



BUSINESS RULES – CONTRACTED REGISTERED TRAINING ORGANISATIONS PRIORITY EXISTING WORKER TRAINEESHIP PROGRAM – EARLY CHILDHOOD EDUCATION 2021—2022

About the program

The childcare sector has an urgent need to train existing workers to meet regulatory requirements. To support this industry and address the critical upskilling of their workforce, the Department of Training and Workforce Development (the Department) is rolling out its *Priority Existing Worker Traineeship Program – Early Childhood Education* for the following qualifications.

- Diploma of Early Childhood Education and Care (900 places); or
- Certificate III in Early Childhood Education and Care (300 places).

These places will be funded at the *Lower fees, Local skills* fee rate. The program will run from 1 October 2021 until 31 December 2022, or until allocated places are exhausted.

These business rules will form an addendum to Version 1.2 of *VET (WA) Ministerial Corporation, Purchase of Training Business Rules*.

What is an existing worker trainee?

For the purpose of the *Priority Existing Worker Traineeship Program* and in accordance with the *Vocational Education and Training (General) Regulations 2009*; an existing worker is a person employed with the same employer continuously for more than three months full time or 12 months casual or part time, or a combination of both, immediately prior to starting their training contract.

Eligible training providers

Only TAFE colleges and private registered training organisations (RTOs) currently contracted by the Department to deliver traineeships in the above childcare qualifications will be funded at the *Lower fees, local skills* fee rate, for the places allocated.

Eligible trainees

The *Priority Existing Worker Traineeship Program – Early Childhood Education* will attract the *Lower fees, local skills* fee rate where the following applies.

- the training contract must be registered by the Department's Apprenticeship Office and have a commencement date between on or after 1 October 2021 and on or before 31 December 2022 (or until allocated places are exhausted);
- the registered training contract is undertaken by a trainee deemed to be an existing worker;
- the nominated qualification in the training contract is either *the Diploma of Early Childhood Education and Care* or the *Certificate III in Early Childhood Education and Care*;
- the nominated training provider on the registered training contract is either a TAFE college or an RTO currently contracted by the Department to deliver traineeships;
- an existing worker trainee currently enrolled in a subsidised training place in the *Diploma Early Childhood Education and Care* qualification (prior to 1 October 2021) will get the *Lower fees, local skills* fee rates for all units commenced after 1 October 2021; and/or
- an existing worker trainee currently enrolled in the *Certificate III Early Childhood Education and Care* qualification (prior to 1 October 2021), paying fee-for-service, is not eligible for this program and cannot transfer into a subsidised training place to complete their qualification

Eligible training period

Eligible trainees will be funded under the *Lower fees, local skills* fee rates until they have completed their training contract, or until 31 December 2025 if the training contract has not been completed.

Allocation of places

Contracted private RTOs and TAFE colleges will be allocated places under this program.

It is expected that available places will be delivered in both metropolitan and regional locations, with up to 30 per cent to be delivered in regional areas.

Monitoring of allocation of places

The *Priority Existing Worker Traineeship Program – Early Childhood Education* is a capped program and will be closely monitored by the Department. TAFE colleges and private RTOs currently contracted by the Department to deliver traineeships will be able to deliver places. It is expected that available places will be delivered in both metropolitan and regional locations.

It is essential that employers are advised whether or not there is a funded place under *Lower fees, local skills* prior to signing a training contract for an existing worker trainee under the program. Australian Apprenticeship Support Network (ASSN) providers should check with the nominated RTO to ensure there is sufficient allocation of places under the program before lodging the training contract with Apprenticeship Office for registration.

The Department may restrict *Priority Existing Worker Traineeship Program* training places in accordance with clause 9.3 *General Provisions (Conditions of Contract) January 2020 (Version 1.1)*. Contracted RTOs will have up to three months to commence and report training activity. Places may be reallocated after this time.

Transitioning arrangements

- Where the existing worker traineeship is currently funded and the fees category changes, the new fees category applies for any unit of competence that commences on or after the implementation date of the new fee category.
- Where fees paid to date include units of competence that are scheduled to commence on or after the implementation date of the new fees category, the contracted RTO must refund the fee difference to the fee paying entity (ie; student or employer).

Fees arrangements

- Existing worker trainees must be charged in accordance with the relevant year's *VET Fees and charges policy*.
- The fee category to be charged is listed in the relevant year's traineeship payment table.

Further information

For further information about the *Priority Existing Worker Traineeship Program*, please contact your case manager or email training.markets@dtwd.wa.gov.au.