



# **Department of Training and Workforce Development Training Resource Allocation**

## **Manual for Payments and Reporting for Publicly Funded Registered Training Organisations**

Version 7  
Updated June 2023

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## INTRODUCTION

Registered training providers contracted to deliver vocational education and training (VET) in Western Australia by the Department of Training and Workforce Development are required to submit VET activity reports on the Department's online reporting system.

Funding for contracted delivery will be provided based on these activity reports in accordance with the Departments funding method.

The purpose of this document is to instruct contracted providers on:

- The reporting system
- How to report VET activity
- How funding is generated

***\*In the case of ambiguity or contradiction between these guidelines and the Agreement the Agreement shall take precedence.***

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## DEFINITIONS AND INTERPRETATION

In this guide the specific meanings assigned to the following terms are:

**Business Rules** means the Corporation's instructions to Service Providers relating to the administration and management of the Contract to deliver VET training in Western Australia.

**Contracted Programs of Study or CPS** means a course or training program funded under the Contract

**Corporation** means the Department of Training and Workforce Development (DTWD)

**CPS Number** means the number assigned to the **Contracted Programs of Study**.

**Delivery** means training and/or assessment activity.

**Department (DTWD)** means the Department of Training and Workforce Development.

**General Provisions (Conditions of contract)** refers to the [VET \(WA\) Ministerial Corporation Purchase of Training Services General Provisions \(Conditions of Contract\)](#)

**Lodgement** means an electronic report of **CPS** outcomes made through the TAMS RTO portal.

**Nominal hours** means the nominal hours for a qualification, skill set or unit of competency as listed on TAMS or the nominal hours set by the Department for an accredited course, skill set or module.

**Places** means the number of allocated students the **Department** is prepared to fund as defined within the CPS.

**Qualification/Course** means a nationally endorsed Training Package qualification as specified in a national Training Package.

**Qualification nominal hours** refers to the hours of training notionally required to achieve the outcomes of Units of Competency. In Western Australia, nominal hours are used as a mechanism for funding allocation.

**Skill Set** means a nationally endorsed of State approved skill set

**Training Allocation Management System (TAMS)** means the Departments online Vocational Education and Training contracts database that RTOs can access through TAMS RTO portal to enable lodgement of training activity, validation of data and to obtain information relating to contracts and payments.

**WA Apprenticeship Management System (WAAMS)** means the Internet based system that RTOs use to manage Trainees and Apprentices training contracts.

**Unit of Competency or Module** means a competency standard against which a student enrolls and is assessed. A Unit of Competency is a component of a Training Package. References to Units of Competency include Modules from accredited Courses.

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## 1. REPORTING FUNDED VET IN WESTERN AUSTRALIA

### 1.1. The contracted program of study

Eligible training activity must be reported against Department allocated contracted programs of study (CPS) to be able to receive payment from the Department.

CPS provided under the Service Agreement are allocated an 8-digit reference number starting with the year in which the contract is granted and followed by a unique ID:

20231234	=	2023	1234
CPS reference number		Contract year	Unique ID

CPS list key details of the contracted program including but not limited to:

Item	Details
<b>Program type</b>	The program a course is funded under (e.g. Apprentice, Trainee, Priority Industry Training)
<b>Contract status</b>	The status of the contract between the RTO and the Department e.g. Active, completed, suspended, withdrawn, terminated
<b>Delivery location</b>	The delivery location of the contracted course for all programs with the exclusion of the traineeship program. Under the traineeship program the delivery location is for Western Australia (all regions) however will be listed as Perth on the CPS as a default. Students allocated to CPS must be undertaking training in the delivery location. For the traineeship program students must be reported with the actual delivery location.
<b>Training product details</b>	Course details <ul style="list-style-type: none"><li>• Qualification ID</li><li>• Qualification name</li><li>• Qualification nominal hours</li></ul>
<b>Contracted places</b>	The number of funded student places under the course
<b>Target group</b>	Where the course is to be delivered to a specific cohort. E.g. Youth at Risk, Aboriginal/Torres Strait Islanders etc.
<b>Student commencing start date</b>	The earliest date a student can start training in the course
<b>Student commencing end date</b>	The latest date a student can start training in the course
<b>Training activity end date</b>	The latest date a student can finish training in the course
<b>Pricing details</b>	The price per student curriculum hour (unit nominal hour). This value is a combination of the student contribution (the student fee) and the Departments contribution (the funded amount)

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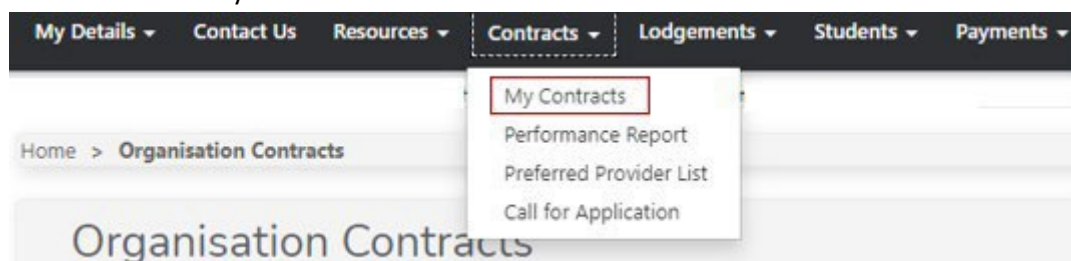
## 1.2. How to view/access your CPS

CPS are maintained on the Training Allocation Management System (TAMS). Contracted providers must obtain access to the TAMS RTO Portal to view their CPS.

(Refer section 2.2 of this document for information on gaining access to TAMS RTO Portal)



To view courses and training programs funded under your agreement with the Department you will need to log on to TAMS RTO Portal and go into:

- Contracts > My Contracts



My Contracts provides access for an organisation to view all of the CPS they hold with the Department.

CPS are grouped according to Year, Program then Industry Area.

- To expand a category, click the plus button 
  - To collapse a category, click the minus button 
- i. Expand the year to display the programs in which your organisation has successfully applied for funding in:

### Contracted Program of Study

#### 2020

##### Apprentice

[View Schedule 4B](#)

##### CAT

[View Schedule 4A](#)

##### Participation – Equity

[View Schedule 4H](#)

- ii. Expand the program to display the industry under which the CPS was awarded (Traineeships only)

#### Trainee

[View Schedule 4C](#)

##### Industry Area

##### Building & Construction

##### Places

10 Places

##### Total Hours

4,000 Hours

##### Community Services, Health & Education

5 Places

2,625 Hours

##### Finance, Property & Business Services

10 Places

4,220 Hours

##### Transport & Storage

5 Places

1,825 Hours

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iii. Expand the industry/program to display a summary of the CPS details:

<input type="checkbox"/> Trainee		<a href="#">View Schedule 4C</a>									
Industry Area <input checked="" type="checkbox"/> Building & Construction				Places	Total Hours						
CPS No	Level	Qualification		10 Places	4,000 Hours						
				Location	SCH/ Place	Places	Total Hours	Mode	Status		
20208888	CRT II IN	Construction		Perth	400	10	4,000	Provided	Active		

**Note:** Where text is [highlighted in blue](#) it is a hyperlink to a document, page or report

**Click on the CPS number hyperlink to open the CPS details**

### View Contracted Details - 20208888

All calculated values do not include GST

CPS Number	20208888
Trade Category	Building & Construction
Program Type	Trainee
Contract Status	Active
Delivery Location	Perth
Mode	Provided
Contracted Provider List	Yes
<b>Training Product Details</b>	
Course/Qualification	CPC20112 - Certificate II in Construction
Pathway	
Traineeship ID	TR00590
Traineeship Name	GENERAL CONSTRUCTION (LEVEL 2)
Qual Nominal Hours	400
Description	
<b>Training Organisation Details</b>	
National Id	0361
Legal Name	No owner RTO
Trading Name	No owner RTO
<b>Contractual Details</b>	
Contracted Places	10
SCH Per Place	400
Total Contracted Hours	4,000
Funding Condition Comment	
Funding Condition Met?	Yes
Fee Exempt	No
GST Applicable	Yes
Commencing In Year	2020
Target Group	Not Specified
Student Commencing Start Date	01/01/2020
Student Commencing End Date	31/12/2020
Training Activity End Date	31/12/2021
Expected Delivery Start Date	
Related CPS No	
RDI ID	
<b>Payment Method Details</b>	
Payment Method Details	Price per SCH (70-30)
<b>Pricing Details</b>	
Commenced Payment	\$0.00
Completed Payment	\$0.00
Price Per SCH	\$11.15
Price Per Place	\$4,460.00
<b>Enrolment Details</b>	
Module Enrolments	15
Discrete Modules Reported	15
Students Reported	1

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### 1.3. Allocating students to a CPS

Students should only be allocated to a CPS when they meet the following conditions in subsequent order:

- 1) They meet the student eligibility requirements outlined in the [General Provisions \(Conditions of Contract\)](#); and
- 2) They meet the student eligibility requirements outlined in the [Business Rules](#); and
- 3) They meet the course of study and commencement requirements of the individual contracted program of study,

Allocations under a CPS can only be altered for current year CPS in accordance with the requirements outlined in the Business Rules (e.g. for 20201234, allocations can only be altered during the 2020 calendar year). **Final student allocations for CPS must be reported no later than 31 January of the following year.**

### 1.4. What should I report on a CPS?

Reports are to be submitted to the Department on student training activity that has occurred under the CPS. Including:

- Student enrolment information
- Student course information and progress

### 1.5. Report standards

It is the contracted providers responsibility that all reports, documents, and information provided to the Corporation under this Agreement are complete, accurate, comprehensive, up-to-date and in no way misleading or deceptive. Refer [Business Rules](#) Clause 2.8.

Vocational education and training information reported against a CPS must be in accordance with the current version of the [Text File Specifications for TAMS electronic reporting](#).

Where an enrolment is reported with a funded training outcome it must be substantiated by valid evidence that meets the requirements of the [Business Rules](#) Appendix A.

### 1.6. When to start reporting

Reports must be submitted to the Department once training activity has commenced in any CPS and must continue to be submitted on a monthly basis, even if no further training has occurred.

### 1.7. When to stop reporting

Reports no longer need to be submitted against a CPS when the requirements of CPS acquittal have been met. Refer [Business Rules](#) Clause 1.12.

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### 1.8. Important reporting dates to remember

- a) All UoC outcomes for the previous year must be reported by the 31 January of the following year. Refer [Business Rules](#) Clause 2.9

Reports submitted by this date must comply with the reporting standards.

### 1.9. RTO reporting responsibilities

It is the RTOs responsibility to ensure reports submitted to the Department are:

- 1) Submitted in a timely manner; and
- 2) Comply with the reporting standards outlined in the [Business Rules](#) Clause 2.8; and
- 3) Reporting issues identified by the Department are addressed in a timely manner

### 1.10. How to vary your CPS

The below conditions of a CPS can be varied through an application process:

- Contracted places (Add places)
- Student training activity end date (Extensions)
- Contract status (Acquittal)

To vary a CPS condition, you must complete and submit a variation form to [training.markets@dtwd.wa.gov.au](mailto:training.markets@dtwd.wa.gov.au) for review by your Case Manager.

Variation processes for each program are outlined in the individual programs business rules. Variation forms can be located within the announcements section of TAMS RTO Portal.

### 1.11. How to apply for new CPS

CPS for additional courses can be applied for through the variation process in accordance with the relevant program business rules.

CPS can only be applied for under programs you are on the preferred provider panel for.

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## 2. THE REPORTING SYSTEM

### 2.1. Introduction to the Training Allocation Management System (TAMS) RTO Portal.

Reports must be submitted on the Departments online database TAMS via the TAMS RTO Portal

The primary functions of the TAMS RTO portal is to:

- manage RTO contracts with the Department
- provide an on-line interface by which RTOs can submit student enrolment data
- validate all enrolment data submitted
- record payments to RTOs.

RTOs will access TAMS RTO Portal, located <https://tamsrtoportal.dtwd.wa.gov.au>

**Welcome to the Department of Training and Workforce Development.**

This site will enable you to :

- View the address, telephone and contacts the Department has for your organisation.
- View your approved scope of registration.
- View the courses, qualifications and/or units of competence you are currently registered to deliver.
- Obtain information on courses that you own.
- Obtain information on any training package for which the Department has allocated nominal hours for funding.
- Obtain information on any courses which you are registered to deliver.
- Enquire upon the status of Trainees and Apprentices.
- Manage Apprentice/Trainee and Competitively Allocated Training Contracts.

Also available is contact information for the relevant business areas. [Click Here](#)

**Announcements**

Date	Announcement
22 Oct 2020	VET Fees Refund And Fee Waiver Framework – COVID-19 Response
20 Oct 2020	PIT Panel Application Extension
09 Oct 2020	NOTIFICATION OF RELEASE OF VET FEES AND CHARGES POLICY 2020
30 Sep 2020	RTO Capacity Survey Results
21 Sep 2020	Resource fee reporting
21 Sep 2020	DTWD Training Opportunities 2020 – 2022 Briefing (Recording and survey)
04 Sep 2020	RAPT Text Specification 3.4
01 Sep 2020	FAQ's about the implications of COVID-19 on publicly funded training
13 Aug 2020	Business rule updates and increases to place allocations for PIT and Participation programs
13 Aug 2020	Free advertising for your publicly funded courses
27 Jul 2020	New Job Ready skill set
22 Jul 2020	2020 Contract variation form




Training Allocation Management System	
<b>Resources</b>	Guides on marketing funded VET can be found here
<b>Contracts</b>	Contracted programs of study and associated resources can be found here
<b>Lodgements</b>	This is the section where training activity reports are submitted
<b>Students</b>	This is the section where student information is maintained for students allocated to CPS (excluding apprentice and trainees which are on WAAMS)
<b>Payments</b>	This is where the recipient created tax invoices are located for each of your funding claims for CPS.

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## 2.2. How do I get access to TAMS RTO Portal

To access the TAMS RTO Portal, you must complete the application form available from the homepage <https://tamsrtoportal.dtwd.wa.gov.au>

### Logon Required

-  Logon
-  Access & Exit forms
-  TAMS RTO Portal Account Setup and Login Instructions

There are three access types for funding reports:

<b>2. Access Required:</b>	<input type="checkbox"/> <b>New Account</b>	<input type="checkbox"/> <b>Modify Existing Account</b>
<input type="checkbox"/> TAMS Basic (No read on-Reports, Financial Sections, CFA; Read all else.)		
or		
<input type="checkbox"/> TAMS Normal (No CFA Write, Read/Write all else )		
or		
<input type="checkbox"/> TAMS Manager (Do everything)		

1. **TAMS Basic:** This access type will give users the ability to view a limited lodgement report. Users will not be able to view the financial summaries of a lodgement or be able to submit a lodgement. This access type is not recommended where only one staff member is involved in the reporting process.
2. **TAMS Normal:** This access type will give users the ability to upload and view a complete lodgement report. Users will have the ability to view the financial summaries of a lodgement and be able to submit a lodgement. It is recommended at least two staff members have this access for each organisation in the event one is unavailable.
3. **TAMS Manager:** This access type will give users the ability to upload and view a complete lodgement report. Users will have the ability to view the financial summaries of a lodgement and be able to submit a lodgement.

#### TERMS AND CONDITIONS OF USE:

- No account sharing is allowed. Each user must have their own account. Reasonable precautions must be taken to avoid unauthorised access or password disclosure.
  - The user is responsible for all work performed under the user's account.
  - TAMS RTO Portal must only be used for performing official duties within the user's job definition.
  - The information on TAMS RTO Portal is confidential and must not be disclosed to unauthorised parties. Reasonable precautions must be taken to maintain confidentiality and prevent accidental disclosure.
  - Should this account no longer be needed you MUST complete a TAMS RTO Portal/TRS-Net Exit form.
  - Any other changes affecting the use of TAMS RTO Portal must be communicated to the Business Owner.
- Accounts not used for 90 days, email notification will be sent. After 7 months the account will be disabled.

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### 2.3. Report format

This section provides a brief summary of the file format and how to upload the files. Refer to the latest Text File Specifications for TAMS Electronic Reporting for further detail.

Reports submitted in TAMS RTO Portal must be in a text tab delimited format in accordance with the latest [Text File Specifications for TAMS electronic reporting](#).

Your funding report consists of two parts:

Part 1	Part 2
Student file	Enrolment file
Information relating to all students who are enrolled in training programs where the student is not registered on WAAMS - such as priority industry training and participation-equity.	A record for each unit of competency or module enrolment for every student associated with all active CPS.
<b>Note:</b> <ul style="list-style-type: none"> <li>Providers using AVETMISS compliant software such as a student management system may have the ability to extract the above files directly from their system.</li> <li>The student file must be uploaded into TAMS RTO Portal first; this is to first establish the student information against which the training information will be recorded. A student file only needs to be uploaded once.</li> <li>For the apprenticeship/traineeship programs you will not need to upload a student file as this is already contained in the WAAMS training contract that is registered by the Apprenticeship Office.</li> <li>The enrolment file is a combined file of all of the training activity you have delivered under all of the active CPS you are contracted in.</li> </ul>	

REPORT STRUCTURE			
FILE	Student text file		Enrolment text file
PROGRAM	Apprenticeship & Traineeship	Priority Industry Training, Participation & Competitively Allocated Training	All programs
UPLOADER (UPLOAD LOCATION)	Apprenticeship Office (WAAMS)	TAMS RTO portal	TAMS RTO portal
FORMAT	N/A	<a href="#">Refer latest version of the text file specifications for TAMS reporting</a>	<a href="#">Refer latest version of the text file specifications for TAMS reporting</a>
FREQUENCY	N/A	Only when new students are allocated or amendments are made to existing records.	Once a month

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## 2.4. Uploading a student file

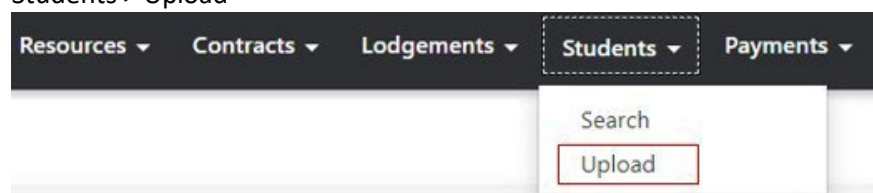
There are two ways in which TAMS Students can be entered and maintained on TAMS RTO Portal:

1) File upload	2) Direct entry onto TAMS
<b>Note:</b> It is recommended that training providers with large numbers of students use the student text file upload method. Students previously uploaded do not need to be uploaded again.	<b>Note:</b> This method is recommended for updating existing student files where data entry errors exist or changes to student details are required.

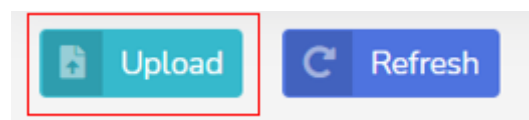
### 1) File upload

To upload a student text file in TAMS RTO Portal, go into:

- i. Students > Upload

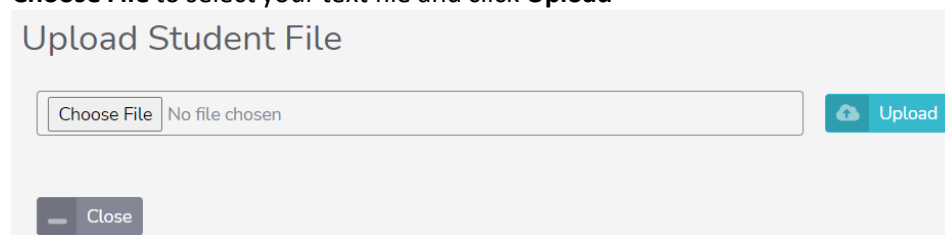


- ii. Click the **Upload** button



**Note:** text files can only be uploaded into TAMS RTO portal via a secure connection. You must ensure the website is secure (https) prior to attempting to upload.

- iii. **Choose File** to select your text file and click **Upload**

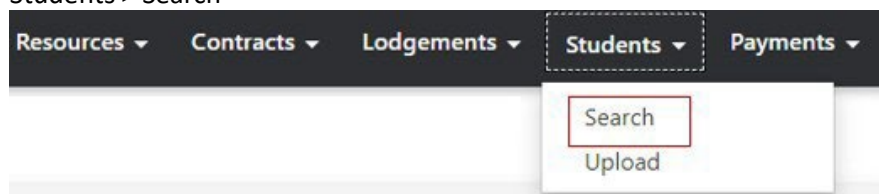


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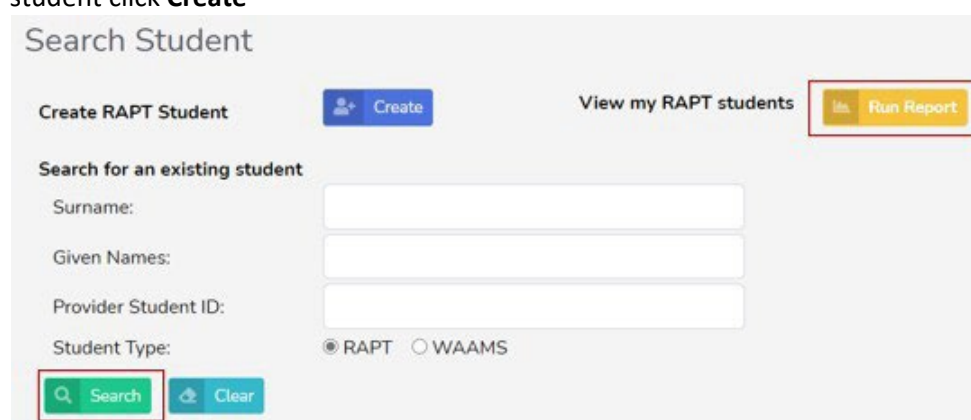
## 2) Direct entry onto TAMS

To directly enter or maintain an existing student text file via TAMS RTO Portal, go into:

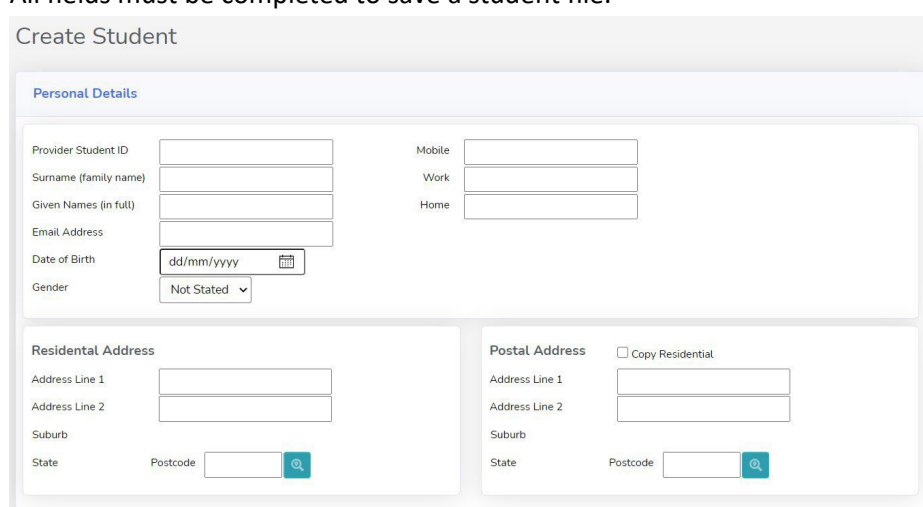
- i. Students > Search



- ii. To search existing students, you can either **Run Report** to view all of your uploaded students or enter the students name and click **Search**. To create a new student click **Create**



- iii. The information below is part of what you will find when you select “Create”. All fields must be completed to save a student file.



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## 2.5. Student file validation issues

Student files uploaded into TAMS RTO Portal will undergo a validation process to ensure the data:

- Meets the latest text file specifications field format rules; and
- Meets the latest text file specifications business rules for each field.

Where student data does not meet the specifications, the system will either 'Reject' or 'Error' the student data. This will prevent the student data from registering on TAMS RTO portal and effectively prevent funding.

**UPLOAD SUMMARY**

Uploaded Date	25/11/2020 2:17:10 PM
Uploaded By	John Smith
File Name	292_Student.txt
Status	<span>Validated</span>
Uploaded	10
Accepted	1
Rejected	9 <span>Download Rejected</span>
Errors	0

You will need to open the hyperlink for the error/rejection to find out what the issue is. A list of potential errors is available in the text file specifications.

Once you have determined the issue, you must amend the issue at the source (your student management system) and re-upload the file.

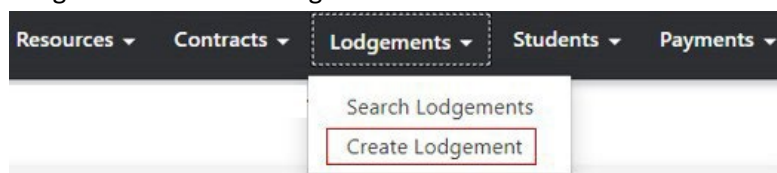
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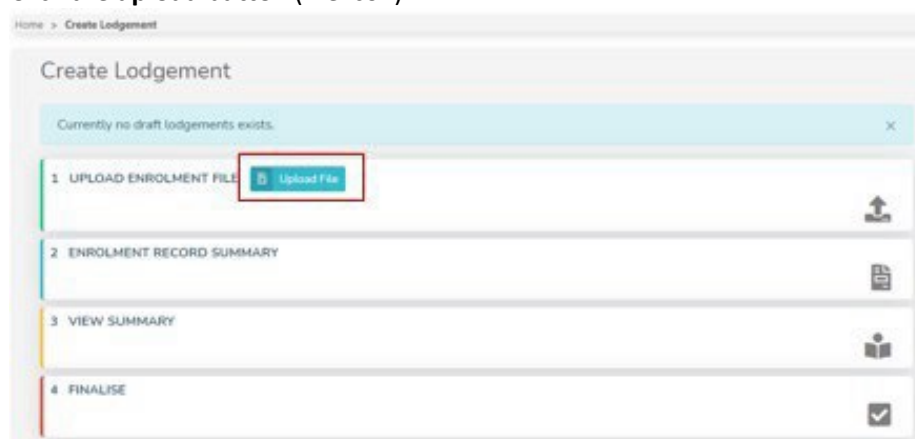
## 2.6. Uploading an enrolment file

To upload an enrolment file via TAMS RTO Portal, go into:

- i. Lodgements > Create Lodgement

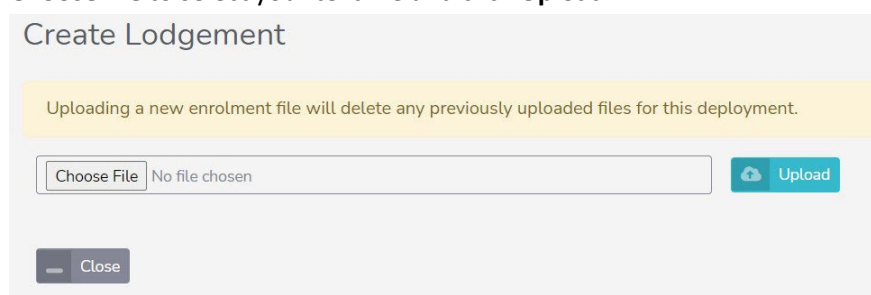


- ii. Click the **upload button** (file icon)



**Note:** text files can only be uploaded into TAMS RTO portal via a secure connection. You must ensure the website is secure (https) prior to attempting to upload.

- iii. **Choose file** to select your text file and click **Upload**.



**Note:** The upload procedure may take a few minutes, depending on the speed of the internet connection and the size of the enrolment text file. You will need to refresh the upload screen every few minutes to check on the status.

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## 2.7. Enrolment file validation issues

Enrolment files uploaded into TAMS RTO Portal will undergo a validation process to ensure the data:

- Meets the latest text file specifications field format rules; **and**
- Meets the latest text file specifications business rules for each field; **and**
- Meets CPS requirements; **and**
- Meets any additional contractual requirements where applicable e.g. the apprentice/trainee training contract requirements (WAAMS).

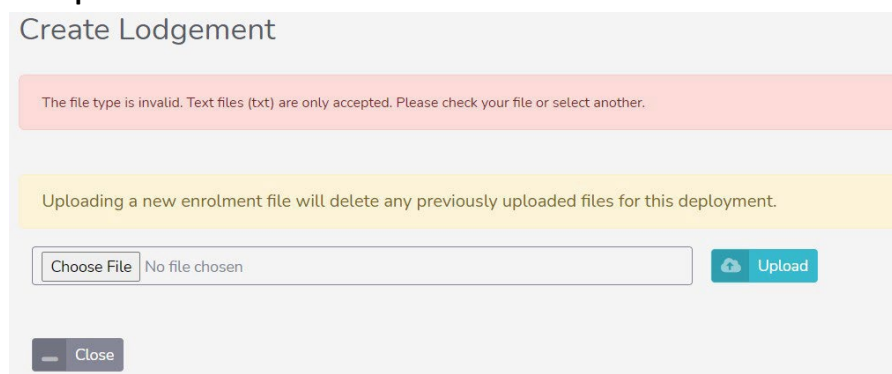
Validation issues can occur at two stages during upload.

1) Pre-validation	2) Post-validation
Issues identified during the upload	Issues identified on completion of the upload

### 1) Pre-validation

Pre-validation issues will occur when the file is in the wrong format. TAMS RTO portal will identify the column and/or row that is in the wrong format.

**Example:**



To amend a pre-validation issue, you must review the identified column/row in your text file against the specifications to ensure you meet the requirements.

The most common issues can be resolved by checking the items listed below. Also refer to the Text File Specifications.

- a) Check for invalid data with each column against the Text File Specification
- b) Data left blank when data is required in the field
- c) Column width format (increase in length)
- d) Additional blank columns
- e) Full stops, excess spaces before and after field content
- f) Check each line of data has carriage return at the end

You will need to amend your text-file and re-upload.

**Note:** Hidden entries such as spaces can cause a field error where there is a specific allowance for letters/numbers.

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## 2) Post-validation

Post validation issues can occur when TAMS RTO portal has identified specific text file business rules or contractual requirements are not being met or an illogical field entry has occurred.

Post-validation issues must be addressed where applicable and an amended file re-uploaded to reflect any changes.

1 UPLOAD ENROLMENT FILE

Upload File

Uploaded File Name  
RAPT\_ENR\_20201113 15-48-40.txt

Uploaded Date  
13/11/2020 3:49:17 PM

Uploaded By

Validated Date  
13/11/2020 3:49:17 PM

Upload Status  
Validated

2 ENROLMENT RECORD SUMMARY

Uploaded  
15304

Rejected  
0

Errors  
482

Funded  
7377

Non Funded  
7445

3 VIEW SUMMARY

Enrolment Summary

Allocation

Fees

Financial

Out Of Location

Outcome

Registration

Reports

Trainee Funding

Error Summary

View Errors

Download Errors to Excel

Download Warnings to Excel

4 FINALISE

If you wish to lodge the file click lodge.

Lodge

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Below is a table outlining post-validation issues that can occur within an enrolment file upload as well as recommended actions:

(Reports will be generated by TAMS RTO portal to identify the below issues – refer [section 2.9](#) TAMS lodgement summaries and reports)

Issue	Details	Recommended action
<b>The following issues will prevent you from submitting your report and must be amended to be able to submit.</b>		
<b>Format</b>	The text file format does not meet the text file specifications (e.g. too many fields)	You must amend the file format and re-upload your report.
<b>Over-allocation</b>	Additional students have been reported on a CPS when the places have not been approved. (e.g. 20 students reported on a CPS where only 10 places are approved)	You must remove the additional students until you have funding approval for them from your Case Manager and places have been added to your CPS.
<b>The following issues will place individual units of competency in isolation and prevent you from claiming funding for the unit. You can still submit your report with these issues however they should be amended prior to submission where possible.</b>		
<b>Rejection</b>	A field entry does not meet the text file specification field rules (e.g. invalid date)	You must address the identified issue and re-upload your report.
<b>Error</b>	A field entry does not meet a contractual requirement or an illogical field entry has occurred. A list of potential errors is available in the text file specifications.	<p>You must address the identified issue and re-upload your report where the following occurs.</p> <ul style="list-style-type: none"> <li>• Activity identified as not eligible for funding must be removed.</li> <li>• Data entry errors must be amended in your student management system.</li> </ul> <p>Where a third party is required to complete a process such as training contract extensions, notice of arrangements or USI applications the student activity must be reported (regardless of errors) until the process has been completed.</p>

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<b>Duplicate enrolment within lodgement or across contracts</b>	A student unit has been reported in two separate instances with an illogical event. E.g. Unit reported as deemed competent on 01/01/2020 and unit reported again as in training on 30/06/2020.	You must contact your Case Manager to discuss reporting methods.
<b>Duplicate enrolment across RTO</b>	Students have been reported as yet to commence or in training against units where the Department has a record the student has competency in the unit.	Where a student has provided evidence of competency in a unit the unit must only be reported as a credit transfer.
<b>Trainee funding summary</b>  <b>(Trainees ineligible for funding)</b>	Trainees have been reported for funding where they have been identified on the traineeship training contract as not eligible for funding.	Where a student is not eligible for funding, you must remove them from your funding report.  Queries should be directed to: Funding – <a href="mailto:Training.Markets@dtwd.wa.gov.au">Training.Markets@dtwd.wa.gov.au</a> Existing Worker and New Entrant Status – <a href="mailto:Apprenticeshipoffice@dtwd.wa.gov.au">Apprenticeshipoffice@dtwd.wa.gov.au</a>
<b>The following issues will be flagged in your report as a potential issue which requires your investigation. You can still submit your report with these issues and the system will still generate funding however they should be addressed with your case manager prior to submission.</b>		
<b>Warnings</b>  <b><i>Qualification mismatch</i></b>	Students under an apprenticeship/traineeship arrangement have been reported against a CPS however are not undertaking training in the same qualification package as the CPS contracted qualification.	Where students have transitioned to the new package or changed qualification, you must contact your Case Manager to discuss reporting methods.  Where students have transitioned to another RTO and changed qualifications you will not need to address this warning.
<b>Out of location summary</b>	Students have been reported against a CPS however are not undertaking training in the same region as the CPS contracted region.	Students appearing with this issue must be removed from the CPS and reallocated to the appropriate CPS for the region. Where you do not have a CPS for the region, you must contact your Case Manager to discuss.
<b>Exceeding hours report</b>	Students have been reported with total nominal hours exceeding the nominal hours of the CPS qualification. Indicating more units than required for the CPS qualification are being reported for funding.	Where more units than required for the qualification have been reported you must remove the units from your funding report unless you have approval from your Case Manager.

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## 2.8. The TAMS lodgement

When an enrolment file has been successfully uploaded in TAMS it is referred to as a TAMS lodgement. A TAMS lodgement is a funding system report on the uploaded activity. Each lodgement is allocated a unique 5-digit ID when the file is uploaded. This ID will be used by the Department as a reference number in any communication sent to your organisation regarding your monthly funding claim.

TAMS lodgements have several stages:

Stage	Description
<b>Draft</b>	Draft stage provides the RTO the opportunity to review their lodgement to ensure it is correct prior to submission to the Department.
<b>Lodged</b>	The lodgement has been submitted to the Department for processing.
<b>In progress</b>	The lodgement is being assessed and processed.
<b>Pending approval</b>	
<b>Manager approved</b>	
<b>Payment approved</b>	The lodgement has been sent to finance for payment
<b>Cancelled</b>	The lodgement has been deemed unsuitable for payment and has been cancelled to enable resubmission of a suitable lodgement.

### Note:

- It is the training provider's responsibility to ensure the reporting standards outlined in section 1.5 of this document are met prior to the lodgement being submitted to the Department for funding.
- The Department may contact the RTO during the processing stage if any issues are identified with the lodgement or clarification on reported activity is required. If issues are identified during processing it may result in the lodgement being cancelled.
- A lodgement cannot be submitted if the previous lodgement has a status of: Lodged / In Progress / Pending Approval / Manager Approved.
- Where a lodgement has been cancelled due to not meeting contractual requirements, it will be considered in contract performance reviews.

A TAMS lodgement will contain a number of training activity summaries as well as reports for your organisation to use to quality assure your lodgement prior to submission.

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## 2.9. The lodgement summaries and reports

### 1) Navigation page

This page is the cover page of your lodgement. It contains 4 sections:

- 1. Upload enrolment file:** The file upload information and status
- 2. Enrolment record summary:** The number of units uploaded in your enrolment file  
(Funded = units with a funded training outcome / non-funded = units with a non-funded training outcome)
- 3. View summary:** Summary reports of reported training activity against contracted programs of study
- 4. Finalise:** This section contains the 'Lodge' button or identify if the lodgement cannot be lodged due to a specific validation issue 'Delete'.

### Create Lodgement

No owner RTO

Lodgement No: 75888

Lodgement Status: Draft

1 UPLOAD ENROLMENT FILE

Upload File

Uploaded File Name  
RAPT\_ENR\_20201113 15-48-40.txt

Uploaded Date  
13/11/2020 3:49:17 PM

Uploaded By

Validated Date  
13/11/2020 3:49:17 PM

Upload Status  
Validated

2 ENROLMENT RECORD SUMMARY

Uploaded  
15304

Rejected  
0

Errors  
482

Funded  
7377

Non Funded  
7445

3 VIEW SUMMARY

Enrolment Summary

Allocation

Fees

Financial

Out Of Location

Outcome

Registration

Reports

Trainee Funding

Error Summary

View Errors

Download Errors to Excel

Download Warnings to Excel

4 FINALISE

If you wish to lodge the file click lodge.

Lodge

Delete

**Note:** Where text is [highlighted in blue](#) it is a hyperlink to a document or summary report

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## 2) Allocation summary

This page will summarise the number of reported participating students against each individual CPS:

<b>Allocated:</b>	The number of training places you can deliver under each CPS (or industry for the traineeship program)
<b>Started:</b>	The number of training places you have allocated a student to and the student is participating in training
<b>Yet to start:</b>	The number of training places you have allocated a student to however the student is yet to participate in training
<b>Remaining:</b>	The number of training places you have yet to allocate to a student

Allocation						
Fees Financial Out Of Location Outcome Registration Reports Trainee Funding						
Year	Industry Area	Allocated	Started	Yet to Start	Remaining	Status
2020						
	Apprenticeships (Place by CPS)	51	28	17		
	20208888	43	26	15	2	OK

### Note:

- Where a student has been allocated to a CPS and discontinued prior to commencing any training, they will not appear in this summary. (e.g. students with training outcome 100 'never commenced' reported against all of their units of competency)
- Where a **target**  appears next to a CPS it denotes the CPS is for delivery of training to a specific target group. (E.g. youth at risk, Aboriginal and Torres Strait Islanders, Disabilities etc.). You can click on the target to access a brief summary report of the student enrolment information used for supporting student eligibility for the target group.

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### 3) Fees summary

This page will summarise the reported fee types for the number of nominal hours against each CPS.

**Full:** Total nominal hours reported as course fee type non-concession

**Concession:** Total nominal hours reported as course fee type concession

**Fee exempt:** Total nominal hours reported as course fee type fee exempt or fees waived due to severe financial hardship

**Fees:** Total fees value deductible from the CPS

Allocation Fees Financial Out Of Location Outcome Registration Reports Trainee Funding

● Denotes that the CPS is Fee Exempt.

All calculated values do not include GST

Program Type - CAT

CPS No	Course/Qual	Full	Hours/Fee Type Concession	Fee Exempt	Total Hours	Fees
20208888 ●	Certificate III in Individual Support	0	0	6,608	6,608	\$0.00
CAT Sub Totals:		0	0	6,608	6,608	\$0.00

#### Note:

- Where a red dot ● appears next to a CPS it denotes the CPS is fee exempt. Students allocated to these CPS should not be charged course fees.
- The fees value is a funding calculation only and is not a reflection of the course fees chargeable to the students
- Refer to the [Fees and Charges Policy](#) applicable to the year in which the individual unit was commenced for further information on student fees applicable under the contracting arrangement.

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#### 4) Financial summary

This page will summarise your funding claim for each active CPS reported against on TAMS.

**CPS Value (Net):** The total value of the uploaded reported training activity against the CPS as per the Departments funding method

**Previously approved:** The total value of your 'payment approved' lodgement

**Value of claim:** The amount owing from the current total value minus previously paid values.

Allocation Fees Financial Out Of Location Outcome Registration Reports Trainee Funding

Program Type - CAT

CPS No	Course/Qual		CPS Value (Net)	Previously Approved	Value of Claim	Accepted Amount
20208888	Certificate III in Individual Support		\$20,698.31	\$11,230.36	\$9,467.95	\$9,467.95
CAT Sub Totals:			\$20,698.31	\$11,230.36	\$9,467.95	\$9,467.95

Program Type - Trainee

CPS No	Course/Qual		CPS Value (Net)	Previously Approved	Value of Claim	Accepted Amount
20208881	Certificate III in Individual Support		\$13,555.31	\$13,162.94	\$392.37	\$392.37
Trainee Sub Totals:			\$13,555.31	\$13,162.94	\$392.37	\$392.37
Lodgement Total:			\$34,253.62	\$24,393.30	\$9,860.32	\$9,860.32

#### Note:

- The value of claim will show as \$0 where there has been no change/increase to your reported training activity since your last claim
- The value of claim will show as a negative where your current claim value is less than your previous claim. This can be a result of previously accepted training activity no longer being reported, appearing as an error, funding removed flag changed from "N" to "Y", changes to outcome codes, fee codes or changes have occurred to the training activity which will result in a lower funding claim for the activity.
- A guide on investigating negatives is available in [attachment 1](#) of this document

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### Out of location summary

This page will summarise whether any students have an 'out of location' validation issue. It will identify where students have undertaken training outside of the CPS region of delivery. Students appearing with this issue must be removed from the CPS and reallocated to the appropriate CPS for the region. Where you do not have a CPS for the region, you must contact your Case Manager to discuss.

Allocation	Fees	Financial	Out Of Location	Outcome	Registration	Reports	Trainee Funding
------------	------	-----------	-----------------	---------	--------------	---------	-----------------

2020

Priority Industry Training

20208888

Student Name

Smith, Joe

Correct Location 0

Peel 0

Reported Suburb

Bunbury

Elsewhere 570

Elsewhere 570

Reported Post Code

6230

Reported Region

South West

Total Hours

570

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## 5) Outcome summary

This page will summarise the types of training outcomes you have reported for each nominal hour under a CPS.

		Allocation	Fees	Financial	Out Of Location	Outcome	Registration	Reports	Trainee Funding
Program Type - CAT		Reported Hours/Outcome Code							
CPS No	Course/Qual	1	5	9	10	11	100	105	Total Hrs
20208888	Certificate III in Individual Support	5,005	1,505	-	-	98	380	1,258	8,246

### Note:

- Where no 'participating' or 'yet to commence' outcomes have been reported against a CPS (e.g. 5, 55, 105) and all activity has been reported as finalised, it is an indication all training has been finalised under the CPS. Your organisation should review the CPS for acquittal.
- This summary can be used to identify where training outcome codes have been used incorrectly. (e.g. Outcome 3 and 4 should only be used for non-assessable enrolments such as CAVSS, USIQ and work placement modules outcome code 4, outcome 2 should only be used where a final grade has been supplied for the overall unit e.g. competent/not competent)
- Training outcomes reported with a funding value attached must be supported by valid evidence of participation as outlined in the [Business Rules](#), Appendix B
- Please refer to [attachment 3](#) for details on training outcome codes

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## 6) Registration summary

This summary will list all of your reported CPS qualifications against your organisations registration status.

Allocation	Fees	Financial	Out Of Location	Outcome	Registration	Reports	Trainee Funding
							Total records: 2
CPS No.	Course/Qual	Course/Qual Name	Enrolment Count	Funded	Registered For Delivery		
20208888	CHC33015	Certificate III in Individual Support	97	Yes	Yes		
20208881	CHC33015	Certificate III in Individual Support	189	Yes	Yes		

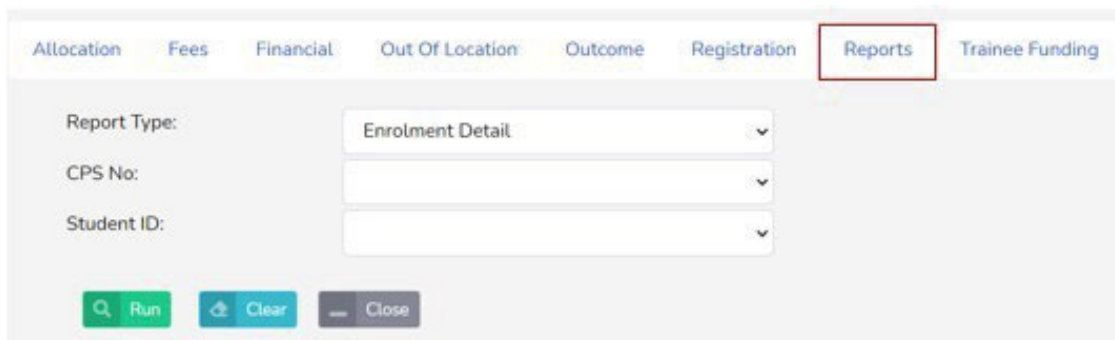
### Note:

- Your registration may show as 'No' where the qualification has been replaced or where you have recently extended your registration with your regulator. Where you have recently extended your registration, it may take a few days for TAMS RTO Portal to update.

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## 7) Reports summary

This summary is a directory to a number of reports available to your organisation to use to review your lodgement prior to submission.



Reports include:

Report name	Detail
<b>Enrolment detail</b>	A listing of students reported and their enrolment activity at <b>unit</b> level
<b>Student Summary</b>	A listing of students reported under each CPS with a summary of their reported training outcomes
<b>Intake Summary</b>	A summary of the reported training outcomes under each student intake for each CPS
<b>Delivery Region Summary</b>	A summary of the reported training delivery region for students for each CPS
<b>Module Report</b>	A listing of all modules reported and the frequency
<b>Student Exceeding Hours</b>	A listing of students reported with a total nominal hours exceeding the qualification nominal hours – indicating more units than required by the qualification has been reported
<b>Apprentice Details</b>	WAAMS training contract summary for reported students
<b>Trainee Details</b>	WAAMS training contract summary for reported students
<b>Apprentice Financial Summary</b>	Funding net value for each reported student under the Apprentice program CPS
<b>CAT Financial Summary</b>	Funding net value for each reported student under the CAT program CPS
<b>Trainee Financial Summary</b>	Funding net value for each reported student under the Trainee program CPS
<b>Participation Equity</b>	Funding net value for each reported student under the Participation Equity program CPS
<b>Priority Industry Training Financial Summary</b>	Funding net value for each reported student under the program PIT CPS
<b>CPS Acquittal Report</b>	This report will list any CPS reported with no participating outcomes which may be ready for acquittal.

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## 8) Trainee funding summary

This page will show any trainee reported and deemed not eligible for funding on the WAAMS training contract due to not meeting the funding eligibility requirements. Where a student is not eligible for funding, you must remove them from your funding report.

Allocation	Fees	Financial	Out Of Location	Outcome	Registration	Reports	Trainee Funding
Smith, Joe (26/08/2003)		119578T					
CPS	Qualification Name			Ineligible Modules	Modules Reported		
20208888	Certificate III in Business			12	12		

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## 9) Error summary

This summary is located on the navigation page.



This summary provides reports on the following:

### a) View errors

A directory on all errors appearing in your lodgement that can be filtered by error type, CPS and student:

A screenshot of the 'Enrolment Error Summary' form. The form has a title 'Enrolment Error Summary' and two links: 'Download Errors to Excel' and 'Download Warnings to Excel'. Below these links are four input fields: 'Error Code:' with a dropdown arrow, 'CPS No:' with a dropdown arrow, 'Student:' with a dropdown arrow, and 'Include Warnings:' with a checkbox. At the bottom of the form are three buttons: 'Search' (green), 'Clear' (blue), and 'Close' (grey).

### b) Download errors to excel

A summarised excel view of all errors appearing in your lodgement at unit level

### c) Download warnings to excel

A summarised excel view of all warnings appearing in your lodgement at unit level

### d) Duplicate errors

A report on duplicate units

**Note:** Refer [attachment 2](#) for 'A guide to understanding errors'.


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## 10) Over-allocation summary

This summary will appear in your lodgement if there are more students being reported on a CPS than the contracted places:

**4 FINALISE**



**⚠ OVER ALLOCATION**

You are unable to lodge this claim due to an over allocation. Click the More Info button for further details. [More Info...](#)

An increase in student numbers can only be requested against contracts pertaining to the funding agreement for the current year. Please see [Training Resource Allocation](#). For previous years' contracts, students will need to be removed from the enrolment file.

Year	Industry Area	Allocated	Uploaded	Over	
 2019					
	 Priority Industry Training (Place By CPS)	1	2	1	
	<a href="#">20208888</a>	1	2	1	<a href="#">Info...</a>

### Note:

- You will not be able to submit a lodgement with an over-allocation issue.
- The [info...](#) hyperlink will open a list of all of the students your organisation attempted to report against in the current draft lodgement.
- An over-allocation issue will place all students under the affected CPS in errors and result in the funding for the CPS being withdrawn.
- For the traineeship program, as places are allocated by industry and not qualification an over-allocation in this program will place all CPS under the affected industry in errors as an over-allocation.

### Tip:

To locate the students recently added you can compare the student list provided in the '[info...](#) hyperlink' in this summary against the student list in your previous approved lodgement.


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## 2.10. Submitting the lodgement

TAMS lodgements can be submitted by clicking the 'Lodge' button in the lodgement navigation screen. This option will only appear for staff members with TAMS RTO Portal access 'Normal and Manager'.

4 FINALISE

If you wish to lodge the file click lodge.

 Lodge



When you click 'lodge' the following prompt will appear. Click 'I Agree' to lodge.



### Lodgement Confirmation

I declare that information provided in this lodgement complies with the contractual conditions, as defined in the relevant General Provisions (Conditions of Contract), for each reported Contracted Program of Study and is an accurate and complete record of training provided.

I understand that information provided in this lodgement about student training activity and outcomes may appear on Unique Student Identifier transcripts.

I also acknowledge and accept that this data may be used as defined in my signed RTO Declaration and Understanding document held by the Department.

Cancel

I Agree

Lodgements must only be submitted when you are confident the above conditions have been met. When submitted the status of your lodgement will change from **draft** to **lodged**.

#### Note:

Where a negative CPS value appears you will also be required to supply a valid reason and indicate your acceptance of the negative amount prior to submission of your lodgement.

Please enter a reason for negative values in the box below.

☐ I am aware of, and accept the above negative values. For more info relating to the negative CPS's click [here](#).

 Lodge

 Cancel

Where you are not approving of a negative claim you should not submit your lodgement. If you submit a lodgement where the total of the lodgement is negative it implies that you are in debt to the Department and you may receive an invoice from us.

Refer to [attachment 1](#) in this document for a guide to investigating the causes of negative claims.

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## 2.11. Viewing past lodgements

All lodgements submitted on TAMS can be accessed on TAMS RTO Portal through the Lodgements tab.

The screenshot shows the TAMS RTO Portal interface. At the top, there is a navigation bar with tabs: Resources, Contracts, Lodgements, Students, and Payments. The 'Lodgements' tab is selected. Below the navigation bar, there is a dropdown menu with two options: 'Search Lodgements' and 'Create Lodgement'. The 'Search Lodgements' option is highlighted. Below this, there is a 'Search Lodgements' section with the following fields:

- From Date: dd/mm/yyyy
- To Date: dd/mm/yyyy
- Status: (dropdown menu)
- Lodgement No: (text input)

Below the search fields, there are two buttons: 'Search' (with a magnifying glass icon) and 'Clear' (with a trash icon). The 'Search' button is highlighted with a red box. Below the search section, there is a table of lodgements. The table has three columns: 'Lodge No.', 'Date', and 'Status'. The table shows three records:

Lodge No.	Date	Status
75555	29/10/2020	Draft
75538	30/09/2020	Payment Approved
75511	21/08/2020	Payment Approved

At the top right of the table, it says 'Total records: 144'.

Each submitted lodgement will reflect the reported activity at that point in time and will not change.

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### 3. PAYMENT

#### 3.1. How do I get paid?

Funding will be generated based on the reported training activity at unit level and is calculated in accordance with the Departments funding method applicable for the year in which the activity commenced.

The current funding method for activity commenced in 2023 is as follows:

$$\begin{aligned} & ((\text{CPS Price per SCH [ x Regional loading: traineeship program only]}) - \text{course fee rate}) \\ & \quad \times \text{unit nominal hours} \times \text{training outcome percentage} \\ & \quad + \text{fee cap rebate} \end{aligned}$$

Item	Location
<b>CPS price per SCH</b>	CPS <i>Determined by the qualification price listed on the applicable program payment table divided by the qualification nominal hours. The CPS price per SCH will include the regional loading for all programs excluding Traineeships.</i>
<b>Regional loading</b>	<a href="#">Business Rules</a>
<b>Course fee rate</b>	The applicable Fees and Charges Policy for the year in which the unit commenced
<b>Unit nominal hours</b>	<a href="http://www.dtwd.wa.gov.au/nhg">http://www.dtwd.wa.gov.au/nhg</a>
<b>Training outcome percentage</b>	<a href="#">Business Rules</a>
<b>Fee cap rebate</b>	The applicable Fees and Charges Policy for the year in which the unit commenced

TAMS is an accumulative funding system which will calculate the funding claim for the CPS based on the current uploaded CPS value less the previous paid CPS value.

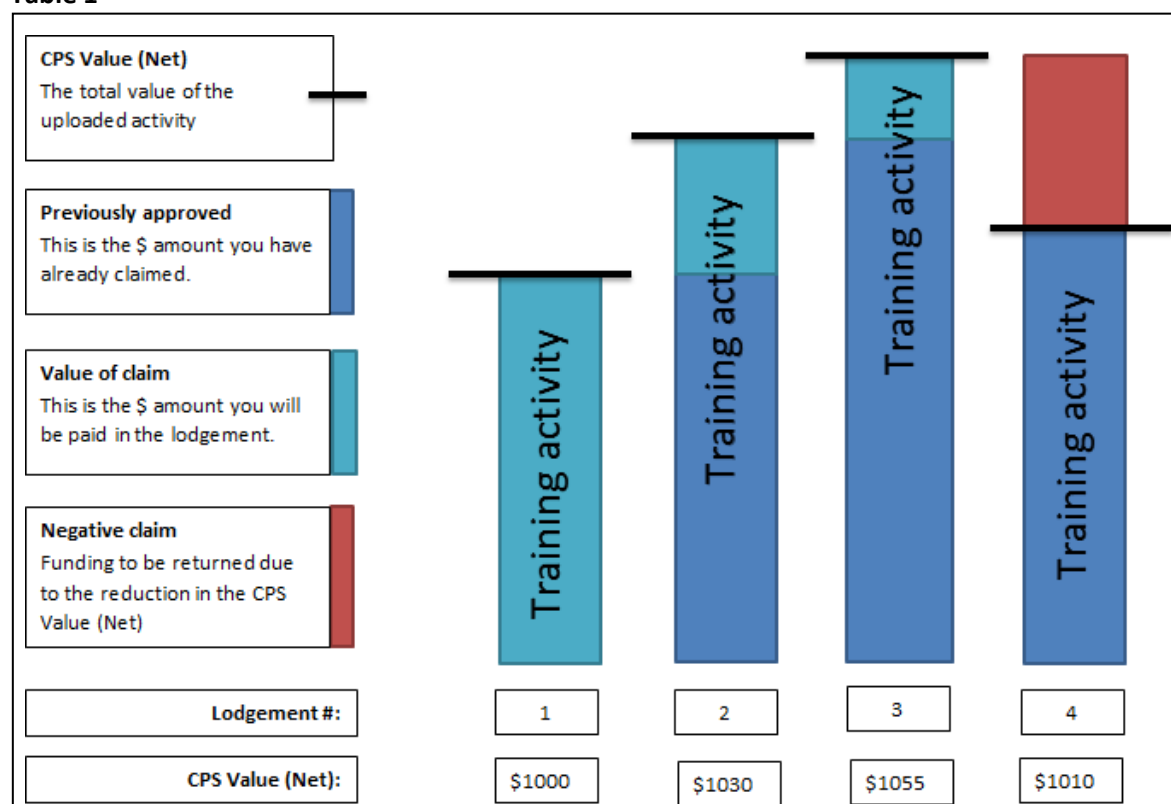
#### Note:

- As RPL fees are deregulated fees will be deducted as a non-concession rate. RPL fees are excluded from fee caps unless otherwise specified.
- Where fees are waived the RTO will bear the full cost of the student course fee for fee waiver arrangements.
- Where fees have been deducted in excess of applicable fee caps, a rebate will be provided to align with the fee cap.

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Below is a table outlining how the funding value is achieved for activity commenced.

**Table 1**



Claims can be positive, negative or neutral based on the amount of activity reported and the value of funding previously claimed.

Negatives can occur as a result of previously claimed activity not being reported, previously claimed activity going into error or adjustment of previous reported data to a lower funded activity (e.g. date, outcome, fee, region etc.)

### 3.2. When do I get paid?

Payment will only be made within 30 days of a valid lodgement being received.

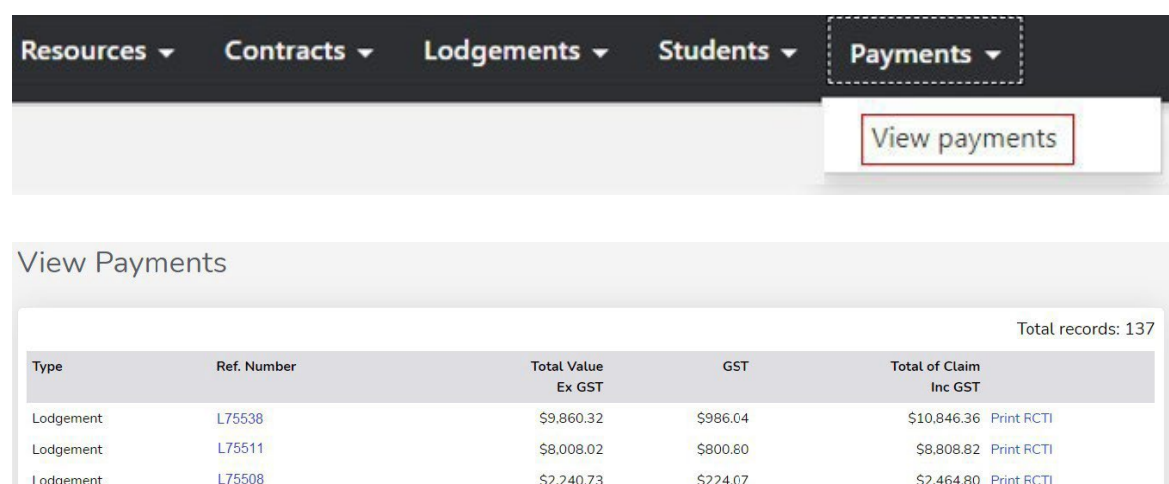
When approved for payment the status of the lodgement will change to payment approved.

When a lodgement is payment approved your funding claim has been submitted to the finance department for payment and may take a few days to a week before it is deposited into your nominated account.

### 3.3. Where can I view my payments?

Once a lodgement is approved for payment the recipient created tax invoice (RCTI) will be generated by the Department on behalf of your organisation.

A list of past payments for lodgements and recipient created tax invoices can be located on TAMS RTO Portal in the payments tab.



The screenshot shows the TAMS RTO Portal interface. At the top, there is a navigation bar with tabs: Resources, Contracts, Lodgements, Students, and Payments. The Payments tab is selected and highlighted with a dashed box. Below the navigation bar, there is a button labeled 'View payments' with a red border. Below the button, the 'View Payments' section is displayed. It shows a table with columns: Type, Ref. Number, Total Value Ex GST, GST, and Total of Claim Inc GST. There are three rows of data, all for 'Lodgement' type. Each row has a 'Ref. Number' (L75538, L75511, L75508), 'Total Value Ex GST', 'GST', and 'Total of Claim Inc GST'. To the right of the 'Total of Claim Inc GST' column, there is a link 'Print RCTI' for each row. In the top right corner of the table area, it says 'Total records: 137'.

Type	Ref. Number	Total Value Ex GST	GST	Total of Claim Inc GST
Lodgement	L75538	\$9,860.32	\$986.04	\$10,846.36 <a href="#">Print RCTI</a>
Lodgement	L75511	\$8,008.02	\$800.80	\$8,808.82 <a href="#">Print RCTI</a>
Lodgement	L75508	\$2,240.73	\$224.07	\$2,464.80 <a href="#">Print RCTI</a>

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## 4. TROUBLESHOOTING

Below is a list of common system issues experienced on TAMS RTO Portal and solutions:

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**Q. I cannot view the financial summary in the lodgement or lodge**

- A. Financial screens in TAMS RTO Portal are viewable only to TAMS RTO Portal Users who have Normal or Manager access. To view this information you will need to upgrade your TAMS RTO Portal User account by completing an access form.

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**Q. When I try to upload an enrolment/student text file it doesn't do anything**

- A. Files can only be uploaded onto TAMS RTO Portal through a secure website; check your webpage to ensure you are on a secure site connection (<https://tamsRTOportal.dtwd.wa.gov.au>), files uploaded on a non-secure site (http) will not be accepted.

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**Q. I am trying to make manual changes to a student's name on a student file but it won't save**

- A. Student name fields (given and surname) can only be updated one at a time. You will need to amend and save individual fields one at a time.

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## 5. RELATED DOCUMENTS

This document should be read in conjunction with:

- VET (WA) Ministerial Corporation Purchase of Training Services [General Provisions \(Conditions of Contract\)](#)
- VET (WA) Ministerial Corporation Purchase of Training Services Business Rules [Business Rules](#)
- [Text file specifications, TAMS electronic reporting](#)

Contract documents and supporting information can be located on the Departments website at:

<http://www.dtwd.wa.gov.au/training-providers-and-schools/vet-jswa>

*\*In the case of ambiguity or contradiction between these guidelines and the Agreement the Agreement shall take precedence.*

## 6. CONTACT INFORMATION

Queries relating to the contracting arrangement should be directed to your Case Manager at Private Training Markets.

General email enquiries can be directed to:

[Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

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## A GUIDE TO INVESTIGATING CAUSES OF NEGATIVE CLAIMS

There are two primary causes for a negative:

- Previously funded activity going into errors
- Previously funded activity not being reported

Additional and sometimes less common causes are:

- Students withdrawing from training in the Apprenticeship Program. Under this program a participating outcome will generate 85% payment for a unit however a withdrawn outcome will generate 70% payment for a unit. If a student withdraws from training a deduction of 15% for the applicable units will occur.
- Adjustment of fee type. If you find you accidentally reported the wrong fees. E.g. If you reported concession fees in your last lodgement when it should have been full fees the system will withdraw the amount owing for the higher fee rate.
- Adjustment of dates
- Adjustment of delivery region

### **TAMS negative investigation methods**

A recommended method to identify the cause of a negative claim is to compare your draft lodgement data with your previous approved lodgement data. Below are 3 steps you can use to investigate a negative.

#### **Step 1: Identify the CPS the negative claim is occurring against**

TAMS will do this for you in the financial summary screen.

#### **Step 2: Identify the student(s) that are generating less funding than before**

The CPS financial report available in the reports summary will provide you with a net value for each individual student for the lodgement. If you compare this report from your draft lodgement and your previous approved lodgement you will be able to locate the student.

#### **Step 3: Identify the cause**

Firstly check errors to see if the training activity has an error. An error will prevent the activity from being funded or if applicable remove previously supplied funding for that activity.

If there are no errors it indicates activity has either been removed for the student or adjusted.

The enrolment detail report available in the reports summary will provide you with a summary of unit enrolments reported for the individual student. If you compare this report from your draft lodgement and your previous approved lodgement you will be able to identify whether units have been removed or activity has been altered that will result in a loss of funding.

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## A GUIDE TO UNDERSTANDING ERRORS

Units of competency will be placed in error when the TAMS system identifies an issue with the reported activity. Below are examples of types of issues that can cause an error.

### **Contractual**

The reported training activity does not meet contractual conditions for example:  
The activity did not occur or is not scheduled to occur within the contracted delivery period.

Contractual issues must be addressed with your case manager.

*Note: For the apprentice/trainee program reported training activity must comply with two sets of contract conditions – the funding contract and the training contract.*

### **Illogical**

The uploaded enrolment information is illogical for example:  
The end date of the activity is before the start date (an activity cannot finish before it has started)  
The student has been reported as assessed however the end date (date of assessment) is in the future. (a student cannot have been assessed if it has not yet happened)

### **Student record**

The reported student enrolment information does not align with an uploaded or entered student. Enrolment activity is recorded against a student file. This is achieved by the system matching the student name and ID and in the enrolment activity with the student name and ID uploaded by your organisation in the student file. If the student ID does not match or is missing the enrolment activity cannot be recorded.

Below is a list of some of the more common errors and the type of issue they are. The error description will assist you in identifying the type of issue.

Error code	Description	Type
<b>ENDDAT-3</b>	Enrolment End Date is before the Enrolment Start Date	Illogical
<b>ENDDAT-7</b>	Enrolment End Date is not between the allowable registration date and completion date for the relevant WAAMS Contract	Contractual
<b>FEECOD-7</b>	Fee Code L must only be used for students who are at least 15 years of age and start the unit/subject during their compulsory school education period.	Contractual
<b>OUTCOD-7</b>	Outcome Code cannot be 105 if the enrolment start date has passed.	Illogical
<b>STADAT-5</b>	Enrolment Start Date is not within the Contract Start and End Dates	Contractual
<b>STUIDE-2</b>	Provider Student ID is invalid	Student record
<b>TRSNUM-2</b>	TRS No is invalid	Student record
<b>UOCOUTPERIOD-1</b>	Out of Commencing Period Error	Contractual

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## TAMS CODES GUIDE

Codes outlined in this guide must be used in conjunction with the latest version of the text file specifications for TAMS reporting.

## Fee type

Code	Description	Fee type	Notes:
C	Child in State Government Care	Exemption	<ul style="list-style-type: none"> <li>Fee rates and fee types must be applied in accordance with the Departments Fees and Charges Policy applicable to the year in which the individual unit commenced</li> <li>Fee code F may only be used for CPS that have a fee exempt flag or for VET in School, School Based Trainees/Apprentices, Course In Applied Vocational Study Skills (CAVSS) or Underpinning Skills in Industry Qualifications (USIQ) courses.</li> <li>Where fee code V is reported the RTO will bear the full cost of course fees for fee waiver arrangements</li> </ul>
D	Pensioner concession card	Concession	
E	Repatriation health benefits card (issued by the Dept. of Veteran Affairs)	Concession	
F	No fees chargeable	Exemption	
G	AUSTUDY/ABSTUDY	Concession	
L	Secondary school aged person	Concession	
N	Health care card	Concession	
O	Youth allowance	Concession	
Q	Custodial institution inmates (prison inmates)	Concession	
V	Fees waived (due to severe financial hardship)	Waiver	
Z	No concession	Non-concession	

## Training outcome

Code	Description	Result	Payment %	Notes:
1	Competent	Final	100%	<ul style="list-style-type: none"> <li>Training outcome code 3 and 4 are for use in non-assessable enrolments such as CAVSS, USIQ, pre-apprenticeship work placement units and supervisor skill set units and must comply with the applicable course business rules</li> <li>Training outcome code 55 is mostly used where the student has commenced training but evidence of participation is not yet available for the unit – code valid for 70 days from the reported start date</li> <li>Where training outcome code 5 is used under the Apprenticeship program it will be funded at 85% of the CPS price per SCH</li> <li>Training outcome code 61 is to be used for superseded units only. RTOs seeking to use code 61 are required to contact their case manager to discuss reporting requirements.</li> </ul>
2	Not competent	Final	100%	
3	Non-assessable enrolment – withdrawn or not satisfactorily completed	Final	70%	
4	Non-assessable enrolment - satisfactorily completed	Final	100%	
5	Participating but studies not yet finished (with evidence of training)	Interim	70%	
6	Status Granted by RPL (recognition of prior learning)	Final	50%	
7	Recognition of prior learning not granted	Final	50%	
9	Exemption/status granted by credit transfer	Final	0%	
10	Withdrawn formally (after some participation)	Final	70%	
11	Discontinued - no formal withdrawal (after some participation)	Final	70%	
55	Participating, but studies not finished (with NO evidence of Training)	Interim	0%	
61	Superseded	Final	0%	
100	Never commenced – no participation	Final	0%	
105	Not yet started but participation expected before enrolment end date	Interim	0%	

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**Delivery mode**

Code	Delivery mode predominant
C	Local class
R	Remote conferencing
S	Self-paced on-site
E	Self-paced external
W	Workplace delivery
A	Workplace assessment
P	Auspice partnership
Z	Not Applicable (to be used only for outcome 6, 7 [recognition of prior learning] and outcome 9 [credit transfer])

Code	Delivery mode supplementary
C	Local class
R	Remote conferencing
S	Self-paced on-site
E	Self-paced external
W	Workplace delivery
A	Workplace assessment
P	Auspice partnership
@	Not specified
Z	Not specified

**Notes:**

- Delivery Mode Predominant identifies the predominant mode used to deliver training associated with an individual Unit of Competency or Module.
- Delivery Mode Supplementary identifies up to two supplementary modes used to deliver training associated with an individual Unit of Competency or Module.
- The Delivery Mode is the method that has been taken up by the student, not the strategy that is necessarily planned by the Training Organisation.

**Qualification issued flag**

Code	Description
Y	Qualification issued
N	Qualification not issued

**Employer invoiced flag**

Code	Description
Y	Employer has been invoiced for payment of the client's course fees
N	Employer has not been invoiced for payment of the client's course fees

**Funding removed flag**

Code	Description
Y	Funding has been removed
N	This is the default value

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