



BUSINESS RULES FOR PRIVATE TRAINING PROVIDERS

Critical COVID-19 skill sets

In response to the COVID-19 pandemic, skill sets have been developed to support critical and immediate workforce needs in a number of industries including aged care, disability services, small business, retail, food handling and transport and logistics. These skill sets have been designed to ensure that businesses can reopen and workers can operate safely in a COVID-19 context.

This program comprises five national skill sets and two State-developed skill set. More skill sets may be added in the future.

The skill sets are fee free for students. Students undertaking these skill sets cannot be charged course, resource or discretionary fees.

These skills sets will be funded from 1 July 2020 until 30 June 2021, unless funding is fully subscribed prior to this time.

National skill sets

HLTSS00064 Infection Control Skill Set

- Comply with infection prevention and control policies and procedures (HLTINF001)

HLTSS00065 Infection Control Skill Set (Retail)

- Comply with infection prevention and control policies and procedures (HLTINFCOV001)

HLTSS00066 Infection Control Skill Set (Food Handling)

- Comply with infection prevention and control policies and procedures (HLTINFCOV001)

HLTSS00067 Infection Control Skill Set (Transport and Logistics)

- Comply with infection prevention and control policies and procedures (HLTINFCOV001)

CHCSS00114 Entry into Care Roles Skill Set

- Provide individualised support (CHCCS015)
- Comply with infection prevention and control policies and procedures (HLTINF001)
- Follow safe work practices for client care (HLTWHS002)

State-developed skill set

AE150 – Operating a Small Business Skill Set

- Design and produce business documents (BSBITU306)
- Design and produce digital text documents (BSBITU313)
- Design and produce spreadsheets (BSBITU314)
- Plan small business finances (BSBSMB402)
- Apply knowledge of WHS laws in the workplace (BSBWHS307)
- Use social media tools for collaboration and engagement (ICTWEB20)

AE161 COVID-19 Direct Care Skill Set

- Meet personal support needs (CHCCCS011)
- Comply with infection prevention and control policies and procedures (HLTINF001)
- Conduct manual tasks safely (HLTWHS005)

Additional industry specific skill sets may be established over coming months.

These skill sets are fee-free for students. Students undertaking these skill sets cannot be charged course, resource or any other discretionary fees.

These skills sets will be funded from 1 July 2020 until December 2021, unless funding is fully subscribed prior to this time.

Note: The Department of Training and Workforce Development (the Department) has funded the State-developed Direct Care Skill Set since April 2020, with students paying a regulated course fee of \$22. However, from 01 July 2020 the Direct Care Skill Set will be fee-free for new enrolments.

Eligible registered training organisations

Subject to registration scope, all contracted private RTOs on the Priority Industry Training (PIT) panel will be eligible participate in this initiative. The PIT program is split into two target groups; job seekers and existing workers. Allocation of places will be subject to RTOs being on the relevant PIT target group panel.

RTOs on an Action Plan or under sanction by the Regulator and/or the Department are not eligible to participate in the initiative.

Student eligibility

All Western Australian residents entitled to undertake publicly funded training, as set [out in the Department's WA VET Fees and charges policy](#), are eligible for fee-free training under this initiative subject to the following.

- For the Infection control skill sets (Transport and Logistics, Retail and Food Handling) and the Operating a small business skill set any individual aged 15 or over will be eligible.
- For the Commonwealth Entry Into Care Roles and WA Direct care skill sets and the Infection Control Skill Set (HLTSS00064), individuals must be 18 years of age or older.
- School-based students are ineligible to be enrolled in these skill sets.

Reporting and payment of course fees

All enrolments reported under this initiative must be reported with:

- course fee code '**F – Fee Exempt**'; and
- zero in the Course Fee component.

On lodgement of training activity, RAPT will automatically reimburse the course fee component for fee exempt enrolments.

Reporting and payment of resource fees

The resource fee amount claimed for funding must be reported as the resource fees value. rTOs may only claim resource fees from the Department where they:

- have previously reported resource fees for similar types of delivery;
- can substantiate the resources purchased (evidence must be retained for audit purposes); and
- can confirm the resources were used for the training.

To claim resource fees, RTOs must submit a statement of claim on the approved Statement of Claim form (see *How to guide Claiming Fee Free Training*). Claims may only be made for units reported in RAPT within the claim period.

Resource fee payment claims will be requested on a quarterly basis. Adjustment payments will be processed in RAPT following confirmation of each claim.

Claims for reimbursement of foregone resource fees cannot be claimed by RTOs for the COVID-19 Direct Care Skill Set.

Allocation of training places

Up to 100 training places per skill set across all delivery regions may be requested as an initial allocation.

Monthly variation requests will be accepted through the normal variation process and will be subject to 75% of contracted numbers being reported across all Skill Set CPS.

Delivery mode

No restrictions are placed on how the skill sets are delivered; however, minimum delivery limits are applicable to the following units.

Minimum of 12 hours' training

- HLTINV001 — Comply with Infection Prevention and Control Policies and Procedures
- HLTINFCOV001 — Comply with Infection Prevention and Control Policies and Procedures

Minimum of 30 hours' training

- CHCSS00114 — Entry into Care Roles Skill Set
- AE161 — COVID-19 Direct Care Skill Set

Audit of activity reported

The Department will validate student eligibility and that neither course nor resource fees have been charged to the participating students. Standard auditing processes will be applied with respect to verification and duration of training.

Further information

For further information regarding the Skills Ready initiative please visit the Jobs and Skills WA website: jobsandskills.wa.gov.au/skillsready.

For funding or reporting related enquiries, please email training.markets@dtwd.wa.gov.au.