



Department of Training and Workforce Development Training Resource Allocation

Manual for Payments and Reporting for Publicly Funded Registered Training Organisations

Version 2
Updated January 2017

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INTRODUCTION

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

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

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

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

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

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DEFINITIONS AND INTERPRETATION

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

Business Rules refers to the VET (WA) Ministerial Corporation Purchase of Training Services General Provisions Business Rules for Entitlement and Participation Equity Programs.

Contracted Programs of Study (CPS) means a course or training program funded under the Agreement and as listed in the Funding Schedules.

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

Delivery means training and/or assessment activity.

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

General Provisions (Conditions of contract) refers to the [VET \(WA\) Ministerial Corporation Purchase of Training Services General Provisions \(Conditions of Contract\)](#) for Entitlement and Participation Equity Programs.

Lodgement means an electronic report of **CPS** outcomes made through the **RAPT** system.

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

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

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

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

Resource Allocation Program for Training (RAPT) means DTWD's Internet based system that can be accessed by a contracted RTO to enable lodgement of reports, validation of data and to obtain information relating to payments.

State Training and Recognition System (STARS) means the Departments online Vocational Education and Training contracts database.

Training Records System (TRS) means the Internet based system that RTOs use to manage Trainees and Apprentices training contracts.

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

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1. REPORTING FUNDED VET IN WESTERN AUSTRALIA

1.1. The contracted program of study

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

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

20171234	=	2017	1234
CPS reference number		Contract year	Unique ID

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

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

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1.2. How to view/access your CPS

CPS are maintained on the State Training and Recognition System (STARS). Contracted providers must obtain access to the RTONet portal on STARS to view their CPS.

(Refer [section 2.2](#) of this document for information on gaining access to RTONet)



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

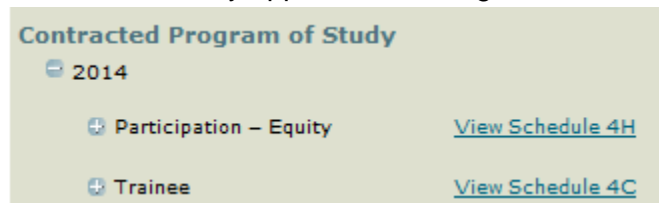
- Contracts – My Contracts



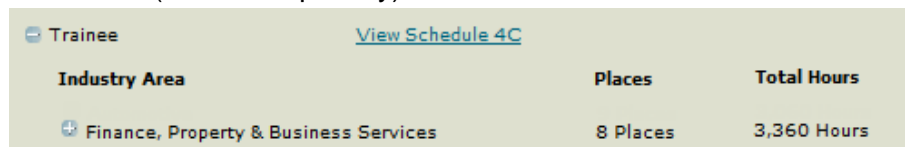
My Contracts provides access for an organisation to view all of the CPS they hold with the Department.

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

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



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




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

Industry Area		Places	Total Hours					
Finance, Property & Business Services		8 Places	3,360 Hours					
CPS No	Level	Qual	Location	SCH/Place	Places	Total Hours	Mode	Status
20140000	DIPLOMA OF	Management	Perth	420	8	3,360	Provided	Active

Note: Where text is highlighted in blue and underlined it is a hyperlink to a document / report

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Click on the CPS number hyperlink to open the CPS details

View Contracted Details - 20140000		
RTO 		
All calculated values <u>do not</u> include GST		
CPS No	20140000	
Trade Category	Community Services, Health & Education	
Program Type	Trainee	
Contract Status	Active	
Delivery Location	Perth	
Mode	Provided	
Contracted Provider List	Yes	
Training Product Details		
ID	CHC20112	
Level	Certificate II in	
Name	Community Services	
Pathway		
Traineeship ID	TR04650	
Traineeship Name	COMMUNITY SERVICES WORK (LEVEL 2)	
Qual Nominal Hours	280	
Description		
Training Organisation Details		
National Organisation ID	0000	
Legal Name	No owner information	
Trading Name	No owner information	
Contractual Details		
Contracted Places	12	
Contracted SCH per Place	280	
Total Contracted Hours	3,360	
Funding Condition Comment		
Funding Condition Met	Yes	
Fee Exempt	No	
GST Applicable	Yes	
Commencing In Year	2014	
Target Group	Not Specified	
Student Commencing Start Date	1/01/2014	
Student Commencing End Date	31/12/2014	
Training Activity End Date	31/12/2015	
Expected Delivery Start Date	Not Specified	
Related CPS No	Not Specified	
RDI ID	Not Specified	
Payment Method Details		
Payment Method	Price per SCH (70-30)	
Pricing Details		
Commenced Pay	\$0.00	
Completed Pay	\$0.00	
Effective Date	Price Per SCH	Price Per Place
1/01/2014	\$9.78	\$2,738.40
Enrolment Details		
No enrolments recorded for this contract.		
Payment Details		
No payments recorded for this contract.		
All calculated values <u>do not</u> include GST		

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1.3. Allocating students to a CPS

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

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

Allocations under a CPS can only be altered for current year CPS in accordance with the requirements outlined in the Business Rules (e.g. for 20171234, allocations can only be altered during the 2017 calendar year). **Final student allocations for CPS must be reported no later than 31 January of the following year.**

1.4. What should I report on a CPS?

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

- Student enrolment information
- Student course information and progress

1.5. Report standards

It is the Service Providers responsibility that all reports, documents, and information provided to the Corporation under this Agreement are complete, accurate, comprehensive, up-to-date and in no way misleading or deceptive. Refer [Business Rules](#) Clause 2.7

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

Where an enrolment is reported with a funded training outcome it must be substantiated by valid evidence that meets the requirements of the current version of the [Western Australian VET Enrolment Data Standards](#).

1.6. When to start reporting

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

1.7. When to stop reporting

Reports no longer need to be submitted against a CPS when the requirements of CPS acquittal have been met. Refer [Business Rules](#) Clause 1.13.

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1.8. Important reporting dates to remember

- a) All UoC outcomes for the previous year must be reported by the 31 January of the following year (Clause 2.8 [Business Rules](#))

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

1.9. RTO reporting responsibilities

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

- 1) Submitted in a timely manner; and
- 2) Comply with the reporting standards outlined in Clause 2.7, [Business Rules](#); and
- 3) Reporting issues identified by the Department are addressed in a timely manner

1.10. How to vary your CPS

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

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

To vary a CPS condition you must complete and submit a variation form to training.markets@dtwd.wa.gov.au for review by your Case Manager.

Variation processes for each program are outlined in the individual programs business rules.

Variation forms can be located on the Departments website at:

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

1.11. How to apply for new CPS

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

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

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2. THE REPORTING SYSTEM

2.1. Introduction to RTONet and Resource Allocation Program for Training

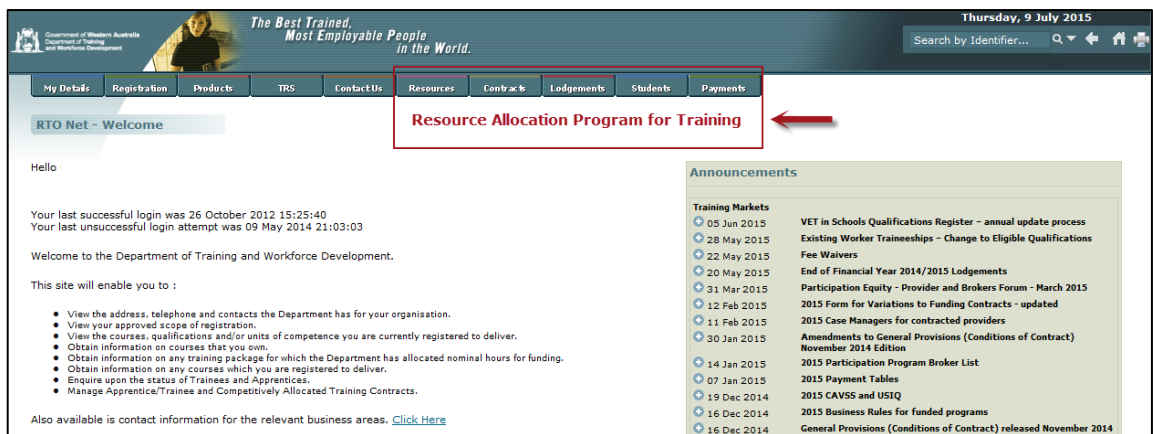
Reports must be submitted on the Departments online database Resource Allocation Program for Training (RAPT)

RAPT is located on the Western Australian online State Training and Recognition System commonly referred to as STARS: <https://stars.dtwd.wa.gov.au>.

The primary functions of RAPT are to:

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

When an RTO accesses STARS, they will access it through the RTO-Net portal.



RAPT is a combination of functions on the RTO-Net portal

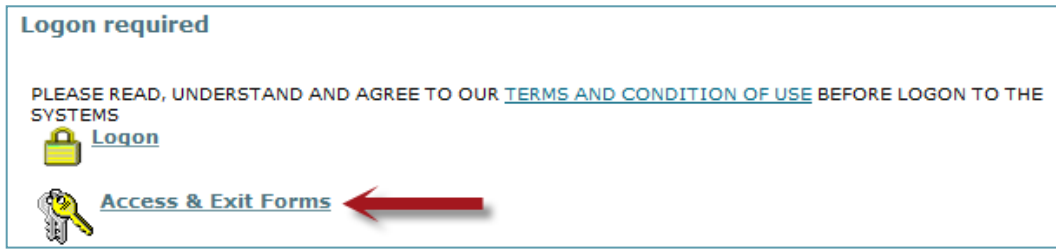
Resource allocation program for training	
Resources	Guides on marketing funded VET can be found here
Contracts	Contracted programs of study and associated resources can be found here
Lodgements	This is the section where training activity reports are submitted
Students	This is the section where student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

Note: You will not see any reference to the term 'Resource Allocation Program for Training' or 'RAPT' in RTONet. This is a contractual term used by the Department for the above noted functions in RTONet.

2.2. How do I get access to RTONet

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To get access to RTONet you must complete the application form on STARS. Access and exit forms to the RTO-Net portal can be found on the STARS homepage:



There are two access types for funding reports:

- Contract : (Standard access plus User Choice & CAT contract details)
- or*
- Contract & Financial : (Standard and Contract access plus Financial details)

1. **Contract:** This access type will give users the ability to upload and view a basic report. Users will not be able to view the financial summaries of a lodgement or be able to submit a lodgement.

This access type is not recommended where only one staff member is involved in the reporting process.

2. **Contract & Financial:** This access type will give users the ability to upload and view a complete report. Users will have the ability to view the financial summaries of a lodgement and be able to submit a lodgement. It is recommended at least two staff members have this access for each organisation in the event one is unavailable.

TERMS AND CONDITIONS OF USE:

- No account sharing is allowed. Each user must have their own account. Reasonable precautions must be taken to avoid unauthorised access or password disclosure.
- The user is responsible for all work performed under the user’s account.
- RTO-Net must only be used for performing official duties within the user’s job definition.
- The information on RTO-Net is **confidential and must not be disclosed to unauthorised parties.** Reasonable precautions must be taken to maintain confidentiality and prevent accidental disclosure.
- Should this account no longer be needed you **MUST** complete an RTO/TRS-Net Exit form.
- Any other changes affecting the use of RTO-Net must be communicated to the Business Owner.
- Accounts not used for 6 months, email notification will be sent. After 7 months the account will be disabled.

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2.3. Report format

This section provides a brief summary of the file format and how to upload the files. Refer to the latest [Text File Specifications for RAPT Electronic Reporting](#) for further detail.

Reports submitted in RAPT must be in a text tab delimited format in accordance with the latest [Text File Specifications for RAPT Electronic Reporting](#).

Your funding report consists of two parts:

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

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

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2.4. Uploading a student file

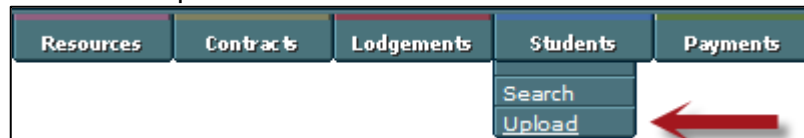
There are two ways in which RAPT Students can be entered and maintained on RTONet:

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

1) File upload

To upload a student text file in RTONet, go into:

- i. Students – Upload

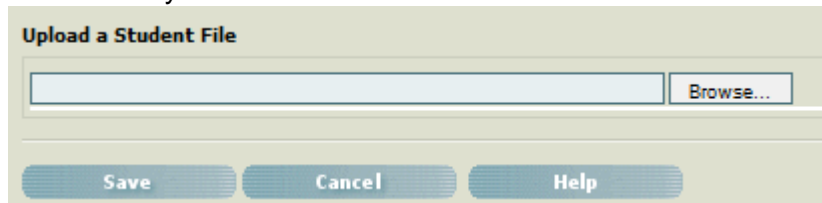


- ii. Click the **upload** button



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

- iii. **Browse** for your text file and click **save**



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2) Direct entry onto RAPT

To directly enter or maintain an existing student text file in RTONet, go into:

i. Students – Search



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

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

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2.5. Student file validation issues

Student files uploaded into RTONet will undergo a validation process to ensure the data:

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

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

Uploaded Date:	9/10/2013 12:14:52 PM
Uploaded By:	
File Name:	Student.txt
Status:	Validated
Uploaded:	17
Accepted:	17
Rejected:	0
Errors:	2 Download Errors

Upload Close Refresh

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

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

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2.6. Uploading an enrolment file

To upload an enrolment file into RTONet, go into:

- i. Lodgements – Create

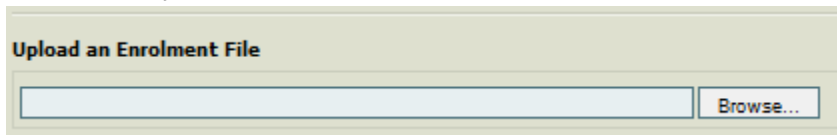


- ii. Click the **upload button** (file icon)



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

- iii. **Browse** for your text file and click **save**



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

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2.7. Enrolment file validation issues

Enrolment files uploaded into RTONet will undergo a validation process to ensure the data:

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

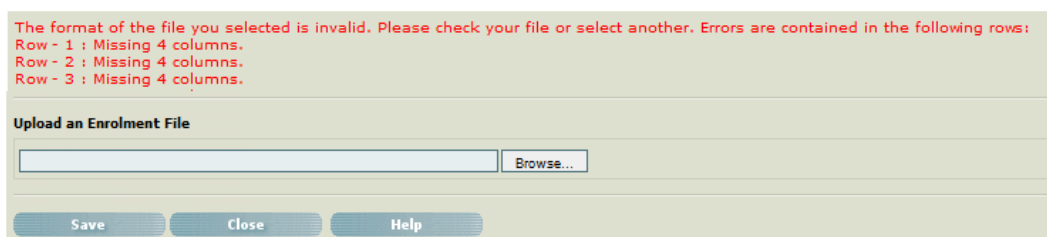
Validation issues can occur at two stages during upload.

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

1) Pre-validation

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

Example:



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

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

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

2) Post-validation

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

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

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Below is a table outlining post-validation issues that can occur within an enrolment file upload as well as recommended actions:
 (Reports will be generated by RAPT to identify the below issues – refer [section 2.9](#) RAPT lodgement summaries and reports)

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

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Duplicate enrolment	A student unit has been reported in two separate instances with an illogical event. E.g. Unit reported as deemed competent on 01/01/2015 and unit reported again as in training on 30/06/2015.	You must contact your Case Manager to discuss reporting methods.
Trainee funding summary (Trainees ineligible for funding)	Trainees have been reported for funding where they have been identified on the traineeship training contract as not eligible for funding.	Where a student is not eligible for funding, you must remove them from your funding report. Queries should be directed to: Funding – Training.Markets@dtwd.wa.gov.au Existing Worker and New Entrant Status – Apprenticeshipoffice@dtwd.wa.gov.au
The following issues will be flagged in your report as a potential issue which requires your investigation. You can still submit your report with these issues and the system will still generate funding however they should be addressed with your case manager prior to submission.		
Warnings Qualification mismatch	Students under an apprenticeship/traineeship arrangement have been reported against a CPS however are not undertaking training in the same qualification package as the CPS contracted qualification.	Where students have transitioned to the new package or changed qualification, you must contact your Case Manager to discuss reporting methods. Where students have transitioned to another RTO and changed qualifications you will not need to address this warning.
Warnings Duplicate enrolment across RTO	Students have been reported as yet to commence or in training against units where the Department has a record the student has competency in the unit.	Where a student has provided evidence of competency in a unit the unit must only be reported as a credit transfer.
Out of location summary	Students have been reported against a CPS however are not undertaking training in the same region as the CPS contracted region.	Students appearing with this issue must be removed from the CPS and reallocated to the appropriate CPS for the region. Where you do not have a CPS for the region, you must contact your Case Manager to discuss.
Exceeding hours report	Students have been reported with total nominal hours exceeding the nominal hours of the CPS qualification. Indicating more units than required for the CPS qualification are being reported for funding.	Where more units than required for the qualification have been reported you must remove the units from your funding report until you have approval from your Case Manager

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2.8. The RAPT lodgement

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

RAPT lodgements have several stages:

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

Note:

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

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

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2.9. The RAPT lodgement summaries and reports

1) Navigation page

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

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

Create Lodgement

RTO
RTONet
User Choice
CAT
Apprenticeship Traineeship

1	Upload Enrolment File				
	Uploaded File Name		Date		Uploaded By
	Enrol_ .txt		7/07/2015 2:30:19 PM		Validated
2	Enrolment Record Summary				
	Uploaded	Rejected	Errors	Funded	Non-Funded
	10 000	0	200	8800	1000
3	View Summary				
	Enrolment Summary				
	Allocation Fees Financial Out Of Location Outcome Registration Reports Trainee Funding				
	Error Summary				
	View Errors Download Errors to Excel Download Warnings to Excel				
4	Finalise				
	You are unable to lodge this claim due to an over allocation. Click the More Info button for further details. More Info...				

Delete
Close
Help

Note: Where text is highlighted in blue and underlined it is a hyperlink to a document / report.

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2) Allocation summary



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

Allocated: The number of training places you are able to deliver under each CPS (or for the traineeship program – industry)


Started: The number of training places you have allocated a student to and the student is participating in training

Yet to start: The number of training places you have allocated a student to however the student is yet to participate in training

Remaining: The number of training places you have yet to allocate to a student

Allocation Fees Financial Out Of Location Outcome Registration Reports Trainee Funding						
Year	Industry Area	Allocated	Started	Yet to Start	Remaining	Status
2015	Community Services, Health & Education (Place by Area)	8	8	0	0	OK
	20150005 20150006		3 5	0 0		
	Priority Industry Qualifications (Place by CPS)	33	25	0		
	20150010  20150011 	17 8	17 8	0 0	0 0	OK OK

Note:

- Where a student has been allocated to a CPS and discontinued prior to commencing any training, they will not appear in this summary. (e.g. students with training outcome 100 'never commenced' reported against all of their units of competency)
- Where a target  appears next to a CPS it denotes the CPS is for delivery of training to a specific target group. (E.g. youth at risk, Aboriginal and Torres Strait Islanders, job seekers etc.)

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3) Fees summary

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

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

Concession: Total nominal hours reported as course fee type concession

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

Fees: Total fees deductible from the CPS

Allocation Fees Financial Out Of Location Outcome Registration Reports Trainee Funding								
Prog. Type	CPS NO	Course/Qual	Full	Hours/Fee Type Concession	Fee Exempt	Total Hours	Fees	
Trainee	20150005	Diploma of Children's Services (Early childhood education and care)	8,525	325	7,875	16,725	\$70,564.69	
Trainee	20150006	Certificate III in Children's Services	630	570	550	1,750	\$3,357.59	
Prog. Type	CPS NO	Course/Qual	Full	Hours/Fee Type Concession	Fee Exempt	Total Hours	Fees	
Participation – Equity	20150010 ●	Certificate II in General Education for Adults	0	0	4,355	4,355	\$0.00	

Note:

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

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4) Financial summary

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

- CPS Value (Net):** The total value of the uploaded reported training activity against the CPS as per the Departments funding method
- Previously approved:** The total value of your 'payment approved' lodgement
- Value of claim:** The amount owing from the current total value minus previously paid values.

Program Type	CPS NO	Course/Qual	CPS Value (Net)	Previously Approved	Value of Claim
Trainee	20150003	Diploma of Children's Services (Early childhood education and care)	\$70,803.10	\$69,071.05	\$1,732.05
Trainee	20150004	Certificate III in Children's Services	\$12,076.51	\$12,076.51	\$0.00
Trainee	20150005	Diploma of Children's Services (Early childhood education and care)	\$7,482.40	\$7,482.40	\$0.00
Trainee	20150006	Certificate III in Early Childhood Education and Care	\$6,751.61	\$6,886.43	-\$134.82
Trainee	20150007	Diploma of Early Childhood Education and Care	\$9,630.75	\$9,039.03	\$591.72
Trainee	20150008	Diploma of Early Childhood Education and Care	\$3,518.19	\$564.20	\$2,953.99
Trainee	20150009	Certificate III in Early Childhood Education and Care	\$5,613.09	\$4,521.24	\$1,091.85
Lodgement Total:			\$522,305.36	\$516,070.57	\$6,234.79

Note:

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

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5) Out of location summary

This page will summarise whether any students have an 'out of location' validation issue. It will identify where students have undertaken training outside of the CPS region of delivery.

Allocation Fees Financial Out Of Location Outcome Registration Reports Trainee Funding						
2015	Apprenticeships	Correct Location 0 Perth 0	Elsewhere 1632 Elsewhere 1632			
	20151000	Student Name John smith Jane Doe	Reported Suburb Bunbury Bunbury	Reported Post Code 6230 6230	Reported Region South West South West	Total Hours 816 816

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6) Outcome summary

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

Allocation Fees Financial Out Of Location Outcome Registration Reports Trainee Funding											
		Reported Hours/Outcome Code									
Participation – Equity	Course/Qual	1	2	5	9	10	11	55	100	105	Total Hrs
CPS NO											
20150001	Certificate III in Early Childhood Education and Care	5,355	-	3,355	20	-	-	-	-	4,275	13,005
20150002	Certificate III in Aged Care	2,650	-	110	30	-	25	-	475	950	4,240

Note:

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

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7) Registration summary

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

Allocation	Fees	Financial	Out Of Location	Outcome	Registration	Reports	Trainee Funding
CPS No	Course/Qual	Course/Qual Name	Enrolment Count	Funded	Registered For Delivery		
20126083	CHC50908	Diploma of Children's Services (Early childhood education and care)	607	Yes	Yes		
20130780	CHC41212	Certificate IV in Children's Services (Outside school hours care)	64	Yes	Yes		

Note:

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

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8) Reports summary

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

The screenshot shows a web application interface. At the top, there is a navigation menu with links: Allocation, Fees, Financial, Out Of Location, Outcome, Registration, Reports, and Trainee Funding. The 'Reports' link is highlighted with a red arrow. Below the menu is a form with the following fields:

- Report Type: Enrolment Detail (dropdown menu)
- CPS No: (text input field)
- Student ID: (text input field)

At the bottom of the form, there are four buttons: Run, Clear, Close, and Help.

Reports include:

Report name	Detail
Enrolment detail	A listing of students reported and their enrolment activity at unit level
Student summary	A listing of students reported under each CPS with a summary of their reported training outcomes
Intake summary	A summary of the reported training outcomes under each student intake for each CPS
Delivery region summary	A summary of the reported training delivery region for students for each CPS
Module report	A listing of all modules reported and the frequency
Student exceeding hours	A listing of students reported with a total nominal hours exceeding the qualification nominal hours – indicating more units than required by the qualification has been reported
Apprentice details	TRS training contract summary for reported students
Trainee details	TRS training contract summary for reported students
Apprentice financial summary	Funding net value for each reported student under the program CPS
Trainee financial summary	Funding net value for each reported student under the program CPS
Participation equity	Funding net value for each reported student under the program CPS
Priority industry training financial summary	Funding net value for each reported student under the program CPS
CPS acquittal report	This report will list any CPS reported with no participating outcomes which may be ready for acquittal.

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9) Trainee funding summary

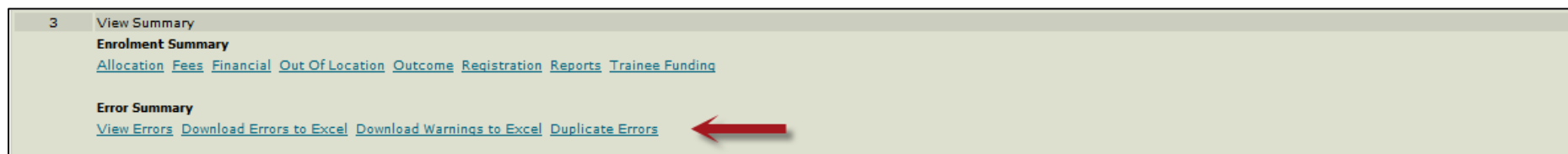
This page will show any trainee reported and deemed not eligible for funding on the TRS training contract due to not meeting the funding eligibility requirements.

Allocation	Fees	Financial	Out Of Location	Outcome	Registration	Reports	Trainee Funding
John smith			400000T1				
CPS	Qual Name			Ineligible Modules		Modules Reported	
20151234	Certificate III in Retail Operations			14		14	

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10) Error summary

This summary is located on the navigation page.



The screenshot shows a navigation menu with the following items:

- 3 View Summary
- Enrolment Summary**
 - [Allocation](#)
 - [Fees](#)
 - [Financial](#)
 - [Out Of Location](#)
 - [Outcome](#)
 - [Registration](#)
 - [Reports](#)
 - [Trainee Funding](#)
- Error Summary**
 - [View Errors](#)
 - [Download Errors to Excel](#)
 - [Download Warnings to Excel](#)
 - [Duplicate Errors](#)

A red arrow points to the 'Duplicate Errors' link in the 'Error Summary' section.

This summary provides reports on the following:

a) View errors

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



The screenshot shows a filtering interface with the following fields:

- Error Code: [Dropdown menu]
- CPS No: [Dropdown menu]
- Student: [Dropdown menu]
- Include Warnings:

b) Download errors to excel

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

c) Download warnings to excel

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

d) Duplicate errors

A report on duplicate units


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

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11) Over-allocation summary

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

4 Finalise

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

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

Year	Industry Area	Allocated	Uploaded	Over	Contact	Phone
2015	Finance, Property & Business Services (Place by Area)	15	18	3	Robert Neve	08 6551 5067
	20151111		10			Info...
	20151112		2			Info...
	20151113		6			Info...

Note:

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

Tip:

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

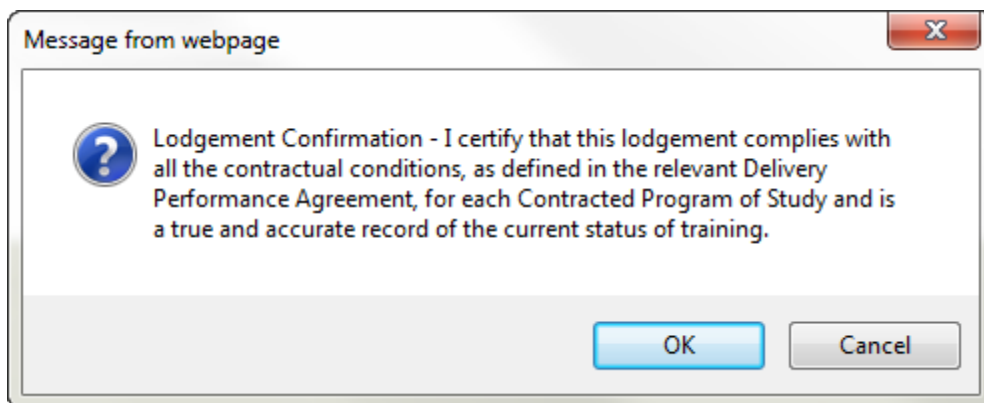
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2.10. Submitting the RAPT lodgement

RAPT lodgements can be submitted by clicking the 'lodge' button in the lodgement navigation screen. This option will only appear for staff members with RTO Net access 'contract and financial'.



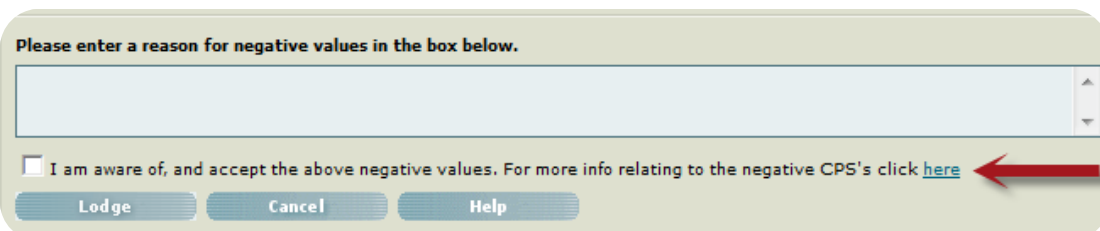
When you click 'lodge' the following prompt will appear.



Lodgements must only be submitted when you are confident the above conditions have been met.

Note:

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



Where you are not approving of a negative claim you should not submit your lodgement.

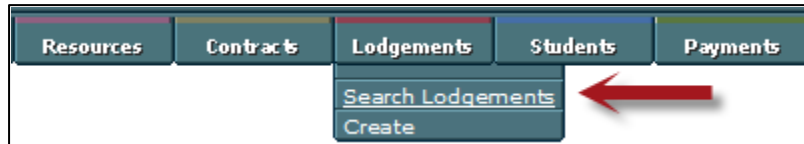
Refer to [attachment 1](#) in this document for a guide to investigating the causes of negative claims.

When submitted the status of your lodgement will change from **draft** to **lodged**.

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2.11. Viewing past lodgements

All lodgements submitted on RAPT can be accessed on RTO-Net through the lodgements tab.



From Date: To:

Status:

Lodgement No:

Keep these fields blank

Search Results

Lodge No.	Date	Status
50005	12/05/2015	Payment Approved
50004	24/04/2015	Cancelled
50003	20/03/2015	Payment Approved
50002	27/02/2015	Payment Approved
50001	22/01/2015	Payment Approved

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

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3. PAYMENT

3.1. How do I get paid?

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

The current funding method for activity commenced in 2017 is as follows:

$$((\text{CPS Price per SCH [x Regional loading: } \textit{traineeship program only}\textit{]}) - \text{course fee rate}) \times \text{unit nominal hours} \times \text{training outcome percentage}$$

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

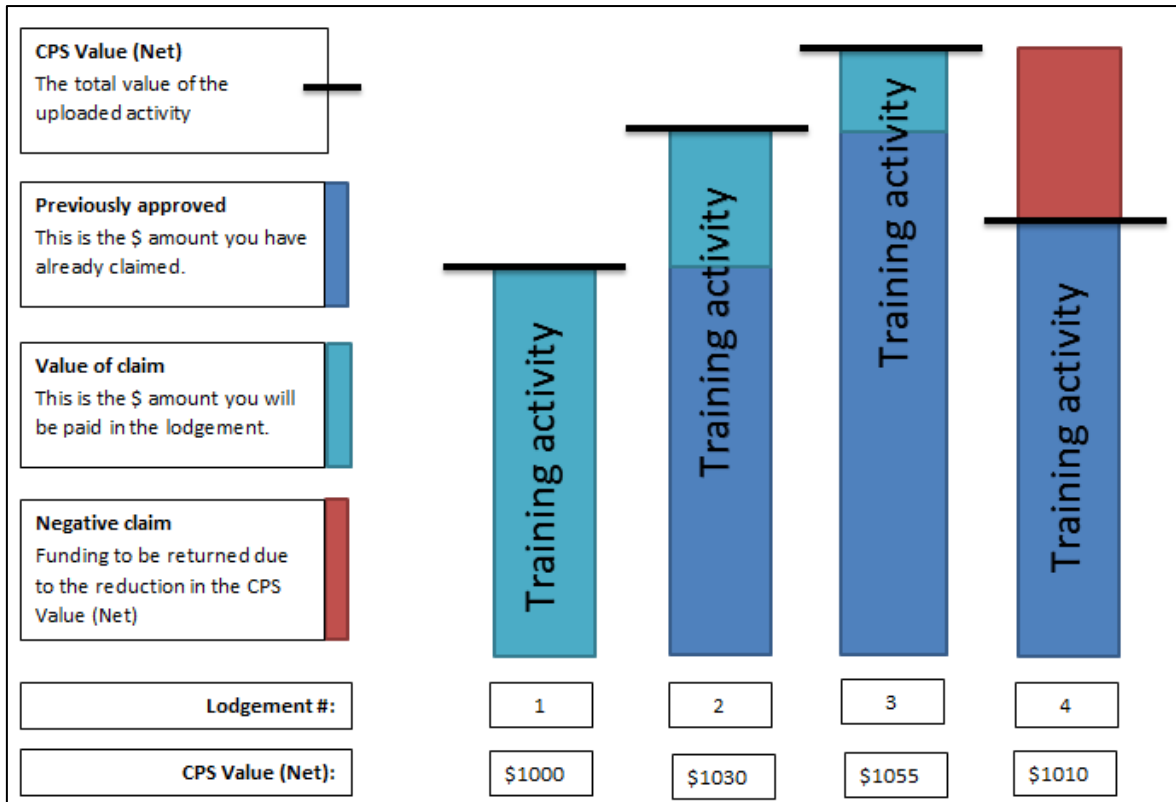
RAPT is an accumulative funding system which will calculate the funding claim for the CPS based on the current uploaded CPS value less the previous paid CPS value.

Note:

- As RPL fees are deregulated fees will be deducted as a non-concession rate. RPL fees are excluded from fee caps unless otherwise specified.
- Where fees are waived the RTO will bear the full cost of the student course fee for fee waiver arrangements.

Below is a table outlining how the funding value is achieved for activity commenced in 2017.

Table 1



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

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

3.2. When do I get paid?

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

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

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

3.3. Where can I view my payments?

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

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



Type	Ref. Number	Total Value Ex GST	GST	Total of Claim Inc GST	
Lodgement	L5020	\$25,438.59	\$2,543.86	\$27,982.45	Print RCTI
Lodgement	L5011	\$10,081.07	\$1,008.10	\$11,089.17	Print RCTI
Lodgement	L5000	\$20,575.11	\$2,057.52	\$22,632.63	Print RCTI

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4. TROUBLESHOOTING

Below is a list of common system issues experienced on RTONet and solutions:

Q. The drop down lists on RTONet do not work

- A. RTONet is designed for an old version of internet explorer. To use RTONet to its full capacity it is recommended you use Internet Explorer (Compatibility view). By changing it to compatibility view you should be able to view the drop down lists. You can do this in your browser by clicking on the 'broken page' symbol in the web address bar or by going into the network settings (F12 developer tools) and turning on the compatibility view.



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

- A. Financial screens in RTONet are viewable only to RTONet Users who have Contract and Financial Access. To view this information you will need to upgrade your RTONet User account by completing an RTONet access form.

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

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

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

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

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5. RELATED DOCUMENTS

This document should be read in conjunction with:

- VET (WA) Ministerial Corporation Purchase of Training Services [General Provisions \(Conditions of Contract\)](#) for Entitlement and Participation Equity Programs DTWD239S2016
- VET (WA) Ministerial Corporation Purchase of Training Services Business Rules for Entitlement and Participation Equity Programs DTWD239S2016
- [Text file specifications, RAPT electronic reporting, V2.9](#)

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

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

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

6. CONTACT INFORMATION

Queries relating to the contracting arrangement should be directed to your Case Manager at Private Training Markets. The current list of Case Managers and their contact information can be located on the Departments website at:

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

General email enquiries can be directed to:

Training.Markets@dtwd.wa.gov.au

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A GUIDE TO INVESTIGATING CAUSES OF NEGATIVE CLAIMS

There are two primary causes for a negative:

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

Additional and sometimes less common causes are:

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

RAPT negative investigation methods

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

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

RAPT will do this for you in the financial summary screen

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

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

Step 3: Identify the cause

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

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

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

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A GUIDE TO UNDERSTANDING ERRORS

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

Contractual

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

Contractual issues must be addressed with your case manager.

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

Illogical

The uploaded enrolment information is illogical for example:

The end date of the activity is before the start date (an activity cannot finish before it has started)

The student has been reported as assessed however the end date (date of assessment) is in the future. (a student cannot have been assessed if it has not yet happened)

Student record

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

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

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

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RAPT CODES GUIDE

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

Delivery strategy

Code	Description	Code	Description
1	Local face to face class	6	Workplace learning
2	Remote live electronic conferencing	8	Video/television based learning
3	Self-paced – scheduled	9	Online learning
4	Self-paced – unscheduled	90	Not applicable (<i>enrolments completed via Recognition of Prior Learning and Credit Transfer administrative processes</i>)
5	External studies		

Fee type

Code	Description	Fee type
D	Pensioner concession card	Concession
E	Repatriation health benefits card (issued by the Dept. of Veteran Affairs)	Concession
F	No fees chargeable	Exemption
G	AUSTUDY/ABSTUDY	Concession
L	Secondary school aged person	Concession
N	Health care card	Concession
O	Youth allowance	Concession
Q	Custodial institution inmates (prison inmates)	Concession
V	Fees waived (due to severe financial hardship)	Waiver
Z	No concession	Non-concession

Notes:

- Fee rates and fee types must be applied in accordance with the Departments Fees and Charges Policy applicable to the year in which the individual unit commenced
- Fee code F may only be used for CPS that have a fee exempt flag or for VET in School, School Based Trainees/Apprentices, Course In Applied Vocational Study Skills (CAVSS) or Underpinning Skills in Industry Qualifications (USIQ) courses.
- Where fee code V is reported the RTO will bear the full cost of course fees for fee waiver arrangements

Training outcome

Code	Description	Result	Payment %
1	Competent	Final	100%
2	Not competent	Final	100%
3	Non-assessable enrolment – withdrawn or not satisfactorily completed	Final	70%
4	Non-assessable enrolment - satisfactorily completed	Final	100%
5	Participating but studies not yet finished (with evidence of training)	Interim	70%
6	Status Granted by RPL (recognition of prior learning)	Final	50%
7	Recognition of prior learning not granted	Final	50%
9	Exemption/status granted by credit transfer	Final	0%
10	Withdrawn formally (after some participation)	Final	70%
11	Discontinued - no formal withdrawal (after some participation)	Final	70%
55	Participating, but studies not finished (with NO evidence of Training)	Interim	0%
100	Never commenced – no participation	Final	0%
105	Not yet started but participation expected before enrolment end date	Interim	0%

Notes:

- Training outcome code 3 and 4 are for use in non-assessable enrolments such as CAVSS, USIQ, pre-apprenticeship work placement units and supervisor skill set units and must comply with the applicable course business rules
- Training outcome code 55 is mostly used where the student has commenced training but evidence of participation is not yet available for the unit – code valid for 70 days from the reported start date
- Where training outcome code 5 is used under the Apprenticeship program it will be funded at 85% of the CPS price per SCH

Qualification issued flag

Code	Description
Y	Qualification issued
N	Qualification not issued

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