The Training Provider must retain evidence of Certification Documentation issued to each student.
	Promotion and publications	Promotion and publications
	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.	<i>Refer to ACT Standard 1.1.3</i>
	SC2. The RTO must not suggest that training provided under Skilled Capital is 'free of charge', discounted or subsidised by the RTO.	<i>Refer to ACT Standard 1.1.1</i>
	SC3. The RTO must ensure its marketing material is up to date.	<i>Refer to ACT Standard 1.1.1</i>
	SC4. Where the RTO subcontracts the delivery of units of competency to another RTO, including foundation skills units of competency, the student	<i>Refer to ACT Standard 1.1.2 d)</i>

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SC Requirements	must be provided with information outlining the subcontracting arrangements prior to the finalisation of enrolment.	
	SC5. All related publicity must include an acknowledgement of Skilled Capital as an ACT Government initiative. Any publications, promotional and advertising material must include: <i>'Skilled Capital is an ACT Government training initiative, funded by the ACT and Australian Governments.'</i> Where the Skilled Capital logo is used in place of the acknowledgement, it must be in accordance with the ACT branding provisions. Refer to Part C: Guidelines for Skilled Capital (<i>Use of Identity</i>).	SC1. All related publicity must include an acknowledgement of Skilled Capital as an ACT Government initiative. Any publications, promotional and advertising material must include: <i>'Skilled Capital is an ACT Government training initiative, funded by the ACT and Australian Governments.'</i> Where the Skilled Capital logo is used in place of the acknowledgement, it must be in accordance with the ACT branding provisions. Refer to the Skills Canberra website for the Skills Canberra Brand Guidelines.
	RTO Eligibility	Deleted
	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. 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: a) map existing students to the new/replacement qualification if they will not complete training within the transition timeframe b) update the qualification on the student record. Refer to Part B: Administrative Arrangements (Skilled Capital Record Variations) c) complete a new training plan for the new/replacement qualification d) issue a statement of attainment for the units completed in the replaced qualification within 30 days of the transition.	<i>Moved to New Section - Transition</i>
	SC8. Where the RTO is ceasing to deliver one or more qualifications through Skilled Capital, the RTO must:	<i>Moved to New Section - Transition</i>

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SC Requirements	<p>a) 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</p> <p>issue a statement of attainment to all students within 30 days from when the RTO ceases training delivery.</p>	
	Student Eligibility	Student Eligibility
	<p>SC9. As a minimum a student must, at the time of enrolment, be:</p> <p>a) an Australian citizen, permanent resident, or New Zealand passport holder resident for more than six (6) months, or</p> <p>b) a person who holds a visa that is identified as being eligible, and</p> <p>c) living or working in the ACT, and</p> <p>d) at least 15 years of age, and</p> <p>e) not enrolled in or attending secondary school or college except where the student:</p> <p>i. is undertaking a course of study leading to completion of year 12 in an alternative program, or</p> <p>ii. has an Exemption Certificate and the selected Skilled Capital qualification is an approved ASBA pathway.</p> <p>Refer to Table B.</p>	<p>SC2. As a minimum a student must, for the duration of the enrolment, be:</p> <p>a) an Australian citizen, permanent resident, or New Zealand passport holder resident for more than six (6) months, or</p> <p>b) a person who holds a visa that is identified as being eligible, and</p> <p>c) living or working in the ACT, and</p> <p>d) at least 15 years of age, and</p> <p>e) not enrolled in or attending secondary school or college except where the student:</p> <p>i. is undertaking a course of study leading to completion of year 12 in an alternative program, or</p> <p>ii. has an Exemption Certificate and the selected Skilled Capital qualification is an approved ASBA pathway.</p> <p>Refer to Table B.</p>
	<p>SC10. 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>Refer to Table B.</p>	<p>SC3. In addition to the above, to be eligible for a certificate II level Skilled Capital qualification the Training Provider must have evidence to demonstrate that a certificate II qualification is a justifiable learning pathway (in accordance with Standard 2.3.2 b).</p> <p>Refer to Table B.</p>
	<p>SC11. 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>	<p>SC4. The Training Provider must not enrol a student in a Training Product (or its replacement) the student has already completed within the last 7 years, except where the replacement Training Product has combined two or more superseded Training Products.</p>
	<p>SC12. The RTO must not enrol a student in a Skilled Capital qualification if the student is already enrolled in the same or equivalent qualification</p>	<p>SC5. The Training Provider must not enrol a student in a Skilled Capital Training Product if the student is already enrolled in the same or equivalent Training</p>

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	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.	Product under another government funded initiative e.g. Australian Apprenticeship or subsidised training with the public provider, except where the student is undertaking a different specialisation in the same or equivalent Training Product .
	SC13. The RTO must ensure students are only enrolled in one Skilled Capital qualification at a time.	<i>AVETARS functionality</i>
	SC14. Where a loading has been applied to the student enrolment the RTO must retain evidence of student eligibility for the loading. Refer to Table C.	SC6. Where a loading has been applied to the student enrolment the Training Provider must retain evidence of student eligibility for the loading. Refer to Table C.
	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 Skilled Capital Skill Set List.	SC7. The Training Provider must ensure the student satisfies the eligibility criteria prior to creating the Skilled Capital student record. Note: additional Skill Set eligibility criteria are listed on the Skilled Capital Skill Set List on the Skills Canberra website.
SC Requirements	Enrolment	Enrolment
	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).	SC8. The Training Provider must only create a Skilled Capital student record when there is evidence of a valid student enrolment. Refer to Part B: Administrative Arrangements (Enrolment Arrangements).
	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).	SC9. The Training Provider must charge the published Tuition Fee, except where the student is eligible for a fee concession in accordance with the conditions referred to in Part B: Administrative Arrangements (Fees and Charges; Fee Concessions).
	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).	SC10. The Training Provider must not charge additional fees for the delivery of foundation skills training or other Additional Support services. Refer to Part B: Administrative Arrangements (Additional Support Funding).
	Initial Skills Assessment	Initial Skills Assessment
	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: <ul style="list-style-type: none"> • identification of the minimum ACSF level/s (1 – 5) required to undertake the qualification/s • support strategies for the student. 	SC11. The Training Provider must have a documented strategy for providing foundation skills training and/or support. Refer to Part B: Administrative Arrangements (Foundation Skills). The foundation skills strategy must contain, as a minimum: <ul style="list-style-type: none"> • identification of the minimum ACSF level/s (1 – 5) required to undertake the qualification/s • training delivery method/s, and • support strategies for the student.

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	<p>SC20. Where the RTO wishes to seek payment for provision of additional support, the RTO must:</p> <ul style="list-style-type: none"> a) make an application for additional support funding b) ensure the proposed additional support will meet the identified needs of the student. Refer to Part B: Administrative Arrangements (Additional Support Funding). 	<p>SC12. Where the Training Provider wishes to seek payment for provision of Additional Support, the Training Provider must:</p> <ul style="list-style-type: none"> a) make an application for Additional Support funding b) ensure the proposed Additional Support will meet the identified needs of the student. Refer to Part B: Administrative Arrangements (Additional Support Funding).
SC Requirements	Negotiating and developing the Training Plan	Developing the Training Plan
	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).	SC13. The Training Plan must be developed and signed within eight weeks of creation of the student record. Refer to Part B: Administrative Arrangements (Commencement Arrangements).
	SC22. The training plan must include all elements of the Skilled Capital training plan template. Where the training plan is for a Skill Set, the Skill Set code and title replace the Qualification code and title and the identification of core and elective units is not required. Refer to Table D.	SC14. The Training Plan must include all elements of the Skilled Capital Training Plan template. Where the Training Plan is for a Skill Set, the Skill Set code and title replace the Qualification code and title and the identification of core and elective units is not required. Refer to Part C: Guidelines for Skilled Capital (Training Plan).
	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.	SC15. Where the Training Provider 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 Training Product or integrated within the Training Product 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.	SC16. The Training Provider must complete a new Training Plan within 30 calendar days of the student changing from a superseded/deleted Training Product to a new/replacement Training Product.
	Training delivery and Participation	Training delivery and Participation
	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.	SC17. The Training Provider must provide the student with training material on or before the reported commencement date. Evidence of the provision of training material to each student must be retained.
	SC27. The RTO must commence training within 12 weeks of creation of the student record unless approval for an extension has been obtained from	SC18. The Training Provider must commence training within 12 weeks of creation of the student record unless approval for an extension has been obtained prior to the 12 week expiry. Refer to Part B: Administrative Arrangements (Commencement Arrangements).

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	the Directorate prior to the 12 week expiry. Refer to Part B: Administrative Arrangements (Commencement Arrangements).	
	Assessment	Assessment
	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).	Refer to ACT Standard 2.9.5
SC Requirements		Transition
		From previous SC7. SC19. Where a replacement Training Product has been released the Training Provider must: a) map existing students to the new/replacement Training Product if they will not complete training within the transition timeframe update the Training Product on the student record. Refer to Part B: Administrative Arrangements (Skilled Capital Record Variations).
		From previous SC8. SC20. Where the Training Provider is ceasing to deliver one or more qualifications Training Products through Skilled Capital, the Training Provider must: a) advise the Directorate of the proposed wind-up arrangements and provide a status report to the Directorate for all affected students within 10 business days of the decision not to continue to deliver training b) issue a statement of attainment to all students within 30 calendar days from when the RTO ceases training delivery.
	Providing Support and Monitoring	Providing Support and Monitoring
	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).	SC21. Where Additional Support Funding has been paid to the Training Provider, 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).	SC22. Where the Training Provider has received a loading for long term unemployed or youth at risk, the Training Provider must retain evidence of the wrap around and/or work experience coordination services provided, including student participation in any activities and/or work experience placement. Refer to Part B: Administrative Arrangements (Loadings).

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	ACT Standards Compliance Guide for Skilled Capital v2.5	ACT Standards Compliance Guide for Skilled Capital v3.0
	Refer to Table F.	Refer to Table F.
SC Requirements	<p>SC31. Where the RTO has received a loading for students who:</p> <ul style="list-style-type: none"> identify as having a disability, and/or identify as being Aboriginal or Torres Strait Islander origin, and/or are identified as being youth at risk, and/or are long term unemployed <p>and the student engages in a work experience placement, the RTO must:</p> <ol style="list-style-type: none"> use the Work Experience Placement Agreement template to record the details of the work experience placement prior to commencement of the placement ensure the Work Experience Placement Agreement is completed by all parties meet the responsibilities specified in the Work Experience Placement Agreement and Work Experience Placement Guidelines. 	<p>SC23. Where the Training Provider has received a loading for students who:</p> <ul style="list-style-type: none"> identify as having a disability, and/or identify as being Aboriginal or Torres Strait Islander origin, and/or are identified as being youth at risk, and/or are long term unemployed <p>and the student engages in a work experience placement, the Training Provider must:</p> <ol style="list-style-type: none"> use the Work Experience Placement Agreement template to record the details of the work experience placement prior to commencement of the placement ensure the Work Experience Placement Agreement is completed by all parties meet the responsibilities specified in the Work Experience Placement Agreement and Work Experience Placement Guidelines.
	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).	SC24. The Training Provider must not use the loading to fulfill the mandatory work placement specified in a training package Training Product. 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.	SC25. The Training Provider must advise the Directorate in writing within 10 business days of identifying any issues relating to training that may impact on a successful outcome.
	Completion and Issuing Certification	Reporting
	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).	SC27. The Training Provider 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).	SC28. Where a student withdraws from training prior to completion of the Training Product, the student record must be cancelled within 30 days of the decision. Where initiated by the Training Provider, evidence of the decision to cancel the student record must be retained on the student file. Refer to Part B: Administrative Arrangements (Cancellation Arrangements).
	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	Refer to ACT Standard 1.2.4 and SC27.

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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.	<i>Refer to ACT Standard 2.10.2</i>
Record Keeping and Reporting	Reporting
SC38. The RTO must report commencement of training within eight weeks of student commencement. Refer to Part B: Administrative Arrangements (Commencement Arrangements).	SC26. The Training Provider must report commencement of training within 30 calendar days of student commencement. Refer to Part B: Administrative Arrangements (Commencement Arrangements).

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General

A number of references to:

- RTO have been changed to Training Provider.
- qualification have been changed to Training Product.

Part B: Administrative Arrangements for Skilled Capital

- Training Product Nominations – reference to ‘close for enrolments’ function in AVETARS
- Number of Training Products funded per student – update to SC requirements
- Fees and Charges – clarification provided on additional fees
- Additional support funding – update to eligibility criteria, costing and payment arrangements

Part C: Guidelines for Skilled Capital

- Use of Identity transferred to the Skills Canberra Brand Guidelines on the Skills Canberra website
- Addition of Training Plan requirements

Terms and Definitions

New	Amended	Deleted
ACT	ACT Government Training Initiative	ACT Funding Agreement
Certification Documentation	ACT Standards for Delivery of Subsidised Training	Audit Sanctions Matrix
Completion Payment	Australian Apprenticeship Support Network	Days
Eligible Individual	Assessment (LLN)	RTO Internal Review Tool
Funding	Australian Core Skills Framework (ACSF)	
Funded Place	Compliance Guides	
National Standards	Minimum Tuition Fee	
NVETR Act	Scope of Registration	
RTO code	Student	
Skills Canberra website		
Subsidised Training		
Territory		
Training Initiative Funding Agreement		
Training Product		
Training Provider		