



Government of **Western Australia**
Department of Training
and Workforce Development

D16/0112501

**REQUEST
FOR
ENTITLEMENT AND PARTICIPATION-
EQUITY PROGRAMS**

**2017 APPRENTICESHIP, TRAINEESHIP,
PRIORITY INDUSTRY TRAINING (PIT) AND PARTICIPATION-
EQUITY PROGRAMS**

Request No. DTWD 239S2016

Issued by: VET (WA) MINISTERIAL CORPORATION

CLOSING TIME (West Australian Time) FOR RESPONSES:

Phase 1 of tender closes 4.00pm Wednesday, 10 August 2016

Phase 2 of tender closes 4.00pm Tuesday, 6 September 2016

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PART A - PROCUREMENT PROCESS INFORMATION

1. INTRODUCTION

1.1 Definitions

Unless the context requires otherwise, terms which are defined in the General Provisions and Process Terms and Conditions have the same meaning when used in this Request document.

1.2 Background

This tender invites an application for registered training providers interested in being on the Preferred Provider Panels for one or more of the following: the Entitlement Programs, (Apprenticeships; Traineeships and Priority Industry Training), as well as the Participation - Equity Program.

The Entitlement Programs offer Western Australians a guaranteed government subsidy for a training place with a training provider of their choice from the preferred provider panels in qualifications that meet the State's priorities.

The Participation – Equity Program is training available to people who need training to enter the workforce and is available to job seekers and to equity cohorts who need greater support to participate in training: including: Aboriginal people, Aboriginal School based training participants, people with disabilities, culturally and linguistically diverse, and youth at risk.

Aboriginal School Based Training (ASBT), in previous years a separate program, is now included in the Participation - Equity Program as new target group 'Aboriginal School based training'.

1.3 Scope of this Procurement

This procurement will establish preferred provider panels of private registered training providers eligible to offer:

- Apprenticeships
- Traineeships
- Priority Industry Training (PIT)
- Participation – Equity Program
 - Job Seekers
 - Aboriginal people
 - Aboriginal School based training
 - Culturally and Linguistically Diverse
 - People with Disabilities
 - Youth at Risk

In addition, providers successful in obtaining a place on the preferred provider panels through this process may seek to deliver Foundation Skills courses (CAVSS and USIQ) in conjunction with the funded qualifications where applicable.

1.4 Existing Providers

Providers that are currently contracted for 2016 delivery to the VET Ministerial (WA) Corporation (the Corporation) are referred to as 'Existing' private providers. These providers will have received a letter headed "*Existing Preferred Provider Assessment for 2017*" dated 5th July 2016.

'Existing' private providers and new private providers will be assessed using the same criteria, though the information will be collected differently: Existing providers will be required to complete and submit to the Corporation the Mandatory Compliance document as detailed in their letter dated 5th July 2016.

Existing providers only wishing to continue their membership of their existing panel(s) are not required to take any action during the tender process. The Department will use its contract management data to assess whether existing providers are eligible for the Preferred Provider Panel(s) for 2017 delivery.

A list of Existing Providers is detailed on RTONet under the announcement titled "Existing Providers".

1.5 New Providers

Any Private Provider that is not on the "Existing Providers" list will be referred to as 'new' private providers.

New providers are required to submit a tender response and will be evaluated using the tender response, information from the Regulator, and National Centre for Vocational Education Research (NCVER) data submitted by the RTO in 2014 and/or 2015.

1.6 Ineligible Respondents

Western Australian TAFEs are ineligible to respond to this Request.

Training organisations that are not, at the time of tender, registered with the Regulator and scoped for at least one eligible qualification in any of the programs are not eligible to respond to this Request.

Training organisations that have not submitted Total VET activity to NCVER in either 2014 and/or 2015 are ineligible to respond to this Request.

1.7 Eligible Students

Unless otherwise specified, students from enrolment categories listed in Clause 1.4.1 of the 2017 DTWD Training Services Business Rules will not be funded through Contracts that result from this Request. Students undertaking qualifications through Contracts that result from this Request must commence training in 2017.

1.8 Payment Tables

The Corporation will establish and maintain a payment table with set rates for each program that lists the qualifications that will be available for public funding. The Corporation may add or remove qualifications to these tables as per clause 9.1 of the General Provisions.

Note that in some instances there is a delay between qualifications being endorsed nationally and the Corporation approving the new qualifications for funding. In these instances the Respondent will only be offered the replaced qualification to select. If the replaced qualification has been removed by the Regulator from the Respondent's scope they will need to liaise with the Regulator to get the replaced qualification reinstated on their scope.

1.9 Funding Rates

The Corporation will be undertaking a review of its funding frameworks as part of a broader Training Sector Reform project. It is anticipated that changes to the funding levels and payment structures listed in this Request may result. Any such changes will be implemented from 2018.

2. REQUEST FRAMEWORK

2.1 STRUCTURE OF THE REQUEST DOCUMENT

This Request document is divided into multiple parts, being:

- Part A - Procurement Process Information
- Part B - Contract
- Part C – Phase One: Common Criteria for All Programs
- Part D – Phase Two: Request Requirements for the Apprenticeship Program
- Part E – Phase Two: Request Requirements for the Traineeship Program
- Part F – Phase Two: Request Requirements for the PIT Program
- Part G – Phase Two: Request Requirements for the Participation - Equity Program

2.2 REQUEST DOCUMENTATION ON TENDERS WA

The documentation package for the Request posted on the Tenders WA website includes the following documents:

- The General Provisions (Conditions of Contract) [July 2016 (Version 1.0)]
- Process Terms and Conditions Document [July 2016 Edition]
- VET (WA) Ministerial Corporation Purchase of Training Services Business Rules [July 2016 (Version 1.0)]
- The Request for Entitlement Programs – 2017 Apprenticeship, Traineeship, Priority Industry Training (PIT) and Participation - Equity Programs (DTWD 239S2016)
- Forms:
 - Training Delivery and Resources (TDAR) form (PIT Program)
 - Delivery and Support Services (DASS) form (Participation Program)
- Application Guides
 - Phase I Compliance and Disclosures
 - Phase 2 Program Applications
 - Apprenticeship
 - Traineeship
 - Priority Industry Training (PIT)
 - Participation – Equity Program

2.3 FUNCTION OF THE REQUEST DOCUMENT

The Request document provides Respondents with information that includes:

- (a) Respondent eligibility;
- (b) The scope of the training services to be procured through the Request;
- (c) The format and content of the electronic Response Form; and
- (d) Details of the evaluation and selection process.

2.4 ACCESS TO THE RESPONSE THROUGH RTONET

The Response is in an electronic format that can only be accessed through RTONet at: <http://stars.dtwd.wa.gov.au/rtonet/>

If the Respondent is not registered to access RTONet, the 'Request for RTONet Access' form can be obtained at <https://stars.dtwd.wa.gov.au/apply.aspx>

Note there is a three working day delay in obtaining Stars logins so RTOs are advised to ensure that they request the logins as soon as possible.

Failure to obtain a login is not grounds for an extension or an appeal.

2.5 STRUCTURE OF THE RESPONSE

New providers must complete Phase One: the Common Criteria and at least one Program application. If a new provider fails to complete Phase One they will not be able to access the Program Applications in Phase Two of the tender.

Failure to complete a Program application means a new provider cannot be considered for any program.

For new providers: the Response must comprise the following

- A completed and lodged response to the Common Criteria CFA by **4pm Wednesday 10 August 2016**.

Note: As soon as Phase One – Common Criteria has been completed and lodged Respondents will be able to commence Phase Two for any programs that they have scope to deliver.

And at least one of the following by **4pm Tuesday 6 September 2016**:

- A completed and lodged response to the Apprenticeship CFA; and/or
- A completed and lodged response to PIT CFA; and/or
- A completed and lodged response to the Traineeship CFA; and/or
- A completed and lodged response to the Participation - Equity Program

For existing providers wishing to apply for an additional program, the system will recognise if the Respondent is an existing provider and automatically allow access to the Program applications in phase two of the tender.

Existing providers complete one or more of the following, for which the training provider is not currently contracted by **4pm Tuesday 6 September 2016**:

- A completed and lodged response to the Apprenticeship CFA; and/or
- A completed and lodged response to PIT CFA; and/or
- A completed and lodged response to the Traineeship CFA; and/or
- A completed and lodged response to the Participation - Equity Program.

3. CONTRACT (CONTRACT) FRAMEWORK

3.1 CONTRACTUAL FRAMEWORK

In 2017, the contractual framework consists of a Contract, which will comprise the following documents:

- The General Provisions (Conditions of Contract) [July 2016 (Version 1.0)];
- VET (WA) Ministerial Corporation Purchase of Training Services Business Rules [July 2016 (Version 1.0)];
- This Request and its Process Terms and Conditions;
- The Respondent's Offer(s) submitted in the electronic Response via RTONet; and
- The Letter of award, and any subsequent variations, provided by the Corporation.

Provisions as to the formation of the Contract and rules to be applied in the event of inconsistency between any of the documents constituting the Contract are contained in the General Provisions.

3.2 GENERAL PROVISIONS

The Terms and Conditions in the General Provisions (Conditions of Contract) [July 2016 (Version 1.0)] will apply to all services that result from this Request unless otherwise specified in the Contract documents.

3.3 DTWD TRAINING SERVICES BUSINESS RULES

The Business Rules is a separate document which will apply to all services that result from this Request unless otherwise specified in the Contract documents. It describes the operational requirements and processes for the purchase of Training Services under the Corporation.

3.4 PROCESS TERMS AND CONDITIONS DOCUMENT

The "Process Terms and Conditions Document" is a separate document which is deemed to be incorporated in this Request. It sets out definitions of terms used in this Request and additional terms and conditions for the Procurement Process. A copy of the Process Terms and Conditions Document is included in the Request documentation.

3.5 THE LETTER

The Letter is the formal acceptance by the Corporation of all or part of the Response to the Request as defined in Clause 2.1 of the General Provisions.

4. PROCUREMENT PROCESS

4.1 ASSESSMENT OF RESPONSES

As covered in 1.4, in the interests of efficiency and utilising information already available to the Corporation, Existing Providers have already been sent a letter inviting them to apply for the reassessment of their prequalification status. This reassessment is against the Common Criteria and their overall performance against contracts held with the Corporation.

Existing Providers that have taken up this opportunity will be advised of the outcome in early August as to whether they have passed this assessment and therefore will be considered for panel membership in 2017 along with all other Respondents that apply through the Request.

All other Respondents (New Providers and Existing Providers who did not take up the earlier opportunity to apply) will be initially assessed against the Common Criteria for all programs (Part C of this Request). Those that are deemed to have met the minimum requirements will then be assessed against the Program Specific Criteria for which they have applied.

If there is a need to limit the number of RTOs for a given program/qualification, then the existing criteria will be used to select the highest performing RTOs from among the New and Existing Providers combined.

4.2 EVALUATION CRITERIA

- (a) In assessing the Response the Corporation will:
- (i) Require the Response to comply with all relevant Mandatory Compliance Requirements set out in the Response Form;
 - (ii) Assess Responses against the Qualitative Criteria set out in the Response; and
 - (iii) To the extent the Corporation considers appropriate, take into account the information provided in response to the Disclosure Requirements in the Response and any other information available to the Corporation concerning the Respondent or the Offer, including information of the kind referred to in clause 4.1 (e) of the Process Terms and Conditions Document.
- (b) Any Response which fails to satisfy any of the Mandatory Compliance Requirements will be deemed non-compliant and will not be considered further.
- (c) The Corporation reserves the right to reject any Response that does not properly address or meet to the Corporation's satisfaction any evaluation criterion, disclosure requirement or other requirement contained in this Request.
- (d) The number of RTOs to be included on the Panels will depend upon demand for training and choice for students. Sufficient coverage for the State, qualifications, and target groups will be the key considerations.

If there is a need to limit the number of RTOs on the Panels at the outset, then the existing criteria will be used to select the highest performing RTOs.

5. LODGEMENT OF RESPONSES

5.1 LODGEMENT DETAILS

- (a) Respondents can only lodge a Response by completing and lodging the electronic Response through RTONet at: <https://stars.dtwd.wa.gov.au/rtonet/>
Respondents must be registered to lodge a Response through RTONet.
To obtain access to RTONet, a 'Request for RTONet Access' form can be downloaded from: www.trainingwa.wa.gov.au/tra/detcms/navigation/rapt
- (b) Respondent's must answer questions, provide information and attach any documents required to complete the Response.

- (c) Respondents must ensure that any documents required to be uploaded as attachments in the electronic Response are in specific file formats if specified in the Request.

5.2 FORM AND CONTENT OF RESPONSES

In completing the Response, the Respondent must:

- (a) Complete all required sections of the Response which will vary depending on whether the Respondent is an “existing provider” or a “new provider” and on which Entitlement or Participation - Equity program the Respondent wishes to apply.
- (b) Take into consideration all the Terms and Conditions set out in the Contract documents; and
- (c) Not assume that the Corporation has knowledge of the Respondent, its activities, experience or any previous services undertaken by the Respondent for the Corporation.

5.3 MINIMUM NUMBER OF REQUESTED DELIVERY ITEMS

Note in this CFA a Requested Delivery Item (RDI) is:

- a request for one region and in one qualification for Apprenticeships;
- a request for one trade category and in one qualification for Traineeships;
- a request for one region and in one qualification for Priority Industry Training;
- a request for a qualification in a region for a target group for Participation Program.

To be evaluated in a Program a Respondent need only request one RDI in each Program for which the Respondent wishes to apply.

Respondents should only apply for RDIs where training is expected to commence by 31 March 2017. Where multiple RDIs are requested, failure in one does not disqualify Respondent from placement on the Panel.

Note: Once appointed to a 2017 Preferred Provider Panel additional qualifications or regions for that program can be sought through a contract variation from 1 February 2017.

5.4 REQUEST DEADLINE (CLOSING TIME)

The deadline for lodgement of Responses is the Closing Time set out on the front page of this document.

After the deadline on the front page of this document, the CFA for the Common Criteria will close and no further new providers will be able to respond to any of the Programs within this Request.

The CFAs for Apprenticeships, Traineeships, PIT and Participation - Equity will remain open until the deadline on the front page of this document. New providers will only be able to access these CFA's once they have lodged a Response to the Common Criteria CFA. Existing providers will be able to access the CFA's during the time the tender is open without having to complete the Common Criteria CFA.

This will enable Existing providers to submit a Response:

- (a) for any Program for which they are not already on the Preferred Provider Panel; or
- (b) to expand their approved Apprenticeship qualifications and regions.

Note:

Existing Providers that are placed on the 2017 Traineeship, Participation - Equity and/or PIT Preferred Provider Panels are not required to submit a further Response through the Request to expand their approved Traineeship or PIT qualifications or Participation - Equity target groups as this can be done through a contract variation process that will be detailed in the letter of Award.

5.5 LATE LODGEMENT

Late lodgements will not be accepted.

Further conditions regarding the lodgement of Responses (including late lodgement) are set out in the Process Terms and Conditions Document.

Note: Electronic Response lodgement is not a lodgement by email.

The electronic lodgement process can take significant time and the Respondent should allow for this because if full transmission of the Response is not received by the Corporation by the closing time, the Response will be deemed a late lodgement.

5.6 PREVIEW OF LODGEMENT CONTENT

The Respondent should use the Preview summary of the Response to carefully review the information that the Respondent entered in the electronic Response to check and ensure it is accurate and complete before the Response is lodged.

5.7 NO OPPORTUNITY TO OBTAIN PARTICIPATION - EQUITY PROGRAM PANEL MEMBERSHIP OUTSIDE OF THE TENDER PROCESS

The Respondents should be aware that the opportunity to obtain a place on the Participation - Equity Program is only via the tender process or by being assessed as an Existing provider in the Participation - Equity Program.

Existing providers on other Preferred Provider Panels cannot seek to be added to the Participation - Equity Program, without applying through this tender process.

5.8 OPPORTUNITIES TO OBTAIN APPRENTICESHIP; TRAINEESHIP AND PRIORITY INDUSTRY PROGRAM DELIVERY OUTSIDE OF TENDER PROCESS

The opportunity to obtain a place on at least one of the Preferred Provider Panels is via the tender process or by being assessed as an Existing provider.

Respondents who are successful in obtaining a place on one of the Preferred Provider Panels for either Apprenticeship; Traineeships; or the Priority Industry Training programs, can seek additional Entitlement Panel memberships in 2017, once the restricted CFA process opens again in 2017.

5.9 OPPORTUNITIES TO OBTAIN ADDITIONAL QUALIFICATIONS; REGIONS; OR TARGET GROUPS OUTSIDE OF TENDER PROCESS

Respondents successful in obtaining a place on the Traineeship, Priority Industry Training and/or Participation - Equity Program Preferred Provider Panels may then through a variation process request other qualifications regions or in the case of Participation - Equity Program, other target groups.

Respondents successful in obtaining a place on the Apprenticeship Preferred Provider Panel, may apply in the CFA process in 2017 for additional qualifications and regions. Note the Apprenticeship market is a managed market and applications will be assessed and considered on the demonstration of a need in the training market.

6. OTHER DETAILS

6.1 OFFER VALIDITY PERIOD

The Validity Period for offers contained in Responses to this Request is for a period of six (6) months from the closing date of the Request as shown on the front page of this document.

6.2 BRIEFING

A non-mandatory Request briefing session will be held during the request advertisement period. The purpose of the briefing session will be to outline and clarify the basis and details of the proposed contractual framework.

The proposed date and details for the briefing are outlined below:

Date: Friday 29 July 2016

Time: 9am – 11.00am

Location: Morley Sport and Recreation Centre
Wellington Rd & Mangini Street, Morley

Registration to attend the non-mandatory briefing must be submitted through the Event Calender

<https://event360.dtwd.wa.gov.au/event-details?campaignID=d3237065-3447-e611-8a57-00505681921a>

Enquiries regarding registration for the briefing session are to be e-mailed to Training.Markets@dtwd.wa.gov.au

6.3 CORPORATION REPRESENTATIVES FOR THIS REQUEST

The Corporation Representatives are persons authorised to deal with enquiries in connection with this Request and all communication in relation to this Request should be directed to the Corporation Representatives.

The Corporation Representatives in relation to this Request are, at the date of issue of this Request, the persons named below.

General and Technical Enquiries:

Name: Sandra Thompson
Title: Principal Consultant
Telephone: 08 65515318
E-mail: Training.Markets@dtwd.wa.gov.au

Apprenticeship Program Enquiries:

Name: Rob Neve
Title: Senior Project Officer
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Traineeship Program Enquiries:

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Priority Industry Training Program Enquiries:

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Participation - Equity Program Enquiries:

Name: Kathryn Norris
Title: Senior Project Officer
Telephone: 08 65515315
E-mail: Training.Markets@dtwd.wa.gov.au

PART B CONTRACT DETAILS

1. CONTRACT MANAGEMENT

1.1 CORPORATION

The Corporation is the VET (WA) Ministerial Corporation.

1.2 CONTRACT MANAGEMENT

(a) Details of the Corporation's Representative

Peter Henson
Manager Private Training Markets
Department of Training and Workforce Development
Optima Centre
16 Parkland Road Osborne Park WA 6017
Email: Peter.Henson@dtwd.wa.gov.au

(b) Reporting

The various reporting requirements set out in the Business Rules apply to this Request.

(c) Key Performance Indicators (KPIs)

The KPIs listed in Clause 1.9.2 of the Business Rules apply to this Request.

1.3 TERM OF THE CONTRACT

A Contract that results from this Request will be an annual agreement in terms of the period in which students may commence training under the agreement.

The initial term will commence when the Contract comes into existence, as detailed in the letter of Award and ends on 31 December 2017.

1.4 EXTENSION OF THE TERM OF THE AGREEMENT

The Contracts will include two 'one calendar year' extension options that can be exercised at the sole discretion of the Corporation.

1.5 TRANSITION OUT

The provider must continue to deliver training to students who commence within the term of the agreement until the scheduled training end date in accordance with Clause 3.5 of the General Provisions.

1.6 DURATION OF PREQUALIFICATION STATUS

The prequalification status awarded to a provider will remain for a period of three (3) years subject to annual performance reviews and at the absolute discretion of the Corporation.

1.7 INSURANCES

(a) Public Liability insurance

The amount of Public Liability insurance required is an amount of not less than \$20 million for any one occurrence and unlimited in the aggregate.

- (b) Workers Compensation insurance
The amount of Workers Compensation insurance required is an amount of not less than \$50 million for any one occurrence.
- (c) Professional Indemnity Insurance
The amount of Professional Indemnity insurance is an amount of not less than \$5 million for any one claim.

2. SIGNIFICANT CONTRACT CONDITIONS

The Respondent should carefully read the following clauses from the General Provisions referenced in this part as they contain significant Contract details.

2.1 PANEL ARRANGEMENT

Clause 3.4 of the General Provisions applies.

2.2 QUALITY STANDARDS AND POLICIES

The Quality Standards and Policies required under Clause 4.2 of the General Provisions apply to this Request.

2.3 FUNDED TRAINING LIST

As covered in Clause 9.1 of the General Provisions, the Corporation may, with at least 30 days' notice being provided, specify that No New Enrolments are to be accepted for a given qualification on the Funded Training List.

2.4 DISABILITY ACCESS AND INCLUSION PLAN (DAIP)

The annual DAIP report to the Corporation must be provided by 1 June in each year of the Agreement.

2.5 POLICE CLEARANCE

The requirements in Clause 22.4 of the General Provisions apply to this Request.

2.6 WORKING WITH CHILDREN

The requirements in Clause 22.5 of the General Provisions apply to this Request.

3. CONTRACT ALLOCATIONS

3.1 CONTRACT AWARD

Apprenticeship Program

A Contract for 2017 Apprenticeship training delivery will be awarded directly through the evaluation of the Response to this Request.

The award Letter that will establish the Contract will specify the Training Services the provider may deliver through the Apprenticeship Panel.

The details of the panel arrangement will be training program specific (i.e. a provider will be approved to be eligible to deliver specific qualifications in specified regions)

This information will be contained in a schedule listing the Contracted Program of Study (CPS) for each awarded training program (qualification/region).

Each CPS will contain an initial allocation of training places for the provider.

A provider may request an increase in the allocated places for any Apprenticeship CPS through the Corporation's variation process described in section 1.3.1 of the Business Rules.

The Apprenticeship panel provider may also apply for additional Apprenticeship training qualifications/regions through the online CFA application process in 2017.

Traineeship Program

A Contract for 2017 traineeship delivery will be awarded directly through the evaluation of the Response to this Request.

The award Letter that will establish the Contract will specify that the provider may deliver any Traineeship qualification that is:

- (a) on the current Traineeship Payment Table; and
- (b) within the Respondent RTO scope.

Once the provider has at least one eligible trainee registered on the Corporation's Training Recognition System (TRS) ready to undertake an eligible Traineeship qualification, the provider can request a CPS for the qualification through the Corporation's variation process.

A CPS will then be issued for that qualification with the total initial allocation of training places available for the trade category the qualification falls within. Traineeship qualifications are assigned to a trade category as defined in the Payment table.

The provider may request an increase in training places for that trade category through the variation process described in section 1.3.1 of the Business Rules.

Priority Industry Training (PIT)

A Contract for 2017 PIT delivery will be awarded directly through the evaluation of the Response to this Request.

The award Letter that will establish the Contract will specify the training the provider may deliver through the PIT Panel.

The details of the panel arrangement will be training program specific (i.e. a provider will be approved to be eligible to deliver eligible qualifications to any regions).

Once the provider has at least one eligible student ready to commence a training program within the provider's panel arrangement, the provider can request a CPS for the qualification/region through the Corporation's variation process. The CPS will then be issued with an initial allocation of training places.

The provider may request an increase in training places for that CPS through the variation process described in section 1.3.1 of the Business Rules.

Participation - Equity Program

A Contract for 2017 Participation - Equity delivery will be awarded directly through the evaluation of the Response to this Request.

The award Letter that will establish the Contract will specify the target groups to which the provider may deliver through the Participation - Equity Program.

The details of the panel arrangement will be training program specific (i.e. a provider will be approved to be eligible to deliver specific qualifications to specific target groups).

Once the provider has eligible students ready to commence a training program within the provider's panel arrangement, the provider can request a CPS for the qualification/region through the Corporation's variation process. The CPS will then be issued with an initial allocation of training places.

The provider may request an increase in training places for that CPS through the variation process described in section 1.3.1 of the Business Rules.

Note for all programs

Respondents who have been successful in becoming a preferred provider are not guaranteed training places. Allocation of training places will be made in accordance with the business rules.

3.2 CONTRACT VARIATIONS

Variations to the Contract requested by the provider must be made on the Corporation's Variation Form that can be downloaded from the future skills website <http://www.futureskillswa.wa.gov.au/trainingproviders/Pages/private-providers.aspx>

PART C – PHASE ONE: COMMON CRITERIA FOR ALL PROGRAMS

Existing providers are **not** required to address the requirements in this part of the Response (i.e. the Common Criteria CFA).

Only New providers are required to respond to this Part of the Request.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide.

1. COMMON CRITERIA DETAILS

1.1 PURPOSE OF COMMON CRITERIA

The purpose of the Common Criteria is to allow providers to submit Responses to governance and compliance criteria that apply to all Preferred Provider Panels, without having to repeatedly address the common criteria in each CFA.

All providers will be assessed on the Common Criteria, though the information will be collected differently for existing providers and new providers.

1.2 EXISTING PROVIDERS

In the event an Existing provider is applying for a new program, they are not required to complete Phase One of the tender: the Common Criteria. They are only required to complete the tender response for Phase Two: Program Information.

1.3 NEW PROVIDERS

New providers must complete Phase One: the Common Criteria before they can access the sections in the electronic Response for the four specific Programs: Apprenticeships, Traineeships, Priority Industry Training (PIT) and Participation - Equity Programs.

1.4 VALIDATION BY OTHER STATE OR TERRITORY TRAINING AUTHORITIES

By lodging a Response to any of the CFAs, the Respondent RTO gives permission to the Corporation to validate information provided in the Response or any subsequent Offer with other State or Territory training authorities.

1.5 PROVISION OF REGULATORY DECISIONS FROM REGULATOR (ASQA, TAC OR VRQA)

By lodging a Response to any of the CFAs, the Respondent RTO gives permission to the Regulator (ASQA, TAC or VRQA) to release the Respondents regulatory decisions since 1 January 2013 and provide copies of relevant notices/documentation to the Corporation as required.

1.6 PROVISION OF TRAINING ACTIVITY DATA FROM NCVER

By lodging a Response to any of the CFAs, the Respondent RTO gives permission to NCVER to release the Respondent's 2014 and/or 2015 Total VET activity data to the Corporation.

1.7 INSURANCES

The Respondent must have in place all insurances specified in Section 1.10 of the "Purchase of Training Services Business Rules" before any Contract resulting from this Request is issued.

1.8 COMPLIANCE WITH TERMS AND CONDITIONS OF THE CONTRACT

By lodging a Response, the Respondent RTO is deemed to have consented to comply with the Terms and Conditions in the Contract documents including, without limitation, the Request document, the General Provisions, Business Rules and the Process Terms and Conditions.

1.9 COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION

By lodging a Response, the Respondent RTO is deemed to have consented to give consideration to equal opportunity legislation and promote substantive equality in its practices and service delivery ensuring services are sufficiently tailored to meet the needs of Western Australia's diverse community including individuals and groups from Aboriginal and other ethnic backgrounds.

2. MANDATORY COMPLIANCE REQUIREMENTS

The Respondent must meet all of the following mandatory compliance requirements:

2.1 REGISTERED TRAINING ORGANISATION (RTO)

The Respondent must be a private Registered Training Organisation (RTO) that is registered to deliver training in Western Australia by the Training Accreditation Council (TAC), the Australian Skills Quality Authority (ASQA) or the Victorian Registration Qualifications Authority (VRQA).

2.2 GOODS AND SERVICES TAX (GST)

The Respondent must be registered for the Goods and Services Tax (GST).

2.3 AUSTRALIAN BUSINESS NUMBER (ABN)

The Respondent organisation must be registered with an ABN on the Australian Business Register.

2.4 TOTAL VET ACTIVITY (TVA)

The Respondent RTO must have submitted a Total VET Activity (TVA) report to NCVET for the 2014 and/or 2015 calendar year.

Please Note: Total VET Activity (TVA) may have been submitted to NCVET either directly or via a State Training Authority. Training activity outcomes will be derived from the Respondents NCVET data (2014 and/or 2015 calendar years).

2.5 PERMISSION TO RELEASE OR VALIDATE RESPONDENT DATA

The Respondent RTO must give permission for the State or Territory Training Authority, the Regulator (ASQA, TAC or VRQA) and NCVET to release data related to the Respondent RTO as defined in Part C sections 1.4 to 1.6.

3. COMMON QUALITATIVE CRITERIA

The following criteria will be used to determine the Respondent's initial suitability for any of the Panels:

3.1 RTO PERFORMANCE IN MEETING REGULATORY AND CONTRACTUAL OBLIGATIONS

The assessment of this criterion will be based on the following disclosures of the Respondent's regulatory and contractual past performance and any additional information in the Department's records or provided by other State Training Authorities or the Respondent's Regulator.

3.2 RTO CAPACITY AND PERFORMANCE IN DELIVERING TRAINING

The assessment of this criterion will be based on the Respondent's disclosures on organisational capacity and any additional information in the Department's records or provided by other State Training Authorities, NCVET or the Respondent's Regulator.

4. DISCLOSURE REQUIREMENTS

4.1 GOVERNANCE DISCLOSURE REQUIREMENTS

(a) *Record of Regulatory Compliance*

- (i) Are there any conditions currently imposed on the Respondent RTO by your RTO Regulator (TAC, ASQA or VRQA)?

If the answer is 'yes' upload a copy of relevant notices/documentation from the Regulator.

- (ii) Have any sanctions been applied to the Respondent RTO by its RTO Regulator (TAC, ASQA or VRQA) since 1 January 2013?

If the answer is 'yes' upload a copy of relevant notices/documentation from the Regulator.

- (iii) Has any audit since 1 January 2013 found the Respondent RTO to be significantly or critically non-compliant prior to any rectification period?

If the answer is 'yes' upload a copy of the audit report that documents the audit findings both prior to and following any rectification period as well as any compliance decisions made by the Regulator.

- (iv) Has any Executive Officer of the Respondent RTO including the legally responsible officer been employed with another RTO in the past five years where that RTO has voluntarily withdrawn their registration or had their registration cancelled by the Regulator?

If the answer is 'yes', provide the names of the Executive Officers and the RTO where they were employed.

(b) *Record of Contractual Compliance*

- (i) In the past three years has the Respondent held a contract to deliver training with the Commonwealth or other State or Territory training authorities?

If the answer is 'yes', provide details.

- (ii) Does the Respondent and/or its Executive Officer(s) have any contractual compliance issues pending with the Commonwealth or other State or Territory training authorities?

If the answer is 'yes', provide details.

- (iii) In the past three years has the Respondent and/or its Executive Officer(s) had any contracts for the provision of training held with Commonwealth or State or Territory training authorities agencies suspended, terminated or cancelled?

If the answer is 'yes', provide details.

- (iv) Is the Respondent acting as an agent or trustee for another organisation or person?

If the answer is 'yes', provide details

- (v) Is the Respondent acting jointly or in association with another organisation or person?

If you answer 'yes', provide details.

4.2 FINANCIAL COMPLIANCE AND DISCLOSURE REQUIREMENTS

(a) *Finance Disclosure Requirements*

- (i) Has legal action been taken against the Respondent and/or its Executive Officers (whether successful or not) within the last three (3) years?

If the answer is 'yes', provide details

- (ii) Has the Respondent and/or its Executive Officers experienced any prior business failure, liquidation (winding up/receivership/administration)?

If the answer is 'yes', provide details

- (iii) Are any of the Respondent organisation's Executive Officers or the legally responsible officer undischarged bankrupts under the Bankruptcy Act 1996 (Cwlth)?

If the answer is 'yes', provide details

- (iv) Does the Respondent RTO currently have a shared ownership or operational structure with, and/or any financial interests in, other RTOs operating in or outside of Western Australia?

If the answer is 'yes', provide the RTO's legal name and national RTO code from TGA (training.gov.au).

Please Note – Failure to disclose all related entities will invalidate the Respondents tender response.

- (v) Does the Respondent currently have capacity to offer Income Contingent Loans (commonly known as Commonwealth VET Fee Help Loans)?

If the Respondent does not currently have capacity to offer Income Contingency Loans, does the Respondent intend to apply for the capacity to offer Income Contingency Loans?

- (vi) Does the Respondent RTO or any of its Executive officers have any conflict of interest or perceived conflict of interest in submitting a Response to this Request?

If you answer 'yes', please provide details.

- (vii) Has any Executive officer of the Respondent RTO including directors and the legally responsible officer ever had any criminal conviction or training related adverse ACCC finding?

If you answer 'yes', please provide details.

(b) *Finance Compliance Requirements*

- (i) Does the Respondent RTO have all insurances specified in the Contract?

If the answer is 'yes', have copies of all required insurance policies been uploaded as Attachments in the Common Criteria CFA?

If the answer is 'no', please outline the reasons why and whether you will be prepared to obtain the required insurances if awarded a Contract. Note that a Contract will only be issued once evidence of all specified insurances are provided to the Corporation.

4.3 ORGANISATIONAL CAPACITY DISCLOSURE REQUIREMENTS

- (a) Does the Respondent RTO have owned/leased training facilities in WA?
- (b) How many staff does the Respondent RTO have to service training activity in WA? Please list numbers for administration staff, trainers and other staff involved in the provision of training support services.
- (c) How many students does the Respondent RTO estimate it can service given the above infrastructure/staff?

PART D – PHASE TWO: REQUEST REQUIREMENTS FOR APPRENTICESHIP PROGRAM

New providers who wish to apply for a contract to deliver apprenticeships with the Corporation are required to respond to this Program application.

Existing Providers that are currently contracted to deliver apprenticeships with the Corporation are **not** required to address the requirements in this part of the Response, unless they wish to apply for a new qualification or an existing qualification in a new region.

Existing Providers that are currently **not** contracted to deliver apprenticeships with the Corporation and wish to apply are required to address the requirements in this part of the Response.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available from RTONet under “2017 User Guides”.

1. APPRENTICESHIP PROGRAM DETAILS AND CONDITIONS

1.1 PROGRAM OVERVIEW

The Corporation contracts private training providers under entitlement arrangements for the delivery of apprenticeship qualifications across all ten regions of the State.

The primary objective is to make available publicly funded training for apprentices through private training providers including enterprise RTOs.

Only apprenticeships that are listed in the Apprenticeship Payment Table will be eligible through this Request (see section 1.4 below).

1.2 SCOPE

Respondents may only apply for those qualifications that are currently on their scope and that are listed in the Apprenticeship Payment table. The Electronic CFA automatically selects only those eligible qualifications on the Respondents scope for selection.

If a respondent is successful in obtaining a place on the Preferred Provider Panel they may seek through a separate application process to add Course in Applied Vocation Study Skills (CAVSS) or Course in Underpinning Skills for Industry Qualifications (USIQ) to be delivered with an awarded training program.

1.3 APPRENTICESHIP PAYMENT TABLE

The Apprenticeship Payment Table contains the current list of funded apprenticeships and the funding available per apprentice in each of the State’s ten delivery regions.

The Apprenticeship Payment Table can be accessed on the Corporation’s website <https://stars.dtwd.wa.gov.au/paymenttable/PaymentTableTship.aspx> Once on the website click the Apprenticeship payment table link to access available qualifications.

1.4 PAYMENT RATES

Payment for Apprenticeship Qualifications is based on the rates shown in the Apprenticeship Payment Table.

The Corporation periodically reviews the rates payable for apprenticeship delivery.

Rates payable for CAVSS and USIQ

The \$/hour rates exclusive of GST that apply to Course in Applied Vocational Study Skills (CAVSS) delivery and to Course in Underpinning Skills for Industry Qualification (USIQ) delivery are shown in the payment tables published on RTONet under announcements “2017 Payment tables” <https://stars.dtwd.wa.gov.au>

1.5 STUDENT ELIGIBILITY

Only Apprentices who are registered on the Corporation's Training Registration System (TRS) and receive training in accordance with the Apprenticeship Policy and the VET Act 1996 and related Regulations will be eligible. The Policy can be downloaded at: <http://www.dtwd.wa.gov.au/dtwcorporateinfo/policiesandguidelines/Pages/default.aspx>

1.6 PREFERRED PROVIDER PANEL

Details of service providers that have been appointed to the Preferred Provider Panel for Apprenticeships will be listed on the Corporation's website at <https://stars.dtwd.wa.gov.au/cpl/>

It is the responsibility of the service provider to ensure that their contact details listed on the Panel are correct and to update the details as and when required to ensure they remain current. A guide to maintaining the CPL is available on the future skills website <http://www.futureskillswa.wa.gov.au/trainingproviders/Pages/private-providers.aspx>

This list will be available for employers to select their preferred private provider for the training delivery component of the Apprenticeship.

1.7 INTERSTATE DELIVERY

If a specific apprenticeship is not delivered in this State it may be necessary for an apprentice registered in Western Australia to travel to another State to undertake the training.

Unless otherwise negotiated, providers that successfully apply to deliver such an apprenticeship outside Western Australia will be funded at the Perth metropolitan price shown in the Apprenticeship Payments Table for that Apprenticeship.

1.8 ALLOCATION OF APPRENTICESHIP TRAINING PLACES

The initial allocation of training places to Existing providers will be detailed in their Letter of Award.

The initial allocation of training places to New providers on the Apprenticeship preferred provider panels will be as follows:

- 15 training places per apprenticeship; per region.

Subject to satisfactory performance and in accordance with the Business Rules the Corporation may consider a request for a variation for additional places.

Variation Requests close on the 30 November of each calendar year unless otherwise notified by the Corporation.

1.9 ELIGIBLE RESPONDENTS

- (a) The electronic Response will only allow access to the Apprenticeship part (Apprenticeship CFA) of the Response to Respondents that are:
 - (i) Existing providers, for another program or existing apprenticeship providers seeking a new qualification or region; or

- (ii) New Providers that have completed and lodged the Common Criteria CFA in the electronic Response Form.
- (b) Eligible Respondents, including Enterprise RTOs, may seek to deliver apprenticeship training through this Request where the Respondent:
 - (i) Is seeking to enter the apprenticeship training market by offering to deliver one or more apprenticeship qualifications;
 - or
 - (ii) Is currently contracted to the Corporation for delivery of apprenticeship training and is seeking to deliver a new apprenticeship qualification;
 - or
 - (iii) Is currently contracted to the Corporation for delivery of apprenticeship training and is seeking to deliver that apprenticeship qualification in a new region.

Respondents must first select a region and then select the qualifications that are being offered to be delivered in the region.

2. APPRENTICESHIP PROGRAM COMPLIANCE AND DISCLOSURES

2.1 APPRENTICESHIP PROGRAM MANDATORY COMPLIANCE REQUIREMENTS

Respondents seeking to deliver publicly funded apprenticeship training through this Request must meet the following mandatory requirements:

- (a) **Scope**
The Respondent must have current scope with the relevant Regulator (TAC, VRQA or ASQA) for the delivery of the apprenticeship qualifications offered in this section of the Response.
- (b) **Eligible Qualifications**
The requested qualifications must be listed on the Corporation's current Apprenticeship Payment Table.

The Electronic CFA automatically selects only those eligible qualifications on the Respondents scope for selection.

2.2 APPRENTICESHIP PROGRAM DISCLOSURE REQUIREMENTS

In addition to the disclosures made in the Common Criteria, Respondents must answer 'yes' or 'no' and provide any additional information for:

- (a) **Subcontracting**
Does the Respondent intend to engage, another person or organisation as a subcontractor in connection with the supply of the Services? Refer to Clause 29.1 in the General Provisions for more information on subcontracting arrangements.

If the answer is 'yes' please provide the name of the organisation(s) or individual(s) who will be subcontracted.

Note: Those Respondents appointed to a preferred provider panel through this Request that indicated they will be subcontracting must have these arrangements approved by the Corporation prior to training commencing. At contract award stage the Respondent will be provided with a copy of the Corporations subcontracting application form to complete and return.

3. APPRENTICESHIP PROGRAM QUALITATIVE CRITERIA

The Department of Training and Workforce Development has a preference to engage with organisations with a proven record of implementing industry based training, particularly within the context of Western Australia.

As per section 5.3 on page 12 of the Request, to be evaluated a Respondent must request at least one Requested Delivery Item (RDI). For Apprenticeships an RDI is:

- a request for one region and in one qualification

Respondents are required to select the qualifications and regions they anticipate delivering training in the first three months of 2017.

Note Respondents need only apply for one RDI to be considered for the panel. Where multiple RDIs are requested, failure in one does not disqualify Respondent from placement on the Panel.

Respondents once on the 2017 panel may apply for additional qualifications and regions through a contract variation process.

Respondents are required to respond to the two qualitative criteria at RDI level. Responses to each question in each criterion will be restricted to 250 words and there is no requirement to upload additional information.

3.1 DEMONSTRATED RTO'S UNDERSTANDING OF THE MARKET (WEIGHTING 50% OF TOTAL SCORE)

- a. List the key strategies that the Respondent RTO will use to secure new employers to employ apprentices in this region.
- b. Detail the relationships the RTO has or will put into place with key bodies/associations to maintain its understanding of industry's training needs and to maximise apprenticeship completions.

Registered Training Organisations (RTO) that deliver apprenticeships in Western Australia must comply with the Vocational Education and Training (General) Regulations 2009 (WA). Employers and RTOs understanding of their obligations under the Regulations assist in the administration and management of the training contract.

To determine the Respondents understandings of the Regulations please provide responses to the questions listed below.

As prescribed in the provisions of the Regulations:

- c. List the requirements of a "complying training plan".
- d. State the timeframe required for submitting a signed compliant training plan.
- e. State the timeframe the nominated training provider must notify the chief executive of a successful completion of the training contract.
- f. As prescribed in the schedule of the Regulations and in accordance with the terms of the training contract, list the RTO's requirements around evidence of successful completion.

3.2 DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS (WEIGHTING 50% OF TOTAL SCORE)

The Department of Training and Workforce Development seeks to purchase training that is cost effective. Cost effectiveness is maximised through a face to face exchange of knowledge between the training organisation and the student within the context of the workplace.

- a. List the *facilities* and *physical resources* that your organisation has or can access within Western Australia that will be available to apprentices during and outside of work hours that will maximise their chance of completing the qualification.
- b. What is the estimated number of hours of face to face delivery your organisation will provide over the duration of the apprenticeship? (This does not include training delivered online/via skype/video conference, training delivered by the employer/supervisor, or the students self-study).
- c. What is the minimum number of times your organisation will visit each apprentice's workplace each year.
- d. Detail the arrangements that you will put into place to keep the employer informed of the apprentice's progress during their training contract.

Note: The Respondent's capacity to deliver training to apprentices will also be measured through the data reported in their 2014 and/or 2015 NCVET total VET activity report.

4. EVALUATION OF RESPONSES

The response will be evaluated in the following way:

- i. The Respondents response to the Common Criteria will be evaluated; if a response to the Common Criteria is found to be non-compliant or insufficient the Program criteria will not be assessed.
- ii. The Program Criteria will be assessed. Respondents must achieve at least a score of 50% for each criterion.
- iii. If the tender is over-subscribed and the Corporation needs to limit the number of successful applications to maintain critical mass for providers for that Program; the process as outlined in Part A section 4.2(d) of the Request will be applied.

PART E – PHASE TWO: REQUEST REQUIREMENTS FOR TRAINEESHIP PROGRAM

New providers who wish to apply for a contract to deliver traineeships with the Corporation are required to respond to this Program application.

Existing Providers that are currently contracted to deliver traineeships with the Corporation are **not** required to address the requirements in this part of the Response.

Existing Providers that are currently **not** contracted to deliver traineeships with the Corporation and wish to apply are required to address the requirements in this part of the Response.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available from RTONet under “2017 User Guides”.

1. TRAINEESHIP PROGRAM DETAILS AND CONDITIONS

1.1 PROGRAM OVERVIEW

The Corporation contracts private training providers for the delivery of traineeship training services across all ten regions of the State.

The primary objective is to make available publicly funded training services for trainees through private training providers including Enterprise RTOs.

Only Traineeships that are listed in the Traineeship Payment Table will be eligible through the Request (see section 1.4 below).

1.2 SCOPE

Respondents may only apply for those qualifications that are currently on their scope and that are listed on the Traineeship Payment table. The Electronic CFA automatically selects only those eligible qualifications on the Respondent’s scope for selection.

If a respondent is successful in obtaining a place on the Preferred Provider Panel they may seek through a separate application process to add Course in Applied Vocation Study Skills (CAVSS) or Course in Underpinning Skills for Industry Qualifications (USIQ) to be delivered with an awarded training program.

1.3 TRAINEESHIP PAYMENT TABLE

The Traineeship Payment Table contains the current list of funded Traineeships and the funding available per trainee in each of the State’s ten delivery regions. The Traineeship

The Traineeship Payment Table can be accessed on the Corporation’s website <https://stars.dtwd.wa.gov.au/paymenttable/PaymentTableTship.aspx>

1.4 PAYMENT RATES

Payment for Traineeship Qualifications is based on the rates shown in the Traineeship Payment Table.

The Corporation periodically reviews the rates payable for traineeship delivery.

Rates payable for CAVSS and USIQ

The \$/hour rates exclusive of GST that apply to Course in Applied Vocational Study Skills (CAVSS) delivery and to Course in Underpinning Skills for Industry Qualification (USIQ) delivery are published in the payment table on RTONet under announcements “2017 Payment tables” <https://stars.dtwd.wa.gov.au>

1.5 STUDENT ELIGIBILITY

Only Trainees who are registered on TRS and receive training in accordance with the Apprenticeship Policy and the VET Act 1996 and related Regulations will be eligible. The Policy can be downloaded at: <http://www.dtwd.wa.gov.au/dtwcorporateinfo/policiesandguidelines/Pages/default.aspx>

1.6 PREFERRED PROVIDER PANEL

Details of service providers that have been appointed to the Preferred Provider Panel for Traineeships will be listed on the Corporation's website at <https://stars.dtwd.wa.gov.au/cpl>

It is the responsibility of the service provider to update the qualifications and delivery locations on the Panel and to ensure that the contact details listed are correct. A guide to maintaining the Traineeship Panel is available on the future skills website at <http://www.futureskillswa.wa.gov.au/trainingproviders/Pages/private-providers.aspx>

This list will be available for employers to select their preferred private provider for the training delivery component of the Traineeship.

1.7 INTERSTATE DELIVERY

If a specific Traineeship is not delivered in this State it may be necessary for a Trainee registered in WA to travel to another State to undertake the training.

Unless otherwise negotiated, providers that successfully apply to deliver such a Traineeship outside WA will be funded at the Perth metropolitan pricing shown in the Traineeship Payments Table for that Traineeship.

1.8 ALLOCATION OF TRAINEESHIP TRAINING PLACES

The initial allocation of training places to Existing providers will be detailed in their Letter of Award.

The initial allocation of training places to New providers on the Traineeship preferred provider panel will be as follows:

- 15 training places per trade category

Subject to satisfactory performance and in accordance with the Business Rules the Corporation may consider a request for a variation for additional places.

Variation Requests close on the 30 November of each calendar year unless otherwise notified by the Corporation.

1.9 ELIGIBLE RESPONDENTS

- (a) The electronic Response will only allow access to the Traineeship part (Traineeship CFA) of the Response to Respondents that are:
 - (i) New Providers that have completed and lodged the Common Criteria CFA in the electronic Response Form; or
 - (ii) Existing providers, for another program, seeking to add traineeship delivery
- (b) Eligible Respondents, including Enterprise RTOs, may seek to deliver traineeship training through this Request where the Respondent:
 - (i) Has current scope for one or more of the qualifications offered in the Response; and

- (ii) Is seeking to enter the traineeship training market by offering to deliver one or more traineeship qualifications.

Respondents must first select a trade category and then select the qualifications that are being offered to be delivered.

2. TRAINEESHIP PROGRAM COMPLIANCE AND DISCLOSURES

2.1 TRAINEESHIP PROGRAM MANDATORY COMPLIANCE REQUIREMENTS

Respondents seeking to deliver publicly funded traineeship training through this Request must meet the following mandatory requirements:

- (a) Scope

The Respondent must have current scope with the relevant Regulator (TAC, VRQA or ASQA) for the delivery of the traineeship qualifications offered in this section of the Response.

- (b) Eligible Qualifications

The requested qualifications must be listed in the Corporation's current Traineeship Payment Table.

The Electronic CFA automatically selects only those eligible qualifications on the Respondents scope for selection.

2.2 TRAINEESHIP PROGRAM DISCLOSURE REQUIREMENTS

In addition to the disclosures made in the Common Criteria, Respondents must answer 'yes' or 'no' and provide any additional information for:

- (a) Subcontracting

Does the Respondent intend to engage, another person or organisation as a subcontractor in connection with the supply of the Services? Refer to Clause 29.1 in the General Provisions for more information on subcontracting arrangements.

If the answer is 'yes', please provide the name of the organisation(s) or individual(s) who will be subcontracted.

Note: Those Respondents appointed to a preferred provider panel through this Request that indicated they will be subcontracting must have these arrangements approved by the Corporation prior to training commencing. At contract award stage the Respondent will be provided with a copy of the Corporations subcontracting application form to complete and return.

3. TRAINEESHIP PROGRAM QUALITATIVE CRITERIA

The Department of Training and Workforce Development has a preference to engage with organisations with a proven record of implementing industry based training, particularly within the context of Western Australia.

As per section 5.3 on page 12 of the Request, to be evaluated a Respondent must request at least one Requested Delivery Item (RDI). For Traineeships an RDI is:

- a request for one trade category and in one qualification

Respondents are required to select the trade category and qualification they anticipate delivering training in the first three months of 2017.

Note Respondents need only apply for one Requested Delivery Item (RDI) to be considered for the panel. Where multiple RDIs are requested, failure in one does not disqualify Respondent from placement on the Panel.

Respondents once on the 2017 panel may apply for additional qualifications and regions through a contract variation process Respondents are required to respond to the two qualitative criteria for each trade category for which the RTO applies.

Respondents are required to respond to the two qualitative criteria at RDI level. Responses to each question in each criterion will be restricted to 250 words.

3.1 DEMONSTRATED RTO'S UNDERSTANDING OF THE MARKET. (WEIGHTING 50% OF TOTAL SCORE)

The Department of Training and Workforce Development has a preference to engage with organisations with a proven record of implementing industry based training, particularly within the context of Western Australia.

- a. From your current understanding of the Western Australian market please list the regions you intend to deliver the traineeship(s) requested under this trade category.
- b. Detail the relationships the RTO has or will put into place with key bodies/associations to maintain your understanding of industry's training needs and to maximise traineeship completions in this trade category.

Registered Training Organisations (RTO) that deliver traineeships in Western Australia must comply with the Vocational Education and Training (General) Regulations 2009 (WA). Employers and RTOs understanding of their obligations under the Regulations assist in the administration and management of the training contract.

To determine the Respondents understandings of the Regulations please provide responses to the questions listed below. As prescribed in the provisions of the Regulations:

- c. List the requirements of a "complying training plan".
- d. State the timeframe required to submit a signed compliant training plan.
- e. State the timeframe of the nominated training provider must notify the chief executive of the successful completion of the training contract;
- f. As prescribed in the schedule of the Regulations and in accordance with the terms of the training contract, list the RTO's requirements around evidence of successful completion.

3.2 OUTLINE YOUR RTO'S TRAINING AND DELIVERY ARRANGEMENTS (WEIGHTING 50% OF TOTAL SCORE)

The Department of Training and Workforce Development seeks to purchase training that is cost effective. Cost effectiveness is maximised through a face to face exchange of knowledge between the training organisation and the student within the context of the workplace.

- a. List the *facilities* and *physical resources* that your organisation has or can access within Western Australia that will be available to trainees during and outside of work hours that will maximise their chance of completing the qualification.

- b. What is the estimated percentage of face to face delivery your organisation will provide over the duration of the traineeship? (This does not include training delivered online/via skype/video conference, training delivered by the employer/supervisor, or the students self-study).
- c. What is the minimum number of times your organisation will visit each trainee's workplace over the term of the traineeship.
- d. Detail the arrangements that you will put into place to keep the employer informed of the trainee's progress during their training contract.

Note: The Respondent's capacity to deliver training to trainees will also be measured through the data reported in their 2014 and/or 2015 NCVET total VET activity report.

4. EVALUATION OF RESPONSES

The response will be evaluated in the following way:

- i. The Respondents response to the Common Criteria will be evaluated; if a response to the Common Criteria is found to be non-compliant or insufficient: the Program criteria will not be assessed.
- ii. The Program Criteria will be assessed. Respondents must achieve at least a score of 50% for each criterion.
- iii. If the tender is over-subscribed and the Corporation needs to limit the number of successful applications to maintain critical mass for providers for that Program; the process as outlined in Part A section 4.2(d) of the Request will be applied.

PART F - PHASE TWO: REQUEST REQUIREMENTS FOR THE PIT PROGRAM

New providers who wish to apply for a contract to deliver priority industry training with the Corporation are required to respond to this Program application.

Existing Providers that are currently contracted to deliver priority industry training with the Corporation are **not** required to address the requirements in this part of the Response.

Existing Providers that are currently **not** contracted to deliver priority industry training with the Corporation and wish to apply are required to address the requirements in this part of the Response.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available from RTONet under "2017 User Guides".

1. PIT PROGRAM DETAILS AND CONDITIONS

1.1 PROGRAM OVERVIEW

The Priority Industry Training (PIT) program focuses on making available a range of qualifications that address priority industry needs of the State through a non-employment based training pathway.

1.2 SCOPE

Respondents may only apply for those qualifications that are currently on their scope and are listed on the Priority Industry Training Payment Table. The Electronic CFA automatically selects only those eligible qualifications on the Respondents scope for selection.

If funded, the qualifications offered may be delivered in any region throughout WA.

If a respondent is successful in obtaining a place on the Preferred Provider Panel they may seek through a separate application process to add Course in Applied Vocation Study Skills (CAVSS) or Course in Underpinning Skills for Industry Qualifications (USIQ) to be delivered with an awarded training program.

1.3 PRIORITY INDUSTRY TRAINING PAYMENT TABLE

The Priority Industry Training Program Payment Table contains the current list of funded qualifications and the funding available per training place in each of the State's ten delivery regions.

The Priority Industry Training Payment Table Payment Table can be accessed on RTONet under announcements "2017 Payment tables" <https://stars.dtwd.wa.gov.au>

1.4 PAYMENT RATES

Payment for Priority Industry Training (PIT) Program Qualifications is based on the rates shown in the PIT Payment Table.

The Corporation periodically reviews the rates payable for PIT delivery.

Rates payable for CAVSS and USIQ

The \$/hour rates exclusive of GST that apply to Course in Applied Vocational Study Skills (CAVSS) delivery and to Course in Underpinning Skills for Industry Qualification (USIQ) delivery are shown in the payment tables published on RTONet under announcements "2017 Payment tables" <https://stars.dtwd.wa.gov.au>

1.5 STUDENT ELIGIBILITY

The student must be eligible for funded training. Unless otherwise specified, students from enrolment categories listed in Clause 1.4.1 of the Business Rules will not be funded through Contracts that result from this Request.

1.6 PREFERRED PROVIDER PANEL

Details of service providers that have been appointed to the Preferred Provider Panel for PIT will be listed on the Corporation's website at <https://stars.dtwd.wa.gov.au/cpl/>

It is the responsibility of the service provider to ensure that their contact details listed on the Panel are correct and to update the details as and when required to ensure they remain current. A guide to maintaining the CPL is available at on the future skills website

<http://www.futureskillswa.wa.gov.au/trainingproviders/Pages/private-providers.aspx>

1.7 INTERSTATE DELIVERY

The PIT Program is wholly delivered in Western Australia and interstate delivery is not eligible.

1.8 ALLOCATION OF PIT TRAINING PLACES

The initial allocation of training places to Existing providers will be detailed in their Letter of Award.

The initial allocation of training places to New providers on the PIT preferred provider panel will be as follows:

- 40 training places in total across all regions and qualifications.

Subject to satisfactory performance and in accordance with the Business Rules the Corporation may consider a request for a variation for additional places.

Variation Requests close on the 30 November of each calendar year unless otherwise notified by the Corporation.

1.9 ELIGIBLE RESPONDENT

- (a) The electronic Response will only allow access to the Priority Industry Training part (PIT CFA) of the Response to Respondents that are:
 - (i) New Providers that have completed and lodged the Common Criteria CFA in the electronic Response Form; or
 - (ii) Existing providers, for another program, seeking to add PIT delivery
- (b) Eligible Respondents, including Enterprise RTOs, may seek to deliver priority industry training through this Request where the Respondent:
 - (i) Has current scope for one or more of the qualifications offered in the Response; and

- (iii) Is seeking to enter the PIT training market by offering to deliver one or more PIT qualifications;

Respondents must first select a region and then select the qualifications that are offering to be delivered in the region.

2. PIT PROGRAM COMPLIANCE AND DISCLOSURES

2.1 PIT PROGRAM MANDATORY COMPLIANCE REQUIREMENTS

Respondents seeking to delivery publicly funded priority industry training through this Request must meet the following mandatory requirements:

(a) Scope

The Respondent must have current scope with the relevant regulator (TAC, VRQA or ASQA) for the delivery of the priority industry training qualifications offered in this section of the Response.

(b) Eligible Qualifications

The requested qualifications must be listed on the Corporation's current Priority Industry Training Payment Table.

The Electronic CFA automatically selects only those eligible qualifications on the Respondents scope for selection.

2.2 PIT PROGRAM DISCLOSURE REQUIREMENTS

In addition to the disclosures made in the Common Criteria, Respondents must answer 'yes' or 'no' and provide any additional information for:

(a) Subcontracting

Does the Respondent intend to engage, another person or organisation as a subcontractor in connection with the supply of the Services? Refer to Clause 29.1 in the General Provisions for more information on subcontracting arrangements.

If the answer is 'yes' please provide the name of the organisation(s) or individual(s) who will be subcontracted.

Note: Those Respondents appointed to a preferred provider panel through this Request that indicated they will be subcontracting must have these arrangements approved by the Corporation prior to training commencing. At contract award stage the Respondent will be provided with a copy of the Corporations subcontracting application form to complete and return.

3. PIT PROGRAM QUALITATIVE CRITERIA

The Department of Training and Workforce Development has a preference to engage with organisations with a proven record of delivering quality training, particularly within the context of Western Australia for the qualifications they are applying to deliver.

As per section 5.3 on page 12 of the Request, to be evaluated a Respondent must request at least one Requested Delivery Item (RDI). For PIT an RDI is:

- a request for one region and one qualification

Respondents are required to select the regions and qualifications they anticipate delivering training in the first three months of 2017.

Note Respondents need only apply for one RDI to be considered for the panel. Where multiple RDIs are requested, failure in one does not disqualify Respondent from placement on the Panel.

Respondents once on the 2017 panel may apply for additional qualifications and regions through a contract variation process

Respondents are required to respond to the two qualitative criteria for each RDI. Responses to each question in each criterion will be restricted to 250 words.

3.1 DEMONSTRATED CAPACITY TO DELIVER THE TRAINING (WEIGHTING 50% OF TOTAL SCORE)

The Department of Training and Workforce Development has a preference to engage with organisations with a proven record of implementing training, particularly within the context of Western Australia.

- a. Please give a brief overview of your RTOs capacity to deliver PIT training.
- b. List partnerships you have or will put into place with specific organisations that will enhance the training program or assist with engagement and retention of students or employment outcomes post qualification completion.

The Respondent's capacity will also be measured through the data reported in their 2014 and/or 2015 NCVET total VET activity report.

3.2 DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS (WEIGHTING 50% OF TOTAL SCORE)

- a. List the facilities and physical resources that your organisation has or can access within Western Australia that will be available to students during and outside of work hours that will maximise their chance of completing the qualification.

In addition please complete and submit a Training Delivery and Resources (TDAR) form – uploaded for each qualification (and region). Information requested in the TDAR will include:

Delivery Arrangements

- o Qualification and Delivery region for reference;
- o Estimated time to complete the qualification; and
- o Method and percentage of delivery i.e. Face to Face, Electronic, RPL, Workplace.

4. EVALUATION OF RESPONSE

The response will be evaluated in the following way:

- i. The Respondents response to the Common Criteria will be evaluated; If a response to the Common Criteria is found to be non-compliant or insufficient: the Program criteria will not be assessed.
- ii. The Program Criteria will be assessed. Respondents must achieve at least a score of 50% for each criterion.
- iii. If the tender is over-subscribed and the Corporation needs to limit the number of successful applications to maintain critical mass for providers for that Program; the process as outlined in Part A section 4.2(d) of the Request will be applied.

PART G – PHASE TWO: REQUEST REQUIREMENTS FOR PARTICIPATION - EQUITY PROGRAM

New Providers that wish to apply for a contract to deliver the Participation - Equity Program with the Corporation are required to respond to this Program application.

Existing Providers that are currently contracted to deliver Participation - Equity qualifications with the Corporation are **not** required to address the requirements in this part of the Response. Note existing Providers that wish to have additional target groups will be able to apply in a separate process for 2017 delivery.

Existing Providers that are currently **not** contracted to deliver Participation - Equity Program qualifications with the Corporation and wish to apply are required to address the requirements in this part of the Response.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available from RTONet under “2017 User Guides”.

1. PARTICIPATION - EQUITY PROGRAM DETAILS AND CONDITIONS

1.1 Program Overview

The Participation - Equity program focuses on the delivery of training for those sections of the population that are under-represented in the workforce. Participation - Equity training aims to assist people to become job ready so they can participate fully in the workforce.

The Corporation contracts private training providers for the delivery of institutional based training to:

- Job seekers who can access mainstream training; and
- People from identified equity groups including: Aboriginal and Torres Strait Islanders; Aboriginal school based training participants; Youth at Risk; Culturally and Linguistically Diverse; People with Disabilities, who experience barriers to accessing mainstream training.

The Participation - Equity Program has a targeted approach to recruiting students from the eligible target groups by using input from organisations (“Brokers”) that have a case-based management role with one or more of the cohorts: such as Disability Services Commission; selected Job Actives and Aboriginal Workforce Development Centres.

Training organisations allocated training places in the Participation - Equity Program will be required to report on the broker referrals and their recruitment quarterly as outlined in the Participation - Equity Program Business rules

Note: under clause 1.4.1 (m) of the Business Rules, training organisations may not use non-authorized brokers or paid recruiting agents to obtain students in any of the funded programs. The subcontracting of any aspect of recruitment of students is not permitted. Use of these agents may result in the Corporation suspending or cancelling membership of the Preferred Provider Panels and may lead to a termination of contract.

Training Providers may not recruit ASBT students. The School Sector Committee comprising representatives from the three schools sectors: public; independent and Catholic, will allocate places, in consultation with their schools.

1.2 **Scope**

Respondents may only apply for those target groups that are eligible under the Participation - Equity Program and the regions for which the Respondent anticipates delivering training.

Respondents placed on the Panel may seek through a separate application process to add a target group during the tenure of the preferred provider panel.

Successful Respondents may apply for training places for eligible qualifications in specified regions by submitting a contract variation form and a Delivery and Support Services (DASS) form which documents the training delivery mode and the support services offered by the RTO.

Successful Respondents may also seek through a separate application process to add Course in Applied Vocation Study Skills (CAVSS) or Course in Underpinning Skills for Industry Qualifications (USIQ) to be delivered with an awarded training program.

Note CAVSS and USIQ are not available for Aboriginal School Based Training Participants.

1.3 **Aboriginal School Based Training (ASBT)**

The Aboriginal School Based Training program, in previous years a separate program, is now part of the Participation - Equity Program and the Aboriginal school students are listed as a new target group. Training providers may apply to be eligible to deliver training to Aboriginal school based training participants but should note that there are significant differences in the business rules around the provision of this training as outlined in the Participation - Equity Program Business Rules.

Only the qualifications listed below are available for the Aboriginal school students target group:

- 52769WA Certificate I in Gaining Access to Training and Employment (GATE);
- 52773WA Certificate I in Leadership;
- 52774WA Certificate II in Leadership;
- RII10115 Certificate I in Resources and Infrastructure Operations; and
- RII20115 Certificate II in Resources and Infrastructure Work Preparation

1.4 **Participation - Equity Program Payment Table**

The Participation - Equity Program Payment Table contains the current list of funded qualifications and the funding available per student in each of the State's ten delivery regions.

The Participation - Equity Program Payment Table can be accessed on RTONet under announcements "2017 Payment tables" <https://stars.dtwd.wa.gov.au>

1.5 **Payment Rates**

Payment for Participation - Equity Program Qualifications is based on the rates shown in the Participation - Equity Program Payment Table.

The Corporation periodically reviews the rates payable for Participation - Equity delivery.

Rates payable for CAVSS and USIQ

The \$/hour rates exclusive of GST that apply to Course in Applied Vocational Study Skills (CAVSS) delivery and to Course in Underpinning Skills for Industry Qualification (USIQ) delivery are published in the payment table on RTONet under announcements "2017 Payment tables" <https://stars.dtwd.wa.gov.au>

1.6 **Student Eligibility**

The student must be eligible for funded training. Unless otherwise specified, students from enrolment categories listed in Clause 1.4.1 of the Business Rules will not be funded through Contracts that result from this Request.

Students must also meet the definition of one of the target groups: Job seeker, Aboriginal; Aboriginal school based training participant; Culturally and Linguistically Diverse, People with disabilities; or Youth at Risk as defined in Clause 7.2 of the Participation - Equity Program business rules.

The RTO must keep evidence of the student's eligibility either through the approved documentation, outlined in Clause 7.2 of the Participation - Equity Program business rules or a written referral, including emails from an approved broker referral identifying the student as a member of the target group.

Students eligibility is also subject to an upper limit in the number of courses a student may commence as defined in in Clause 7.4 of the Participation - Equity Program business rules

Students undertaking qualifications through Contracts that result from this Request must commence training in 2017.

1.7 **Preferred Provider Panel**

Details of service providers that have been appointed to the Preferred Provider Panel for Participation - Equity will be listed on the Corporation's website at <https://stars.dtwd.wa.gov.au/cpl/>

It is the responsibility of the service provider to ensure that their contact details listed on the Panel are correct and to update the details as and when required to ensure they remain current. A guide to maintaining the CPL is available at on the future skills website <http://www.futureskillswa.wa.gov.au/trainingproviders/Pages/private-providers.aspx>

1.8 **Interstate Delivery**

The Participation - Equity Program is wholly delivered in Western Australia and interstate delivery is not eligible.

1.9 **Allocation of Participation - Equity Program Training Places**

The initial allocation of training places to Existing providers on the Participation - Equity Program Preferred Provider Panel, on provision of an acceptable Contract Variation Form and Delivery and Support Services Form, (DASS), will be based on past performance and outlined in their Letter of Award.

The initial allocation of training places to New providers on the Participation - Equity Program Preferred Provider Panel, on provision of an acceptable Contract Variation Form and Delivery and Support Services Form, (DASS), will be as follows:

- 40 training places in total, across all regions and all target groups.

Subject to satisfactory performance and in accordance with the Business Rules the Corporation may consider a request for a variation for additional places.

Variation requests close on 30 November of each calendar year unless otherwise notified by the Corporation.

1.10 Reporting of Post Training Outcomes

Training organisations allocated training places in the Participation - Equity Program will be required to report on the post training outcomes as outlined in the Participation - Equity Program Business rules.

1.11 Eligible Respondents

- (a) Respondents may seek to deliver Participation - Equity Program training through this Request if the Respondent:
 - i. Is a Registered Training Organisation
 - ii. Has current scope for one or more of the qualifications offered in the Response;
- (b) The electronic Response will only allow access to the Participation - Equity Program part (Participation - Equity CFA) of the Response to Respondents that are:
 - i. New Providers that have completed and lodged the Common Criteria CFA in the electronic Response Form; or
 - ii. Existing providers, for another program, seeking to add Participation - Equity Program delivery

2. PARTICIPATION - EQUITY PROGRAM COMPLIANCE AND DISCLOSURES

2.1 PARTICIPATION - EQUITY PROGRAM MANDATORY COMPLIANCE REQUIREMENTS

Respondents seeking to delivery publicly funded Participation - Equity Program training through this Request must meet the following mandatory requirements:

- (a) Scope

The Respondent must have current scope with the relevant regulator (TAC, VRQA or ASQA) for the delivery of the Participation - Equity Program qualifications offered in this section of the Response.
- (b) Eligible Qualifications

The requested qualifications must be listed on the Corporation's current Participation - Equity Program Payment Table.

The Electronic CFA automatically selects only those eligible qualifications on the Respondents scope for selection.

2.2 PARTICIPATION - EQUITY PROGRAM DISCLOSURE REQUIREMENTS

In addition to the disclosures made in the Common Criteria, Respondents must answer 'yes' or 'no' and provide any additional information for:

(a) Subcontracting

Does the Respondent intend to engage, another person or organisation as a subcontractor in connection with the supply of the Services? Refer to Clause 29.1 in the General Provisions for more information on subcontracting arrangements.

If the answer is 'yes' please provide the name of the organisation(s) or individual(s) who will be subcontracted.

Note: Those Respondents appointed to a preferred provider panel through this Request that indicated they will be subcontracting must have these arrangements approved by the Corporation prior to training commencing. At contract award stage the Respondent will be provided with a copy of the Corporations subcontracting application form to complete and return.

3. PARTICIPATION - EQUITY PROGRAM QUALITATIVE CRITERIA

The Department of Training and Workforce Development has a preference to engage with organisations with a proven record of delivering training to job seekers and equity groups to enable them to participate in the workforce, particularly within the context of Western Australia.

As per section 5.3 on page 12 of the Request, to be evaluated a Respondent must request at least one Requested Delivery Item (RDI). For Participation - Equity an RDI is:

- a request for a qualification in a region for a target group

Respondents are required to select the qualifications, regions and target group they anticipate delivering training in the first three months of 2017.

Note Respondents need only apply for one RDI to be considered for the panel. Where multiple RDIs are requested, failure in one does not disqualify Respondent from placement on the Panel.

Respondents once on the 2017 panel may apply for additional qualifications and regions through a contract variation process.

Respondents are required to respond to the two qualitative criteria for each target group for which the training organisation wishes to apply. Responses to each question in each criterion will be restricted to 250 words.

3.1 THE RTO'S CAPACITY TO DELIVER TO THE TARGET GROUP (WEIGHTING 50% OF TOTAL SCORE)

Under this criterion include:

- a. The breadth of experience your RTO has providing training to the cohort in various programs. Be specific about years; names of programs; agencies by which you were funded; approximate numbers of students; and outcomes;
- b. Brief details of specific RTO staff who are particularly experienced or qualified in working with the target group;
- c. Partnerships with target group specific organisations that will enhance the training program or assist with engagement and retention of students or employment outcomes;

- d. Other information that demonstrates your RTO's ability to deliver training to the target group.

3.2 THE RTO'S INFRASTRUCTURE AND STUDENT SUPPORT SERVICES TO THE TARGET GROUP (WEIGHTING 50% OF TOTAL SCORE)

The Department of Training and Workforce Development seeks to purchase training that is cost effective. Cost effectiveness is maximised through a face to face exchange of knowledge between the training organisation and the student within the context of the workplace.

- Detail any infrastructure that your RTO has that will benefit the cohort such as specific furniture and equipment for people with disabilities.

Under this criterion Respondents will upload a Delivery and Support Services (DASS) form in which Respondents are advised to include details of the additional support services that elevate your training delivery above mainstream delivery to assist those students who face barriers to accessing mainstream training. In this criterion RTOs are justifying the additional 40% loading for equity groups.

It will be a requirement that the Respondent submit a DASS form for each target group, region and qualification that they are seeking to deliver.

Please note:

- The Respondent's NCVET data will be used to validate the level of delivery that has been delivered previously to the target group(s) for which the Respondent is applying.

4. EVALUATION OF RESPONSE

The response will be evaluated in the following way:

- i. The Respondents response to the Common Criteria will be evaluated; If a response to the Common Criteria is found to be non-compliant or insufficient: the Program criteria will not be assessed.
- ii. The Program Criteria will be assessed: Respondents must achieve at least a score of 50% for each criterion.
- iii. If the tender is over-subscribed and the Corporation needs to limit the number of successful applications to maintain critical mass for providers for that Program; the process as outlined in Part A section 4.2(d) of the Request will be applied.

END OF REQUEST DOCUMENT