



# Application for Subcontracting Arrangement Approval

This application form must be read in conjunction with the ACT Funding Agreement (ACTFA) and the associated schedules.

Applications for written approval to subcontract Training Services must be made by the ACTFA holder (Recipient) using this form prior to the commencement of the subcontracting arrangement. The information in this form is collected, used and stored in accordance with the *Information Privacy Act 2014 (ACT)* and the *Territory Records Act 2002 (ACT)*.

The Chief Minister, Treasury and Economic Development Directorate (the Directorate) reserves the right to seek further and more detailed information in relation to this application. Each application for approval to subcontract will be assessed on a case by case basis. Approval of the subcontracting arrangement is at the Directorate's absolute discretion. Where a subcontracting arrangement is approved by the Directorate it reserves the right to impose such conditions as it sees fit.

## Section 1 – Recipient Details

RTO Code

RTO Name (legal name)

## Section 2 – Proposed Subcontractor Details

A separate application is required for each proposed subcontractor

RTO Code (if applicable)

RTO/Entity/Individual Name

Contact name

Contact number

Australian Business Number (ABN)

Email Address

## Section 3 – Proposed Subcontracting Arrangement Details

ACT Training Initiative

- Australian Apprenticeships     Skilled Capital
- Other

Proposed dates of the arrangement

Start:  End:

Which of the following training and/or assessment responsibilities will be subcontracted? (tick all that apply)

- administrative functions, e.g. maintenance of student records, recording attendance etc.
- development and maintenance of Training Plans
- training delivery
- assessment
- provision of additional support to students
- Recognition of Prior Learning or Credit Transfer
- other (specify):

Qualification/s linked to the subcontracting arrangement (identify qualification name and code)

Unit/s of Competency linked to the subcontracting arrangement (identify unit name and code)

### Section 3 – Proposed Subcontracting Arrangement Details (continued)

Mode of delivery for subcontracted Training Services (can be more than one)

- Classroom based
- Employment based
- Electronic based
- Other delivery (specify):

What is the benefit to the student(s)/Recipient of this subcontracting arrangement?

How will the Recipient ensure the quality of training and/or assessment delivered under this arrangement?

Provide details of the proposed subcontractor's key personnel, including managerial agents, if applicable

### Section 4 – Recipient Declaration and Signature

The Recipient acknowledges and agrees that by signing this application:

- the person signing this application is authorised to do so on behalf of the Recipient;
- all information provided in connection with this application is true, complete, accurate and not misleading in any way;
- the Recipient is not aware of the proposed subcontractor having had or been responsible for, either by act or inaction/omission:
  - an agreement with the Territory or any other State/Territory Training Authority terminated prior to the expiration date for a breach of that agreement within the last 7 years;
  - any suspensions, sanctions or conditions imposed by the Commonwealth or any State/Territory, which affected its ability to provide training services;
  - registration under the *National Vocational Education and Training Regulator Act 2011*, or relevant equivalent legislation being refused, cancelled or revoked (where the subcontracted party is an RTO).

Name of authorising officer

Signed

Date signed

## Section 5 – Proposed Subcontractor Declaration and Signature

The proposed subcontractor acknowledges and agrees that by signing this application:

- the person signing this application is authorised to do so on behalf of the proposed subcontractor;
- all information provided in connection with this application is true, complete, accurate and not misleading in any way;
- where the subcontracted party is an RTO it has the relevant AQF qualifications, skill set or VET course on their scope of registration;
- the subcontracted party has not had or been responsible for, either by act or inaction/omission:
  - an agreement with the Territory or any other State/Territory Training Authority terminated prior to the expiration date for a breach of that agreement within the last 7 years;
  - any suspensions, sanctions or conditions imposed by the Commonwealth or any State/Territory, which affected its ability to provide training services;
  - registration under the *National Vocational Education and Training Regulator Act 2011*, or relevant equivalent legislation refused, cancelled or revoked (where the subcontracted party is an RTO).
- the proposed subcontractor:
  - will comply with the relevant liabilities and obligations of the Recipient under the ACTFA;
  - will permit the Recipient to immediately suspend/terminate the subcontract if the Recipient's ACTFA is suspended/terminated;
  - has appropriate qualifications, suitable experience and is capable of providing the identified training services;
  - has insurance cover of no less than that required of the Recipient under the ACTFA;
  - will not further subcontract any responsibilities for which it has been subcontracted;
  - will otherwise permit the Recipient to comply with its ACTFA obligations.

Name of authorising officer

Signed

Date signed

## Send completed form to:

Skills Canberra  
Chief Minister, Treasury and Economic Development  
Directorate

Email: skills@act.gov.au  
Fax: (02) 6205 8448  
Phone: (02) 6205 8555  
Mail: GPO Box 158, CANBERRA ACT 2601

## Skills Canberra Office use only

Name of authorising officer

Signed

Date signed

Conditions

Comments