



FREQUENTLY ASKED QUESTIONS

Enterprise Training Program

How many employees can be trained under the Enterprise Training Program?

The number of employees that an organisation can train under the Enterprise Training Program (ETP) will be dependent on:

- what training is provided to meet the identified skills needs of staff, for example whether it's full qualifications, units of competency, or skill sets made up of specific units; and
- the total cost of the training program designed in consultation with the registered training organisation (RTO).

What qualifications, units of competency and/or skill sets are eligible for the ETP?

Currently the ETP is only available for the Social Assistance and Allied Health sectors however, a range of qualifications, units of competency and skill sets contained within the Health and Community Services training packages are eligible.

To see the full list, please view the *Eligible qualifications and skill sets list* available on our website.

Can an organisation request that the RTO delivers more than one qualification/skill set to employees?

Yes. The organisation, in conjunction with the RTO, can determine the range of qualifications/skill sets required providing the RTO is scoped to deliver the training requested.

Can an enterprise use more than one RTO to deliver the training nominated in the application for funding?

Yes. Enterprises may partner with two RTOs, where a single RTO is unable to service the training requirements. Note that the funding cap of \$200,000 for a single enterprise and \$300,000 for a consortium or related entities will still apply, so the combined value of all applications linked to the company ABN(s) cannot exceed \$300,000.

Can an enterprise that is part of a funded consortium make another separate application?

No. Not until the training that is being delivered through the consortium application is completed.

Should the amount of funding applied for include the enterprise's contribution?

Yes. If for example, the application is for \$100,000 – this must include at least a \$20,000 contribution by the enterprise (for Perth, Peel or South West).

Where the qualification or skill set (units from that qualification) are a nominated *Lower fees local skills* (LFLS) qualification the enterprises' contribution will be capped at the LFLS fee rate defined in the current Fees and Charges policy. Where the qualification/skill set is not a LFLS qualification the enterprises' contribution is as listed above.

Further information about the funding contribution is available in the *Employer questions for registered training organisations* on our website.

Where will the training take place?

At a location(s) agreed between the RTO and the organisation.

Will the enterprise be required to be a signatory to the training request?

Yes. Organisations will be required to provide a separate document (uploaded as part of the application process) attesting to the fact that the training requested has been developed and agreed on with the partner RTO.

Will the enterprise be required to provide any information or feedback once the training is completed?

Yes. The Department of Training and Workforce Development, along with the Community Services, Health and Education Training Council, is interested in receiving feedback on the effectiveness of the training.

Organisations will be required to complete a brief outcome report at the end of the training, and may be asked to participate in an evaluation of the program conducted by the Department.

How long will it take to find out if an application has been successful?

It is expected that RTOs will be notified of the outcome within two weeks of making an application.

It will be an RTOs' responsibility to inform the organisation of the outcome.

Is there any support with wage costs of workers attending ETP training?

Yes but only for staff employed by NDIS registered service providers in the social assistance and allied health sectors. The Department of Communities has made funds available for an ETP attendance subsidy to assist with the wage costs of workers attending ETP funded training.

For more information on the attendance subsidy contact Sumi Behsman on 08 9208 9839 or 0448 802 767 or email ETPsubsidies@nds.org.au.