



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

Future**SkillsWA**

# **PREFERRED PROVIDER PANEL LIST**

## **User guide for contracted providers**

Last updated 29 May 2015



## The preferred provider panel lists

Registered training organisations (RTOs) who are contracted by the Department of Training and Workforce Development to deliver funded vocation education and training in Western Australia are registered on preferred provider panels for the program(s) they successfully applied for.

At no cost, contracted RTOs can advertise through the Department the qualifications they are contracted to deliver under the programs on preferred provider panel lists. RTOs delivering in more than one program can advertise on more than one preferred provider panel list.

Preferred provider panel lists are advertised to the public on the Departments FutureSkillsWA website.

This document outlines:

- 1. **What programs have preferred provider panel lists?** .....3
- 2. **Where can I find the preferred provider panel lists?** .....4
- 3. **How can I advertise on a preferred provider panel list?** .....5
- 4. **How can I stop advertising on a preferred provider panel list?** .....10

**Important note:** *The preferred provider panel list was formally known as the contracted provider list (CPL). Reference may be made within this document to the contracted provider list.*



## 1. What programs have preferred provider panel lists?

Preferred provider panel lists are available for the following programs:

**APPRENTICESHIPS**

**TRAINEESHIPS**

**PRIORITY INDUSTRY QUALIFICATIONS**

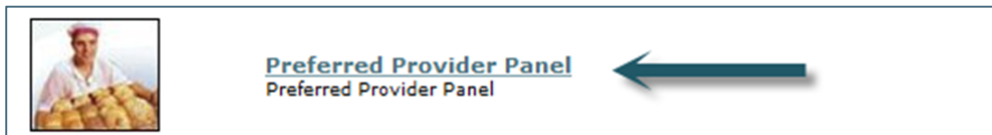
**PARTICIPATION EQUITY**



## 2. Where can I find the preferred provider panel lists?

The preferred provider panel lists are located on the Departments State Training and Recognition System (STARS) and are updated nightly.

<https://stars.dtwd.wa.gov.au/>



**2015 Preferred Provider Panel**

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Please select a Program Type OR click on a link at the bottom of the page to view all entries by program type

<b>Apprenticeships</b>	<input type="button" value="Select"/>
<b>Traineeships</b>	<input type="button" value="Select"/>
<b>Priority Industry Qualifications (PIQ)</b>	<input type="button" value="Select"/>
<b>Participation Equity</b>	<input type="button" value="Select"/>

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### 3. How can I advertise on a preferred provider panel list?

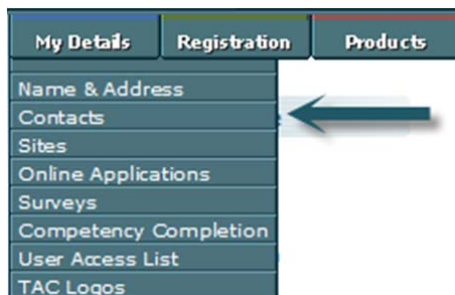
APPRENTICESHIPS	PRIORITY INDUSTRY QUALIFICATIONS	PARTICIPATION EQUITY
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To advertise on a preferred provider panel list for the above programs you must register a contact person for the advertisement with the Department.

Once a contact person has been registered, the Department will advertise all of the qualifications you are contracted to deliver under the program(s) on the preferred provider panel list(s). To advertise only some of the contracted qualifications, refer to part 4.

To register a contact person you must;

- I. Access RTO-Net on <https://stars.dtwd.wa.gov.au>
- II. Select 'My details' in the tabs and open 'Contacts'






III. Either create a new contact  or edit an existing contact 




 **Contact Name**

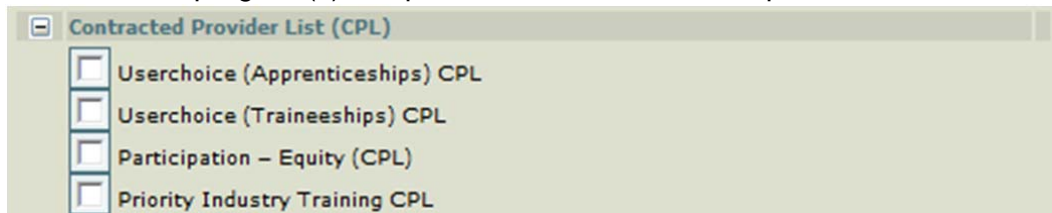
 **The Manager**

IV. Select the 'Contracted Provider List (CPL) role



Roles:  **Contracted Provider List (CPL)**

V. Nominate the program(s) this person is to be the contact person for and click  ;



**Userchoice (Apprenticeships) CPL**

**Userchoice (Traineeships) CPL**

**Participation – Equity (CPL)**

**Priority Industry Training CPL**



## TRAINEESHIPS

To advertise on the preferred provider panel for the traineeships program, training providers must complete two stages;

- 1) Register a contact person (refer page 5 for process)
- 2) Nominate the qualification(s) and region(s) you would like to advertise delivery in;

To nominate a qualification and region you must;

- I. Access RTO-Net on <https://stars.dtwd.wa.gov.au>
- II. Select 'Contracts' in the tabs and open 'Training Provider List'



- III. Select 'Maintain Traineeship Contracted Provider List (CPL)'

A list of your qualifications on scope for the current calendar year will appear





- IV. Open the qualification you want to advertise (each listed qualification is a hyperlink)

[TR01890 - BUSINESS \(LEVEL 2\) \[BSB20112\]](#)



- V. Select the region(s) you would like to advertise for delivering the qualification



#### Proposed Delivery Regions

- Gascoyne
- Goldfields-Esperance
- Great Southern
- Interstate
- Kimberley
- Mid West
- Peel
- Perth
- Pilbara
- South West
- Wheatbelt








VI. Click 

-  Successful: A green tick will appear next to qualifications successfully placed on the preferred provider panel list.
-  Unsuccessful: A red cross will appear next to qualifications which did not succeed in loading onto the preferred provider panel list. You will need to click on the qualification to see why it was unsuccessful.

Eligible **2015** ▾ **Traineeships**

**Finance, Property & Business Services**

-  [TR09880 - BUSINESS \(LEVEL 3\) \[BSB30112\]](#)
-  [TR01890 - BUSINESS \(LEVEL 2\) \[BSB20112\]](#)
-  [TR03410 - BUSINESS \(LEVEL 4\) \[BSB40212\]](#)



## 4. How can I stop advertising on a preferred provider panel list?

APPRENTICESHIPS	PRIORITY INDUSTRY QUALIFICATIONS	PARTICIPATION EQUITY
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To remove all/some qualification(s) from the preferred provider panel lists for these programs you must submit a request to your contract case manager at the Department via email at [training.markets@dtwd.wa.gov.au](mailto:training.markets@dtwd.wa.gov.au)

TRAINEESHIPS
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To remove all/some qualification(s) from the traineeship preferred provider panel list you must open each individual qualification in the contracted provider list on RTO-Net and un-tick the regions you no longer wish to advertise delivery in. To remove the qualification entirely you must un-tick all regions.

**Important note:** The preferred provider panel lists are updated nightly. Any changes you make will not appear until the next day.