



# REQUEST

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**REQUEST TITLE:**

**2020 JOBS AND SKILLS WA TRAINING PROGRAMS**

**REQUEST NUMBER:**

**TWDV0215/2019**

**CLOSING TIME:**

**4:00 PM, Tuesday, 13 August 2019 Western Australia**

**PUBLIC AUTHORITY:**

**VET (WA) MINISTERIAL CORPORATION**

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>PART A – PROCUREMENT PROCESS INFORMATION</b> .....	<b>5</b>
<b>1. INTRODUCTION</b> .....	<b>5</b>
1.1. DEFINITIONS .....	5
1.2. BACKGROUND .....	5
1.3. SCOPE OF THIS PROCUREMENT .....	5
1.4. EXISTING PROVIDERS .....	5
1.5. INELIGIBLE SERVICE PROVIDERS .....	6
1.6. ELIGIBLE STUDENTS .....	6
1.7. PAYMENT TABLES .....	6
<b>2. REQUEST FRAMEWORK</b> .....	<b>6</b>
2.1. STRUCTURE OF THE REQUEST DOCUMENT.....	6
2.2. REQUEST DOCUMENTATION ON TENDERS WA.....	7
2.3. FUNCTION OF THE REQUEST DOCUMENT.....	7
2.4. ACCESS TO THE RESPONSE THROUGH RTONET.....	7
2.5. STRUCTURE OF THE RESPONSE .....	7
<b>3. CONTRACT FRAMEWORK</b> .....	<b>7</b>
3.1. CONTRACTUAL FRAMEWORK .....	7
3.2. GENERAL PROVISIONS .....	8
3.3. DTWD TRAINING SERVICES BUSINESS RULES.....	8
3.4. PROCESS TERMS AND CONDITIONS DOCUMENT.....	8
3.5. THE LETTER OF AWARD .....	8
<b>4. PROCUREMENT PROCESS</b> .....	<b>8</b>
4.1. EVALUATION CRITERIA .....	8
<b>5. LODGEMENT OF RESPONSES</b> .....	<b>8</b>
5.1. LODGEMENT DETAILS.....	8
5.2. FORM AND CONTENT OF RESPONSES .....	9
5.3. MINIMUM NUMBER OF REQUESTED DELIVERY ITEMS.....	9
5.4. REQUEST DEADLINE (CLOSING TIME) .....	9
5.5. LATE LODGEMENT.....	9
5.6. PREVIEW OF LODGEMENT CONTENT.....	10
5.7. OPPORTUNITIES FOR NEW PANEL APPOINTMENTS IN 2020.....	10
<b>6. OTHER DETAILS</b> .....	<b>10</b>
6.1. OFFER VALIDITY PERIOD.....	10
6.2. BRIEFING .....	10
6.3. CORPORATION REPRESENTATIVES FOR THIS REQUEST .....	10
<b>PART B CONTRACT DETAILS</b> .....	<b>12</b>
<b>1. CONTRACT MANAGEMENT</b> .....	<b>12</b>
1.1. CORPORATION .....	12
1.2. CONTRACT MANAGEMENT .....	12
1.3. TERM OF THE CONTRACT .....	12
1.4. EXTENSION OF THE TERM OF THE AGREEMENT .....	12
1.5. DURATION OF PREQUALIFICATION STATUS .....	12
1.6. INSURANCES .....	12
<b>2. SIGNIFICANT CONTRACT CONDITIONS</b> .....	<b>13</b>
2.1. PANEL ARRANGEMENT .....	13
2.2. QUALITY STANDARDS AND POLICIES.....	13
2.3. FUNDED TRAINING LIST .....	13

2.4.	DISABILITY ACCESS AND INCLUSION PLAN (DAIP).....	13
2.5.	POLICE CLEARANCE .....	13
2.6.	WORKING WITH CHILDREN.....	13
2.7.	WESTERN AUSTRALIAN INDUSTRY PARTICIPATION STRATEGY (WAIPS).....	13
<b>3.</b>	<b>CONTRACT ALLOCATIONS.....</b>	<b>14</b>
3.1.	NOTE FOR ALL PROGRAMS .....	14
<b>PART C – COMMON CRITERIA FOR ALL PROGRAMS.....</b>		<b>15</b>
<b>1.</b>	<b>COMMON CRITERIA DETAILS .....</b>	<b>15</b>
1.1.	PURPOSE OF COMMON CRITERIA .....	15
1.2.	VALIDATION BY OTHER STATE OR TERRITORY TRAINING AUTHORITIES .....	15
1.3.	PROVISION OF REGULATORY DECISIONS FROM REGULATOR (ASQA, TAC OR VRQA).....	15
1.4.	PROVISION OF TRAINING ACTIVITY DATA FROM NCVER.....	15
1.5.	INSURANCES .....	15
1.6.	COMPLIANCE WITH TERMS AND CONDITIONS OF THE CONTRACT.....	15
1.7.	CONSENT TO CONSIDER THE EQUAL OPPORTUNITY LEGISLATION .....	15
<b>2.</b>	<b>MANDATORY REQUIREMENTS.....</b>	<b>16</b>
2.1.	REGISTERED TRAINING ORGANISATION (RTO).....	16
2.2.	GOODS AND SERVICES TAX (GST) .....	16
2.3.	AUSTRALIAN BUSINESS NUMBER (ABN) .....	16
2.4.	TOTAL VET ACTIVITY (TVA).....	16
2.5.	PERMISSION TO RELEASE OR VALIDATE SERVICE PROVIDER DATA .....	16
2.6.	QUALIFICATION SCOPE.....	16
2.7.	ELIGIBLE QUALIFICATIONS.....	16
<b>3.</b>	<b>COMPLIANCE AND DISCLOSURE REQUIREMENTS .....</b>	<b>16</b>
3.1.	COMPLIANCE REQUIREMENTS .....	16
3.2.	DISCLOSURE REQUIREMENTS .....	16
<b>PART D REQUEST REQUIREMENTS FOR APPRENTICESHIP PROGRAM.....</b>		<b>20</b>
<b>1.</b>	<b>APPRENTICESHIP PROGRAM DETAILS AND CONDITIONS .....</b>	<b>20</b>
1.1.	ELIGIBLE SERVICE PROVIDERS .....	20
1.2.	SCHOOL BASED APPRENTICESHIPS .....	20
1.3.	APPRENTICESHIP PAYMENT TABLE.....	20
1.4.	PAYMENT RATES .....	20
1.5.	STUDENT ELIGIBILITY .....	21
1.6.	ALLOCATION OF APPRENTICESHIP TRAINING PLACES .....	21
1.7.	PREFERRED PROVIDER PANEL .....	21
1.8.	SUBCONTRACTING ARRANGEMENTS .....	21
<b>2.</b>	<b>APPRENTICESHIP PROGRAM QUALITATIVE CRITERIA.....</b>	<b>21</b>
2.1.	DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS (WEIGHTING 60%).....	22
2.2.	DEMONSTRATED UNDERSTANDING OF THE MARKET (WEIGHTING 40%) .....	22
<b>PART E REQUEST REQUIREMENTS FOR TRAINEESHIP PROGRAM.....</b>		<b>23</b>
<b>1.</b>	<b>TRAINEESHIP PROGRAM DETAILS AND CONDITIONS .....</b>	<b>23</b>
1.1.	ELIGIBLE SERVICE PROVIDERS .....	23
1.1.	SCHOOL BASED TRAINEESHIPS .....	23
1.2.	TRAINEESHIP PAYMENT TABLE .....	23
1.3.	PAYMENT RATES .....	23
1.4.	STUDENT ELIGIBILITY .....	24
1.5.	PREFERRED PROVIDER PANEL .....	24
1.6.	ALLOCATION OF TRAINEESHIP TRAINING PLACES .....	24
1.7.	SUBCONTRACTING ARRANGEMENTS .....	24
<b>2.</b>	<b>TRAINEESHIP PROGRAM QUALITATIVE CRITERIA.....</b>	<b>24</b>
2.1.	DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS (WEIGHTING 60%) .....	25
2.2.	DEMONSTRATED UNDERSTANDING OF THE MARKET. (WEIGHTING 40%) .....	25

<b>PART F REQUEST REQUIREMENTS FOR THE PIT PROGRAM .....</b>	<b>26</b>
<b>1. PIT PROGRAM DETAILS AND CONDITIONS.....</b>	<b>26</b>
1.1. PROGRAM OVERVIEW AND SCOPE.....	26
1.2. ELIGIBLE SERVICE PROVIDER .....	26
1.3. PRIORITY INDUSTRY TRAINING PAYMENT TABLE .....	26
1.4. PAYMENT RATES .....	27
1.5. STUDENT ELIGIBILITY .....	27
1.6. PREFERRED PROVIDER PANEL .....	27
1.7. ALLOCATION OF PIT TRAINING PLACES .....	27
1.8. SUBCONTRACTING ARRANGEMENTS .....	27
<b>2. PIT PROGRAM QUALITATIVE CRITERIA .....</b>	<b>27</b>
2.1. DEMONSTRATED UNDERSTANDING OF THE TARGET GROUP MARKET (WEIGHTING 30%) .....	28
2.2. DEMONSTRATED CAPACITY TO DELIVER TRAINING TO THE TARGET GROUP (WEIGHTING 30%).....	28
2.3. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS (WEIGHTING 40%) .....	28
<b>PART G REQUEST REQUIREMENTS FOR PARTICIPATION - WORK READINESS PROGRAM .....</b>	<b>29</b>
<b>1. PARTICIPATION – WORK READINESS PROGRAM DETAILS AND CONDITIONS .....</b>	<b>29</b>
1.1. PARTICIPATION – WORK READINESS PROGRAM OVERVIEW .....	29
1.2. ELIGIBLE SERVICE PROVIDERS .....	29
1.3. PAYMENT TABLE .....	29
1.4. PAYMENT RATES .....	30
1.5. STUDENT ELIGIBILITY .....	30
1.6. PREFERRED PROVIDER PANEL .....	30
1.7. ALLOCATION OF TRAINING PLACES.....	30
1.8. SUBCONTRACTING ARRANGEMENTS .....	30
<b>2. PARTICIPATION – WORK READINESS PROGRAM QUALITATIVE CRITERIA .....</b>	<b>31</b>
2.1. DEMONSTRATED UNDERSTANDING OF THE TARGET GROUP (WEIGHTING 30%) .....	31
2.2. DEMONSTRATED CAPACITY TO DELIVER TRAINING TO THE TARGET GROUP (WEIGHTING 30%).....	31
2.3. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS (WEIGHTING 40%) .....	31
<b>PART H – REQUEST REQUIREMENTS FOR PARTICIPATION – EQUITY PROGRAM.....</b>	<b>33</b>
<b>1. PARTICIPATION – EQUITY PROGRAM DETAILS AND CONDITIONS.....</b>	<b>33</b>
1.1. PARTICIPATION - EQUITY PROGRAM OVERVIEW .....	33
1.2. ABORIGINAL SCHOOL BASED TRAINING (ASBT) .....	34
1.3. ELIGIBLE SERVICE PROVIDERS .....	34
1.4. STUDENT ELIGIBILITY .....	34
1.5. PAYMENT TABLE .....	34
1.6. PAYMENT RATES .....	34
1.7. PREFERRED PROVIDER PANEL .....	34
1.8. ALLOCATION TRAINING PLACES.....	35
1.9. SUBCONTRACTING ARRANGEMENTS .....	35
<b>2. PARTICIPATION – EQUITY PROGRAM QUALITATIVE CRITERIA .....</b>	<b>35</b>
2.1. DEMONSTRATED UNDERSTANDING OF THE TARGET GROUP (WEIGHTING 30%) .....	35
2.2. DEMONSTRATED CAPACITY TO DELIVER TRAINING TO THE TARGET GROUP (WEIGHTING 30%) .....	36
2.3. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS (WEIGHTING 40%) .....	36
<b>APPENDIX 1 – WAIPS PARTICIPATION PLAN REPORTING TEMPLATE.....</b>	<b>37</b>

# **PART A – PROCUREMENT PROCESS INFORMATION**

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## **1. INTRODUCTION**

### **1.1. Definitions**

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

### **1.2. Background**

This tender invites an application from registered training providers interested in being appointed to one or more of the Preferred Provider Panels. These panels are structured to deliver qualifications that meet the State's priorities.

Contracted training places will be allocated to providers on Preferred Provider Panels annually.

### **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 – Work Readiness
  - Job Seekers
  - Existing workers
- Participation – Equity
  - Aboriginal and Torres Strait Islander people
  - Culturally and Linguistically Diverse
  - People with Disabilities
  - Youth at Risk

In addition, the Service 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.

Note that the Corporation will be undertaking a review of the Traineeship and Participation programs over the next 12 months and it is anticipated that changes may result to the structure and contractual arrangements listed in this Request. Any such changes will be implemented accordingly.

### **1.4. Existing Providers**

Providers that are currently contracted for 2019 training delivery to the VET Ministerial (WA) Corporation (the Corporation) are referred to as 'Existing' private providers.

Existing Providers are being dealt with separately to this Request document. However, please be advised that once the tender process is finalised, this Request document will become part of the Contractual Framework for both Existing and New Providers.

Existing providers only wishing to continue their membership of their existing panel(s) are not required to take any action during the tender process unless advised by the Corporation.

Existing Providers that are currently **not** contracted to deliver a particular training program with the Corporation and wish to apply are required to address the requirements of this Request.

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

### **1.5. Ineligible Service Providers**

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.

### **1.6. Eligible Students**

Unless otherwise specified, students from enrolment categories listed in Clause 1.3.6 of the 2020 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 2020.

### **1.7. 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 Service Provider will only be offered the replaced qualification to select. If the replaced qualification has been removed by the Regulator from the Service Provider’s scope they will need to liaise with the Regulator to get the replaced qualification reinstated on their scope.

## **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 - Common Criteria for all programs
- Part D - Request Requirements for the Apprenticeship program
- Part E - Request Requirements for the Traineeship program
- Part F - Request Requirements for the PIT program
- Part G - Request Requirements for the Participation – Work Readiness program
- Part H - Request Requirements for the Participation – Equity program
- Appendix 1 – WAIPS Participation Plan – Reporting Template

## **2.2. Request Documentation on Tenders WA**

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

- The Request for 2020 Jobs and Skills WA Training programs (TWDV0215/2019)
- Process Terms and Conditions Document [July 2019 Edition (Version 1.0)]
- The General Provisions (Conditions of Contract) [January 2020 (Version 1.0)]
- Business Rules [January 2020 (Version 1.0)]
- Application Guides

## **2.3. Function of the Request document**

The Request document provides Service Providers with information that includes:

- Service Provider eligibility;
- The scope of the training services to be procured through the Request; and
- The format and content of the electronic Response Form.

## **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 Service Provider is not registered to access RTONet, the 'Request for RTONet Access' form can be obtained at <https://stars.dtwd.wa.gov.au/apply> When completing the form please tick "New account" and "Contract & Financial (Standard and Contract access plus financial details).

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 and Existing providers must complete and lodge the Application by 4pm Tuesday 30th July 2019.

# **3. CONTRACT FRAMEWORK**

## **3.1. Contractual Framework**

In 2020, the contractual framework consists of a Contract, which will comprise the following documents:

- This Request and its Process Terms and Conditions [July 2019 Edition (Version 1.0)];
- The General Provisions (Conditions of Contract) [January 2020 (Version 1.0)];
- Business Rules [January 2020 (Version 1.0)];
- The Service Provider'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) [January 2020 (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 applies 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 of Award**

The Letter of Award is the formal acceptance by the Corporation of all or part of the Response to the Request as defined in Clause 2.2.1 of the General Provisions.

## **4. PROCUREMENT PROCESS**

### **4.1. 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) 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 Service Provider 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 any of the Compliance and Disclosure requirements and/or other requirements contained in this Request.

## **5. LODGEMENT OF RESPONSES**

### **5.1. Lodgement Details**

- (a) Service Providers can only lodge a Response by completing and lodging the electronic Response through RTONet at: <https://stars.dtwd.wa.gov.au/rtonet/>  
Service Providers must be registered to lodge a Response through RTONet.
- (b) Service Provider's must answer questions, provide information and attach any documents required to complete the Response.



- (c) Service Providers 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 Service Provider must:

- (a) Complete all required sections of the Response;
- (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 Service Provider, its activities, experience or any previous services undertaken by the Service Provider 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 a qualification in a region for a target group for Priority Industry Training (PIT);
- a request for a qualification in a region for a target group Participation - Work Readiness program.
- a request for a qualification in a region for a target group for Participation - Equity program.

To be evaluated in a program a Service Provider need only request one RDI in each program for which the Service Provider wishes to apply.

Service Providers should only apply for RDIs where training is expected to commence by 31 March 2020.

Note: Once appointed to a 2020 Preferred Provider Panel additional qualifications or regions for that program can be sought through a contract variation from 1 February 2020.

## **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.

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

## 5.7. Opportunities for new Panel appointments in 2020

Service Providers who are successful in obtaining a place on one of the Preferred Provider Panels through this tender process can seek additional Panel memberships in 2020, once the restricted CFA process opens again in 2020.

In addition, the Corporation is currently piloting several new training programs in 2019 including the Enterprise Training Program (ETP) and the Pre-Traineeship program. Service Providers appointed to a 2020 Panel that meet the programs eligibility requirements will have the opportunity to be appointed to these program panels in 2020.

## 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 19 July 2019  
Time: 10am – 12.00noon  
Location: The Boulevard Centre  
99 The Boulevard  
Floreat WA

Registration to attend the non-mandatory briefing must be submitted through the Event Calendar <https://2020-2022briefing-session.eventbrite.com.au>

Enquiries regarding registration for the briefing session are to be e-mailed to [Training.Markets@dtwd.wa.gov.au](mailto: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: Manager Private Training Markets (Contracts)  
Telephone: 08 65515318  
E-mail: [Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

**Apprenticeship Program Enquiries:**

Name: Rob Neve  
Title: Senior Project Officer  
Telephone: 08 65515067  
E-mail: [Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

**Traineeship Program Enquiries:**

Name: Rob Neve  
Title: Senior Project Officer  
Telephone: 08 65515067  
E-mail: [Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

**Priority Industry Training Program Enquiries:**

Name: Colette Desvaux  
Title: Senior Project Officer  
Telephone: 08 65515313  
E-mail: [Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

**Participation – Work Readiness & Equity Program Enquiries:**

Name: Colette Desvaux  
Title: Senior Project Officer  
Telephone: 08 65515313  
E-mail: [Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

# **PART B CONTRACT DETAILS**

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## **1. CONTRACT MANAGEMENT**

### **1.1. Corporation**

The Corporation is the VET (WA) Ministerial Corporation.

### **1.2. Contract Management**

Details of the Corporation's Representative

Peter Henson

Associate Director Training Markets (Private Training Providers)

Department of Training and Workforce Development

Optima Centre

16 Parkland Road Osborne Park WA 6017

Email: [Peter.Henson@dtwd.wa.gov.au](mailto:Peter.Henson@dtwd.wa.gov.au)

Reporting

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

Key Performance Indicators (KPIs)

The KPIs listed in Clause 1.8.2 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 2020.

### **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. 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.

### **1.6. Insurances**

The insurances required under this Request are outlined below with additional detail provided in the Business Rules.

(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 Service Provider 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 the date requested by the Corporation 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.

### 2.7. Western Australian Industry Participation Strategy (WAIPS)

This reporting is a requirement of the Western Australian Industry Participation Strategy (WAIPS). Guidance on the WAIPS may be found at [www.jtsi.wa.gov.au](http://www.jtsi.wa.gov.au)

#### 2.7.1. Workforce Reporting

- (a) The Service Provider must submit to the Corporation a report as to the matters covered by the Workforce Report (as detailed in Appendix 1):
  - i. in every year of the Term, in respect of that year (**Annual Report**); and
  - ii. upon the expiry of Term, in respect of the whole Contract Term (**Final Report**), in accordance with this clause.
- (b) Each report submitted under clause a) must use the form of, and must address the matters outlined in, the Workforce Report Template which is attached to the Contract as Appendix 1.
- (c) Subject to clause d), the Service Provider must submit:
  - i. an Annual Report to the Corporation no later than two weeks after the anniversary of the Contract Commencement Date, or on such other date each year as is notified by the Corporation to the Service Provider; and
  - ii. a Final Report no later than two months after the expiry of the Contract Term.

- (d) Where the Term is 12 months or less, only one report from the Service Provider is required, being the Final Report, which the Service Provider must submit within two months after the expiry of the Term.
- (e) Each report required under clause a) must be accurate, up-to-date, comprehensive, sufficiently detailed, and in no way misleading or deceptive.
- (f) The Participation Plan Report must be endorsed and verified as being true and correct by the Service Provider's Chief Executive Officer, Managing Director or equivalent.

### **2.7.2. Workforce Report Verification**

The Corporation may obtain information from any person regarding the truth and accuracy of the information within the Workforce Report provided by the Service Provider.

### **2.7.3. Use of Information**

The Corporation may use or disclose the Workforce Report provided under this clause for the legitimate purposes of or relating to government or the business of government.

### **2.7.4. Clause survives**

This clause survives the termination or expiration of the contract.

## **3. CONTRACT ALLOCATIONS**

### **3.1. Note for all programs**

Service Providers who have been successful in becoming a preferred provider are guaranteed an initial allocation of training places per panel. Allocation of training places will be made in accordance with the business rules.

The details of the panel arrangement 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 allocation of training places for the provider.

A provider may request an increase in the allocated places for any CPS through the Corporation's variation process described in section 1.3 of the Business Rules. In addition, the Service Provider may also be able to apply for additional qualifications/regions/target group/trade category (where applicable) through the variation process. The Service Provider may request appointment to additional panels through the online CFA application process in 2020.

## **PART C – COMMON CRITERIA FOR ALL PROGRAMS**

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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 new providers to submit Responses to Mandatory Compliance and Disclosure Requirements that apply to all Preferred Provider Panels.

New providers must complete the Common Criteria before they can access the sections in the electronic Response for the five specific programs: Apprenticeships, Traineeships, Priority Industry Training (PIT); Participation – Work Readiness and Participation - Equity programs.

#### **1.2. Validation by other State or Territory training authorities**

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

#### **1.3. Provision of Regulatory Decisions from Regulator (ASQA, TAC or VRQA)**

By lodging a Response to any of the CFAs, the Service Provider gives permission to the Regulator [Australian Skills Quality Authority (ASQA), Office of the Training Accreditation Council (TAC) or Victoria Registration and Qualifications Authority (VRQA)] to release the Service Providers regulatory decisions and provide copies of relevant notices/documentation to the Corporation as required.

#### **1.4. Provision of training activity data from NCVET**

By lodging a Response to any of the CFAs, the Service Provider gives permission to NCVET to release the Service Provider's 2016, 2017 and/or 2018 Total VET activity data to the Corporation.

#### **1.5. Insurances**

The Service Provider must have in place all insurances specified in Section 1.9 of the "Business Rules" before any Contract resulting from this Request is issued.

#### **1.6. Compliance with terms and conditions of the Contract**

By lodging a Response, the Service Provider 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.

#### **1.7. Consent to Consider the Equal Opportunity Legislation**

By lodging a Response, the Service Provider 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 REQUIREMENTS**

The Service Provider must meet all of the following mandatory requirements:

### **2.1. Registered Training Organisation (RTO)**

The Service Provider must be a private Registered Training Organisation (RTO) that is registered to deliver training in Western Australia by ASQA, TAC or VRQA.

### **2.2. Goods and Services Tax (GST)**

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

### **2.3. Australian Business Number (ABN)**

The Service Provider must be registered with an ABN on the Australian Business Register.

### **2.4. Total VET activity (TVA)**

The Service Provider must have submitted a Total VET Activity (TVA) report to NCVET for the 2018 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 Service Providers NCVET data.

### **2.5. Permission to release or Validate Service Provider data**

The Service Provider must give permission for the Commonwealth and State or Territory Training Authority, the Regulator (ASQA, TAC or VRQA) and NCVET to release data related to the Service Provider as defined in Part C sections 3.2.1 to 3.2.3.

### **2.6. Qualification Scope**

The Service Provider must have current scope with the relevant Regulator (ASQA, TAC or VRQA) for the delivery of the qualifications requested through this Request.

### **2.7. Eligible Qualifications**

The requested qualification(s) must be listed on the Corporation's current Payment Table.

## **3. COMPLIANCE AND DISCLOSURE REQUIREMENTS**

### **3.1. Compliance Requirements**

#### **3.1.1. General Conditions and Business Rules**

The Service Provider must confirm it will comply with the General Conditions and Business Rules outlined in this Request.

**Service Provider to complete:**

### **3.2. Disclosure Requirements**

#### **3.2.1. Regulatory Disclosure**

- (a) Provide the date of your last Regulator audit
- (b) Are there any conditions currently imposed on the Service Provider by your Regulator (ASQA, TAC or VRQA)?

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



- (c) Have any conditions, sanctions or written directions been applied or are pending to the Service Provider by the Regulator (ASQA, TAC or VRQA) since 1 January 2016?

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

- (d) Has any Regulator audit since 1 January 2016 found the Service Provider to be significantly or critically non-compliant prior to any rectification period? This includes the initial Audit Report prior to submitting additional information.

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

- (e) Has any Executive Officer<sup>1</sup> of the Service Provider been employed with another RTO in the past three years where that RTO voluntarily withdrew 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.

### 3.2.2. Contractual Disclosure

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

If the answer is 'yes', provide details.

- (b) Does the Service Provider and/or its Executive Officer(s) have any contractual issues active or pending with the Commonwealth or other State or Territory training authorities?

If the answer is 'yes', provide details.

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

If the answer is 'yes', provide details.

- (d) Is the Service Provider acting as an agent or trustee for another organisation or person?

If the answer is 'yes', provide details

- (e) Is the Service Provider acting jointly or in association with another organisation or person?

If you answer 'yes', provide details.

- (f) Does the Service Provider have all insurances specified in the Request?

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

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.

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<sup>1</sup> Refer to the Executive Officer definition as stated in the VET (WA) Ministerial Corporation Purchase of Training Services General Provisions (Conditions of Contract) January 2020 (Version 1.0)

### 3.2.3. Financial Disclosure

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

If the answer is 'yes', provide details

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

If the answer is 'yes', provide details

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

If the answer is 'yes', provide details

- (d) Does the Service Provider 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](http://training.gov.au)).

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

- (e) Does the Service Provider currently have capacity to offer the Commonwealth VET Student Loans?

If the Service Provider does not currently have capacity to offer VET Student Loans, does the Service Provider intend to apply for the capacity to offer the Commonwealth VET Student Loans?

- (f) Does the Service Provider 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.

- (g) Has any Executive officer of the Service Provider or the legally responsible officer ever had any criminal conviction or adverse ACCC finding?

If you answer 'yes', please provide details.

- (h) Is the Service Provider part of an organisation that also holds an Australian Apprenticeship Support Network (AASN) provider contract or a Commonwealth contract that funds training services?

If the answer is 'yes', provide details.

### 3.2.4. Organisational Disclosures

- (a) Are you a member of the Australian Council for Private Education and Training (ACPET)?

- (b) Are you an Aboriginal or Torres Strait Islander owned business?

- (c) Are you registered as a Not for Profit organisation through the Australian Charities and not for profit commission?

- (d) State the name of the student management system you use (for non-commercial systems state in-house)

- (e) Are you or a Related RTO<sup>2</sup> currently contracted by the Commonwealth to deliver the programs listed below?
- Transitions to Work
  - Parents Next
  - Community Development Program
  - Youth Jobs PaTH
  - Career Transition Assistance
  - Other (if yes, please list)

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<sup>2</sup> Refer to the Related RTO definition as stated in the VET (WA) Ministerial Corporation Purchase of Training Services General Provisions (Conditions of Contract) January 2020 (Version 1.0)

## **PART D 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 **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 "2020 Application Guides".

### **1. APPRENTICESHIP PROGRAM DETAILS AND CONDITIONS**

#### **1.1. ELIGIBLE SERVICE PROVIDERS**

1.1.1. The electronic Response will only allow access to the Apprenticeship part of the Response to Service Providers that are:

- (a) Existing providers, for another program or existing apprenticeship providers seeking a new qualification or region; or
- (b) New Providers that have completed the Common Criteria in the electronic Response Form.

1.1.2. Eligible Service Providers may seek to deliver apprenticeship training through this Request where the Service Provider:

- (a) Has current scope for one or more of the qualifications offered in the Response; and
- (b) Is seeking to enter the apprenticeship training market by offering to deliver one or more apprenticeship qualifications.

Service Providers must first select a region and then select the qualification that is being offered to be delivered in the region.

#### **1.2. SCHOOL BASED APPRENTICESHIPS**

Service Providers may seek to deliver apprenticeship qualifications as School Based Apprenticeships (SBA).

#### **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 <http://stars.dtwd.wa.gov.au/paymenttable/default.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.

## 1.5. STUDENT ELIGIBILITY

Student eligibility for the Apprenticeship Program is defined in the Business Rules. Refer to clause 3.1 of the Business Rules for details.

Students undertaking qualifications through Contracts that result from this Request must commence training in 2020.

## 1.6. ALLOCATION OF APPRENTICESHIP TRAINING PLACES

Initially, the new providers on the Apprenticeship preferred provider panels will have access to 15 training places per apprenticeship; per region. Refer to clause 1.3.1 of the Business Rules for details on applying for additional places once contracted.

## 1.7. PREFERRED PROVIDER PANEL

Details of service providers 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 Preferred Provider Panel is available on the Corporation's website <https://www.dtwd.wa.gov.au/training-providers-and-schools/vet-jswa#contracted-provider-resources>.

This list is used by the Australian Apprenticeship Support Network (AASN) providers and will be available for employers to select their preferred private provider for the training delivery component of the Apprenticeship.

## 1.8. SUBCONTRACTING ARRANGEMENTS

Does the Service Provider intend to engage, another person or organisation as a subcontractor in connection with the supply of the Services?

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

Refer to Clause 29.3 in the General Provisions for more information on subcontracting arrangements.

## 2. APPRENTICESHIP PROGRAM QUALITATIVE CRITERIA

As per Part A section 5.3 on page 9 of the Request, to be evaluated a Service Provider must request at least one Requested Delivery Item (RDI). For Apprenticeships an RDI is:

- a request for one region and in one qualification

Service Providers are required to select the qualifications and regions they anticipate delivering training in the first three months of 2020.

**Note:** Service Providers are required to apply for one RDI only to be considered for the panel.

Service Providers 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.

## **2.1. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS (WEIGHTING 60%)**

### **2.1.1. Training Arrangements**

- (a) Provide a brief description of the proposed training program including how it will be developed, implemented and managed over the course of the apprenticeship.
- (b) Detail the mode(s) of delivery (i.e. face-to-face, self-paced, work placement, online via skype/video conference, self-study etc.) that will be used in delivering the apprenticeship indicating the actual hours (not nominal) you plan to deliver or expect to be undertaken via each mode listed.
- (c) Indicate the number of times each year you will visit each apprentice's workplace including:
  - who will undertake the visit
  - the estimated time of each visit;
  - what would be undertaken at the visit specific to the employer and the apprentice.
- (d) Detail the arrangements you will put into place to keep the employer informed of the apprentice's progress during their training contract.

### **2.1.2. Training Infrastructure**

For the region in which you are delivering the training please list the:

- (a) training facilities<sup>3</sup> that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
- (b) training resources<sup>4</sup> that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
- (c) support services<sup>5</sup> that you have or can make available to apprentices indicating whether they are available during and/or outside of work hours.

## **2.2. DEMONSTRATED UNDERSTANDING OF THE MARKET (WEIGHTING 40%)**

2.2.1. Describe the relationship you have and/or will put into place with key bodies/associations to establish and maintain your understanding of industry's training needs in the region for the apprenticeship requested.

2.2.2. Provide a brief outline of the key strategies that you will use to engage with employers and encourage them to employ apprentices in this region.

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<sup>3</sup> Training Facilities include training rooms owned / leased by the RTO or provided by an external body i.e. employer, required or specialised equipment for the qualification/target group.

<sup>4</sup> Training Resources refers to things like trainers, libraries, on-line tools.

<sup>5</sup> Support Services refers to things made available to the student by the RTO that will assist them attend and complete the training i.e. transport to and from training, mentors, counselling, PPE, literacy and numeracy.

## **PART E REQUEST REQUIREMENTS FOR TRAINEESHIP PROGRAM**

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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 **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 “2020 Application Guides”.

### **1. TRAINEESHIP PROGRAM DETAILS AND CONDITIONS**

#### **1.1. ELIGIBLE SERVICE PROVIDERS**

1.1.1. The electronic Response will only allow access to the Traineeship part of the Response to Service Providers that are:

- (a) Existing providers, for another program, seeking to add traineeship delivery; or
- (b) New Providers that have completed the Common Criteria in the electronic Response Form.

1.1.2. Eligible Service Providers may seek to deliver traineeship training through this Request where the Service Provider:

- (a) Has current scope for one or more of the qualifications offered in the Response; and
- (b) Is seeking to enter the traineeship training market by offering to deliver one or more traineeship qualification.

Service Providers must first select a trade category and then select the qualification(s) that are being offered to be delivered.

#### **1.1. SCHOOL BASED TRAINEESHIPS**

Service Providers may seek to deliver a Traineeship qualification as a School Based Traineeships (SBT).

#### **1.2. 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 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 Traineeship payment table link to access available qualifications.

#### **1.3. 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.

#### **1.4. STUDENT ELIGIBILITY**

Student eligibility for the Traineeship Program is defined in the Business Rules. Refer to clause 5.1 of the Business Rules for details.

Students undertaking qualifications through Contracts that result from this Request must commence training in 2020.

#### **1.5. 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 Corporation's website <https://www.dtwd.wa.gov.au/training-providers-and-schools/vet-jswa#contracted-provider-resources>.

This list is used by the Australian Apprenticeship Support Network (AASN) providers and will be available for employers to select their preferred private provider for the training delivery component of the Traineeship.

#### **1.6. ALLOCATION OF TRAINEESHIP TRAINING PLACES**

Initially, the new providers on the Traineeship preferred provider panels will have access to 15 training places per Traineeship; per region. Refer to clause 1.3.1 of the Business Rules for details on applying for additional places once contracted.

#### **1.7. SUBCONTRACTING ARRANGEMENTS**

Does the Service Provider intend to engage, another person or organisation as a subcontractor in connection with the supply of the Services?

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

Refer to Clause 29.3 in the General Provisions for more information on subcontracting arrangements.

## **2. TRAINEESHIP PROGRAM QUALITATIVE CRITERIA**

As per section 5.3 on page 9 of the Request, to be evaluated a Service Provider must request at least one Requested Delivery Item (RDI). For Traineeships an RDI is:

- a request for one trade category and in one qualification

Service Providers are required to select the trade category and qualification(s) they anticipate delivering training in the first three months of 2020.

**Note:** Service Providers need only apply for one RDI to be considered for the panel.

Service Providers once on the 2020 panel may apply for additional qualifications and regions through a contract variation process. Service Providers are required to respond to the two qualitative criteria for each trade category for which the RTO applies.

Service Providers 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.

Note that Service Providers will be asked to indicate in which region(s) they expect to deliver traineeship training. This is for planning purposes only.



## **2.1. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS (WEIGHTING 60%)**

### **2.1.1. Training Arrangements**

- (a) Provide a brief description of the proposed training program including how it will be developed, implemented and managed over the course of the traineeship.
- (b) Detail the mode(s) of delivery (i.e. face-to-face, self-paced, work placement, online via skype/video conference, self-study etc.) that will be used in delivering the traineeship indicating the actual hours (not nominal) you plan to deliver or expect to be undertaken via each mode listed.
- (c) Indicate the number of times each year you will visit each trainee's workplace including:
  - who will undertake the visit
  - the estimated time of each visit;
  - what would be undertaken at the visit specific to the employer and the trainee.
- (d) Detail the arrangements you will put into place to keep the employer informed of the trainee's progress during their training contract.

### **2.1.2. Training Infrastructure**

For the region(s) in which you are delivering the training please list the:

- (a) training facilities<sup>6</sup> that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
- (b) training resources<sup>7</sup> that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
- (c) support services<sup>8</sup> that you have or can make available to trainees indicating whether they are available during and/or outside of work hours.

## **2.2. DEMONSTRATED UNDERSTANDING OF THE MARKET. (WEIGHTING 40%)**

- 2.2.1.** Describe the relationship you have and/or will put into place with key bodies/associations to establish and maintain your understanding of industry's training needs in the region for the traineeship requested.
- 2.2.2.** Provide a brief outline of the key strategies that you will use to engage with employers and encourage them to employ trainees.

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<sup>6</sup> Training Facilities include training rooms owned / leased by the RTO or provided by an external body i.e. employer, required or specialised equipment for the qualification/target group.

<sup>7</sup> Training Resources refers to things like trainers, libraries, on-line tools.

<sup>8</sup> Support Services refers to things made available to the student by the RTO that will assist them attend and complete the training i.e. transport to and from training, mentors, counselling, PPE, literacy and numeracy.

## **PART F REQUEST REQUIREMENTS FOR THE PIT PROGRAM**

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New providers who wish to apply for a contract to deliver Priority Industry Training (PIT) with the Corporation are required to respond to this program application.

Existing Providers that are currently **not** contracted to deliver PIT 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 “2020 Application Guides”.

### **1. PIT PROGRAM DETAILS AND CONDITIONS**

#### **1.1. PROGRAM OVERVIEW AND SCOPE**

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.

The PIT program has two target groups. Service providers will need to apply for one or both target groups:

- Existing Workers
- Job Seekers

If funded, the qualifications offered may be delivered in any region throughout WA for both target groups.

#### **1.2. ELIGIBLE SERVICE PROVIDER**

1.2.1. The electronic Response will only allow access to the Priority Industry Training part of the Response to Service Providers that are:

- (a) Existing providers, for another program, seeking to add PIT delivery, or
- (b) New Providers that have completed the Common Criteria in the electronic Response Form.

1.2.2. Eligible Service Providers may seek to deliver priority industry training through this Request where the Service Provider:

- (a) Has current scope for one or more of the qualifications offered in the Response; and
- (b) Is seeking to enter the PIT training market by offering to deliver one or more PIT qualifications.

Service Providers must first select a target group, then region and then the qualifications they are offering to be delivered in the region.

#### **1.3. PRIORITY INDUSTRY TRAINING PAYMENT TABLE**

The PIT 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 PIT Payment Table qualification list applies to both target groups.

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

Once on the website click the PIT payment table link to access available qualifications.

#### **1.4. PAYMENT RATES**

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

The Corporation periodically reviews the rates payable for PIT delivery.

#### **1.5. STUDENT ELIGIBILITY**

Student eligibility for the PIT Program is defined in the Business Rules. Refer to clause 6.1 of the Business Rules for details.

Students undertaking qualifications through Contracts that result from this Request must commence training in 2020.

#### **1.6. PREFERRED PROVIDER PANEL**

Details of service providers that have been appointed to the PIT Preferred Provider Panel for either target group 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 Preferred Provider Panel is available on the Corporation's website <https://www.dtwd.wa.gov.au/training-providers-and-schools/vet-jswa#contracted-provider-resources>.

#### **1.7. ALLOCATION OF PIT TRAINING PLACES**

Initially, the new providers on the PIT preferred provider panels will have access to 40 training places in total across all target groups, regions and qualifications. Refer to clause 1.3.1 of the Business Rules for details on applying for additional places once contracted.

#### **1.8. SUBCONTRACTING ARRANGEMENTS**

Does the Service Provider intend to engage, another person or organisation as a subcontractor in connection with the supply of the Services?

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

Refer to Clause 29.3 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.

## **2. PIT PROGRAM QUALITATIVE CRITERIA**

The Corporation 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 9 of the Request, to be evaluated a Service Provider must request at least one Requested Delivery Item (RDI). For PIT an RDI is:

- a request for one target group, one region and one qualification.

Service Providers are required to select the target group, regions and qualifications they anticipate delivering training in the first three months of 2020.

Note Service Providers need only apply for **one** RDI to be considered for the panel.

Service Providers are required to respond to the three qualitative criteria. . Descriptive responses to each question in each criterion will be restricted to 250 words.

## **2.1. DEMONSTRATED UNDERSTANDING OF THE TARGET GROUP MARKET (WEIGHTING 30%)**

- 2.1.1. Describe the relationship you have and/or will put into place with key bodies/associations to establish and maintain your understanding of industry's training needs in the region(s) for the qualification requested.
- 2.1.2. Provide a brief outline of the strategies that you will use to engage with job seekers and encourage them to undertake training to improve their opportunities for employment (Job Seekers); OR
- 2.1.3. Provide a brief outline of the strategies that you will use to engage with employers and encourage them to up skill their existing employees (Existing Workers).

## **2.2. DEMONSTRATED CAPACITY TO DELIVER TRAINING TO THE TARGET GROUP (WEIGHTING 30%)**

- 2.2.1. For the target group requested in the application, list the:
  - (a) training facilities<sup>9</sup> that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
  - (b) training resources<sup>10</sup> that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
  - (c) support services<sup>11</sup> that you have or can make available to students indicating whether they are available during and/or outside of work hours.

## **2.3. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS (WEIGHTING 40%)**

- 2.3.1. Give a brief description of how the students' training program will be developed, implemented and managed.
- 2.3.2. Outline your strategies for monitoring and supporting a students' progression over the course of the qualification.
- 2.3.3. Detail your standard training program format for the qualification requested including:
  - (a) anticipated actual (not nominal) hours of training delivered to a student
  - (b) for the actual hours of delivery the anticipated hours for each mode of delivery listed below:
    - Face to Face (includes skype & video conferencing)
    - Correspondence
    - Self-Paced
  - (c) List the expected number of days of training per week
  - (d) List the expected duration of the training program in weeks
  - (e) List staff/student ratio

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<sup>9</sup> Training Facilities include training rooms owned / leased by the RTO or provided by an external body i.e. employer, required or specialised equipment for the qualification/target group.

<sup>10</sup> Training Resources refers to things like trainers, libraries, on-line tools.

<sup>11</sup> Support Services refers to things made available to the student by the RTO that will assist them attend and complete the training i.e. transport to and from training, mentors, counselling, PPE, literacy and numeracy.

## **PART G REQUEST REQUIREMENTS FOR PARTICIPATION - WORK READINESS PROGRAM**

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As part of this Request the Corporation has split the existing 2019 Participation - Equity program into two new panels consisting of Participation - Work Readiness (for Job Seekers) and Participation - Equity (for identified target groups).

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

Existing Providers that are currently **not** contracted to deliver under the 2019 Participation - Equity program with the Corporation and wish to apply are required to address the requirements in this part of the Response for the Participation – Work Readiness program.

Existing Providers delivering under Participation - Equity program to any target group will be automatically allocated to Participation - Work Readiness program panel for job seekers.

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 “2020 Application Guides”.

### **1. PARTICIPATION – WORK READINESS PROGRAM DETAILS AND CONDITIONS**

#### **1.1. PARTICIPATION – WORK READINESS PROGRAM OVERVIEW**

The Participation – Work Readiness program focuses on the delivery of training for those sections of the population that are unemployed. Participation – Work Readiness training aims to assist people to become job ready so they can participate fully in the workforce.

#### **1.2. ELIGIBLE SERVICE PROVIDERS**

1.2.1. The electronic Response will only allow access to the Participation – Work Readiness program part of the Response to Service Providers that are:

- (a) Existing providers, for another program seeking to add Participation – Work Readiness program delivery or.
- (b) New Providers that have completed and lodged the Common Criteria CFA in the electronic Response Form.

1.2.2. Service Providers may seek to deliver Participation – Work Readiness program training through this Request if the service provider:

- (a) is a Registered Training Organisation; and
- (b) has current scope for one or more of the qualifications offered in the Response.

#### **1.3. PAYMENT TABLE**

The Participation – Work Readiness 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 – Work Readiness Payment Table can be accessed on the Corporation’s website <http://stars.dtwd.wa.gov.au/paymenttable/default.aspx>

Once on the website click the Participation – Work Readiness payment table link to access available qualifications.

#### **1.4. PAYMENT RATES**

Payment for Participation – Work Readiness program Qualifications is based on the rates shown in the program Payment Table.

The Corporation periodically reviews the rates payable for program delivery.

#### **1.5. STUDENT ELIGIBILITY**

Student eligibility for the Participation – Work Readiness Program is defined in the Business Rules. Refer to clause 7.2.1 of the Business Rules for details.

Note: Individuals referred from a Commonwealth ‘Transition to Work’ program provider to undertake training must be reported as a job seeker under the Work Readiness program.

Students undertaking qualifications through Contracts that result from this Request must commence training in 2020.

#### **1.6. PREFERRED PROVIDER PANEL**

Details of service providers that have been appointed to the Preferred Provider Panel for Participation – Work Readiness 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 Preferred Provider Panel is available at on the Corporation’s website <https://www.dtwd.wa.gov.au/training-providers-and-schools/vet-jswa#contracted-provider-resources>.

#### **1.7. ALLOCATION OF TRAINING PLACES**

The new providers will be allocated initially:

- A maximum of 30 training places in total, across all regions and all qualifications for the Participation – Work Readiness Program Preferred Provider Panel only; or
- 40 training places in total for both Preferred Provider Panels, across all regions and all qualifications. i.e. 10 training places for Participation – Work Readiness Program; and 30 training places for Participation – Equity.

Refer to clause 1.3.1 of the Business Rules for details on applying for additional places once contracted.

#### **1.8. SUBCONTRACTING ARRANGEMENTS**

Does the Service Provider intend to engage, another person or organisation as a subcontractor in connection with the supply of the Services?

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

Refer to Clause 29.3 in the General Provisions for more information on subcontracting arrangements.

## **2. PARTICIPATION – WORK READINESS PROGRAM QUALITATIVE CRITERIA**

As per section 5.3 on page 9 of the Request, to be evaluated a Service Provider must request at least one Requested Delivery Item (RDI). For Participation – Work Readiness program an RDI is:

- a request for a qualification in a region

Service providers are required to select the qualifications and regions they anticipate delivering training in the first three months of 2020.

Note Service providers need only apply for **one** RDI to be considered for the panel.

Service providers are required to respond to the two qualitative criteria for the job seeker target group and an additional question for the RDI. Descriptive responses to each question in each criterion will be restricted to 250 words.

### **2.1. DEMONSTRATED UNDERSTANDING OF THE TARGET GROUP (WEIGHTING 30%)**

2.1.1. Describe your experience over the past two (2) years in providing training to Job Seekers.

2.1.2. Describe the relationship you have or will put into place with key bodies/associations to establish and maintain your understanding of the job seeker's training needs in the region(s) you intend to deliver.

### **2.2. DEMONSTRATED CAPACITY TO DELIVER TRAINING TO THE TARGET GROUP (WEIGHTING 30%)**

2.2.1. For the job seeker target group, list the:

- (a) training facilities<sup>12</sup> that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
- (b) training resources<sup>13</sup> that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
- (c) support services<sup>14</sup> that you have or can make available to students indicating whether they are available during and/or outside of work hours.

2.2.2. Provide brief details of specific staff members who are particularly experienced or qualified in working with job seekers.

### **2.3. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS (WEIGHTING 40%)**

2.3.1. Outline your strategies for monitoring and supporting a students' progression over the course of the qualification and specific strategies for those students experiencing difficulties.

2.3.2. Detail your standard training program format for the qualification requested including:

- (a) anticipated actual (not nominal) hours of training delivered to a student

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<sup>12</sup> Training Facilities include training rooms owned / leased by the RTO or provided by an external body i.e. employer, required or specialised equipment for the qualification/target group

<sup>13</sup> Training Resources refers to things like trainers, libraries, on-line tools.

<sup>14</sup> Support Services refers to things made available to the student by the RTO that will assist them attend and complete the training i.e. transport to and from training, mentors, counselling, PPE, literacy and numeracy.

- (b) for the actual hours of delivery the anticipated hours for each mode of delivery listed below:
- Face to Face (includes skype & video conferencing)
  - Correspondence
  - Self Paced
- (c) List the expected number of days of training per week
- (d) List the expected duration of the training program in weeks
- (e) List staff/student ratio



## **PART H – REQUEST REQUIREMENTS FOR PARTICIPATION – EQUITY PROGRAM**

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As part of this Request the Corporation has split the existing Participation - Equity program into two new programs consisting of Participation - Equity (for identified target groups) and Participation – Work Readiness (for Job Seekers).

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 not contracted to deliver under the 2019 Participation - Equity program with the Corporation or only contracted under the program to deliver to Job Seekers and wish to apply are required to address the requirements in this part of the Response to the Participation – Equity program.

Existing Providers delivering under the 2019 Participation - Equity program to any eligible target group (other than job seeker) will be allocated to the Participation - Equity program panel. These providers will be allocated to their existing target group, under Participation - Equity program. However, the Existing Providers delivering under Participation – Equity program for a particular target group and wish to deliver to a different target group, are required to respond to this program application.

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 “2020 Application Guides”.

### **1. PARTICIPATION – EQUITY PROGRAM DETAILS AND CONDITIONS**

#### **1.1. PARTICIPATION - EQUITY 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 and face barriers to mainstream training arrangements. Participation - Equity training aims to assist people to become job ready so they can participate fully in the workforce.

The Corporation contracts service providers for the delivery of institutional based training to people from identified equity groups who experience barriers to accessing mainstream training including:

- Aboriginal and Torres Strait Islanders;
- Culturally and Linguistically Diverse;
- People with Disabilities,
- Youth at Risk;

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

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. ABORIGINAL SCHOOL BASED TRAINING (ASBT)**

The ASBT program delivers specific qualifications to Aboriginal and Torres Strait Islander school aged students in Years 10 – 12. Only Service Providers that are appointed to the Participation – Equity Aboriginal and Torres Strait Islander Panel will be eligible to deliver training under the ASBT program. Appointment to the ASBT Panel will be via an invitation by the Corporation and this will be managed outside of this request process.

## **1.3. ELIGIBLE SERVICE PROVIDERS**

1.3.1. The electronic Response will only allow access to the Participation - Equity program part of the Response to Service Providers that are:

- (a) Existing providers, for another program seeking to add Participation - Equity program delivery or new target group respectively; or
- (b) New Providers that have completed and lodged the Common Criteria CFA in the electronic Response Form.

1.3.2. Eligible Service Providers may seek to deliver Participation - Equity program training through this Request if the Service Provider:

- (a) Is a Registered Training Organisation; and
- (b) Has current scope for one or more of the qualifications offered in the Response.

## **1.4. STUDENT ELIGIBILITY**

Student eligibility for the Participation - Equity Program is defined in the Business Rules. Refer to clause 7.3.1 of the Business Rules for details.

Note: Individuals referred from a Commonwealth 'Transition to work' program provider to undertake training must be reported as a job seeker under the Participation - Work Readiness program.

Students undertaking qualifications through Contracts that result from this Request must commence training in 2020.

## **1.5. 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 Payment Table can be accessed on the Corporation's website <http://stars.dtwd.wa.gov.au/paymenttable/default.aspx>

Once on the website click the Participation - Equity payment table link to access available qualifications.

## **1.6. PAYMENT RATES**

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

The Corporation periodically reviews the rates payable for program delivery.

## **1.7. PREFERRED PROVIDER PANEL**

Details of service providers that have been appointed to the Preferred Provider Panel for Participation - Equity program 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 Preferred Provider Panel is available at on the Corporation's website <https://www.dtwd.wa.gov.au/training-providers-and-schools/vet-jswa#contracted-provider-resources>.

## **1.8. ALLOCATION TRAINING PLACES**

The new providers will be allocated initially:

- A maximum of 30 training places in total, across all regions and all qualifications for the Participation – Equity Program Preferred Provider Panel only; or
- 40 training places in total for both Preferred Provider Panels, across all regions and all qualifications. i.e. 10 training places for Participation – Equity Program; and 30 training places for Participation – Work Readiness.

Refer to clause 1.3.1 of the Business Rules for details on applying for additional places once contracted.

## **1.9. SUBCONTRACTING ARRANGEMENTS**

Does the Service Provider intend to engage, another person or organisation as a subcontractor in connection with the supply of the Services?

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

Refer to Clause 29.3 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.

## **2. PARTICIPATION – EQUITY PROGRAM QUALITATIVE CRITERIA**

Service providers are required to select the qualifications and regions they anticipate delivering training in the first three months of 2020.

Note Service providers need only apply for one RDI to be considered for the panel.

Service providers are required to respond to the two qualitative criteria for the target group and an additional question for the RDI. Descriptive responses to each question in each criterion will be restricted to 250 words.

### **2.1. DEMONSTRATED UNDERSTANDING OF THE TARGET GROUP (WEIGHTING 30%)**

2.1.1. Describe your experience over the past two (2) years in providing training to the target group.

2.1.2. Describe the relationship you have or will put into place with key bodies/associations to establish and maintain your understanding of the target groups training needs in the region(s) you intend to deliver.

## **2.2. DEMONSTRATED CAPACITY TO DELIVER TRAINING TO THE TARGET GROUP (WEIGHTING 30%)**

- 2.2.1. For the target group requested in the application, list the:
- (a) training facilities<sup>15</sup> that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
  - (b) training resources<sup>16</sup> that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours;
  - (c) support services<sup>17</sup> that you have or can make available to students indicating whether they are available during and/or outside of work hours.
- 2.2.2. Provide brief details of specific staff members who are particularly experienced or qualified in working with the target group.

## **2.3. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS (WEIGHTING 40%)**

- 2.3.1. Outline your strategies for monitoring and supporting a students' progression over the course of the qualification and specific strategies for those students experiencing difficulties.
- 2.3.2. Detail your standard training program format for the qualification requested including:
- (a) anticipated actual (not nominal) hours of training delivered to a student
  - (b) for the actual hours of delivery the anticipated hours for each mode of delivery listed below:
    - Face to Face (includes skype & video conferencing)
    - Correspondence
    - Self Paced
  - (c) List the expected number of days of training per week
  - (d) List the expected duration of the training program in weeks
  - (e) List staff/student ratio

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<sup>15</sup> Training Facilities include training rooms owned / leased by the RTO or provided by an external body i.e. employer, required or specialised equipment for the qualification/target group.

<sup>16</sup> Training Resources refers to things like trainers, libraries, on-line tools.

<sup>17</sup> Support Services refers to things made available to the student by the RTO that will assist them attend and complete the training i.e. transport to and from training, mentors, counselling, PPE, literacy and numeracy.

**APPENDIX 1 – WAIPS PARTICIPATION PLAN REPORTING TEMPLATE**

**CONTRACTOR AND CONTRACT DETAILS**

**CONTRACTOR DETAILS:**

(a) Name of Contractor: .....

(b) Person responsible for this document: .....

(c) Contact phone number: .....

.....

(d) Contact email: .....

(e) Business Website: .....

(f) Business Address: .....

**CONTRACT DETAILS:**

(a) Contract Title .....

(b) Contract Number .....

(c) Contract Authority / Customer .....

(d) Contract Commencement Date .....

(e) Contract Value or Estimated Contract Value at award (AUD): .....

(f) Expenditure to Date (AUD) .....

(g) Report Date: .....

## SECTION A

### SECTION A: IMPORTANT NOTE

All table cells need to be completed. Enter a numerical value or NA for the elements that are Not Applicable. Insert additional rows where necessary.

### 1. CONTRACTOR / SUBCONTRACTOR WORKFORCE

#### a). ACTUAL WORKFORCE

Please provide the actual workforce (excluding apprentices and trainees) directly employed in delivering this contract.

Workforce	WA (Metro)			WA (Regional)			Other Australian States, Territories and New Zealand	Overseas
	M	F	O	M	F	O		
Gender	M	F	O	M	F	O	All	All
Totals								

**Gender - M** = Male **F** = Female **O** = All other individuals categorized, either by themselves or by society, as neither male nor female. **All** = all genders combined.

#### b). ACTUAL APPRENTICES AND TRAINEES

Please provide the actual number of apprentices and trainees directly employed in delivering this contract.

Apprentices Trainees	WA (Metro)			WA (Regional)			Other Australian States, Territories and New Zealand	Overseas
	M	F	O	M	F	O		
Gender	M	F	O	M	F	O	All	All
Totals								

**Gender - M** = Male **F** = Female **O** = All other individuals categorized, either by themselves or by society, as neither male nor female. **All** = all genders combined.

### 2. CONTRACT SPEND DIVISION

Please provide the actual spend by jurisdiction at this reporting stage:

**Important:** All table cells need to be completed. Enter a percentage numerical value or NA for the elements that are Not Applicable. The sum of all jurisdictions needs to equal 100%.

	WA (Metro %)	WA (Regional %)	Australian and New Zealand %	Overseas %
Estimated				
Achieved				

### 3. LIAISON WITH GOVERNMENT

Did you liaise with the Industry Link Advisory Service or Local Content Advisers on local industry participation issues?

**CONTRACTOR TO COMPLETE:**