



REQUEST

REQUEST TITLE:

2019 ENTERPRISE TRAINING PROGRAM

REQUEST NUMBER:

DTWD239S2016C

CLOSING TIME:

**The Responses will be evaluated as and when received until
4:00 PM, Friday, 29 November 2019 Western Australia**

PUBLIC AUTHORITY:

VET (WA) MINISTERIAL CORPORATION

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PART A – PROCUREMENT PROCESS INFORMATION

1. PROGRAM INFORMATION

1.1 Definitions

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

1.2 Background

Registered training organisations (RTO) currently contracted by the Department of Training and Workforce Development (Corporation) are invited to make application to deliver publicly funded training in 2019 under the Enterprise Training Program (ETP) and be listed on the ETP Preferred Provider Panel.

The ETP is a structured partnership between an RTO and an Enterprise designed to develop and implement a training program to upskill the Enterprise's existing workforce to meet current and emerging demands.

This is a demonstration program with an approximate budget of \$4 Million that will be progressively evaluated and the resulting outcomes will inform any future procurement of training services under the program. A proportion of the funding will be targeted at regional delivery.

Compliant applications will be funded until the budget is exhausted.

Training funded through this program will be targeted to existing workers in the Allied Health and Social Assistance sectors who provide direct care services.

1.3 Scope of this Procurement

This program differs from existing publicly funded programs as it requires the RTO to detail the price for delivering the training nominated in the application. It is based on a "price taker" model. Under this arrangement the Department will consider if the application represents value for money.

RTOs and Enterprises funded for training activity will be actively encouraged to participate in the evaluation of the pilot program.

1.4 Eligible Respondents

WA TAFE colleges are eligible. In addition, Private RTOs that have confirmed acceptance for participating in the Enterprise Program will be eligible to respond to this Request.

Note: Private RTOs that are on an Action Plan or under a sanction imposed by the Corporation or Regulator are ineligible.

1.5 Eligible Enterprises

Small (1 – 19 employees), Medium (20 – 200 employees) and Large (200+ employees) Enterprises will be eligible to receive training for their existing workers under this program.

Enterprises must have an Australian Business Number (ABN) and be operating in Western Australia.

Note:

- (a) Single Enterprise - Where an enterprise is a single entity funding will be capped at \$200,000
- (b) Related Entities - Where an enterprise has one or more related entities funding will be capped at \$300,000 (including the enterprises contribution) for the enterprise irrespective of the number of its entities that make application. That is, regardless of whether the enterprise, is applying for funding on its own or as part of a group that includes entities that are deemed under any law to be, related to the enterprise the most that can be applied for alone and/or with others, is \$300,000 in total.
- (c) Consortium - Where individual unrelated enterprises come together as a consortium funding will be capped at \$300,000

For the purposes of this Request Western Australian Local Government entities will also be eligible. However, the Commonwealth or State Governments or Government trading enterprises are ineligible.

1.6 Eligible Students

Existing employees of the enterprise named in the application including full time, part time and casual direct care or supervisory staff. Training is not for staff in senior management roles or administrative/corporate support roles.

The employees must be based and working in Western Australia.

Note: Student eligibility as defined in section 1.3.4 of the VET (WA) Ministerial Corporation Business Rules [January 2019 (Version 1.0)] applies.

1.7 Eligible Training

The nationally recognised Qualifications (and associated Existing Worker traineeships), State accredited courses and national Skill Sets eligible for funding are listed in Attachment 1A and Attachment 1B respectively.

Note:

- (a) Qualifications that are delivered through a traineeship arrangement can only be delivered by a Service Provider that is on the 2019 Traineeship Preferred Provider Panel.
- (b) Single or multiple units of competence from a national qualification or accredited course listed in Attachment 1A for which the Respondent has scope will also be eligible. This composite of unit(s) will be known as a 'local skill set'.
- (c) The Course in Applied Vocational Study Skills [(CAVSS) (52823WA)] is also eligible.
- (d) Where CAVSS is requested the RTO will be required to be scoped for both the parent qualification and the CAVSS course and delivered in accordance with the CAVSS business rules.

1.8 Ineligible Training

Training delivered via recognition of prior learning (RPL), sub-contracting, and auspicing or through third party arrangements is not eligible.

1.9 Response to the Request

Applications:

- (a) Applications from single enterprises, not related to other enterprises, may request training up to a total value (including the enterprises' contribution) of \$200,000.
- (b) Applications from multiple enterprises (Related Entities) that are related may request training up to a total value (including the enterprises' contribution) of \$300,000
- (c) Applications from a group of unrelated enterprises (Consortium) may request training up to a total value (including the enterprises contribution) of \$300,000.
- (d) Applications may comprise of one or more qualifications/skill sets which may be delivered to different employee cohorts.

Where the Respondent is seeking to deliver a skill set, the units of competency listed must be linked to a qualification or accredited course in Attachment 1 for which the Respondent has scope.

Note:

- (e) Applications that do not include the required signed declaration from the enterprise(s) nominated in the application will be deemed ineligible.
- (f) Applications that nominate an enterprise(s) that has already been funded under the Program will not be considered until the initial training program has been completed to the satisfaction of the Corporation and the Enterprise has signed a declaration stating they have met all their obligations (including the payment of fees) relating to the completed training program.
- (g) Respondents that are unsuccessful will be provided feedback and can reapply subject to available funding.

1.10 Commencement of Training

The training program or part thereof nominated in the application that is approved for funding, must commence within three months of the approval notification otherwise funding may be withdrawn and reallocated.

Where approved training does not commence within the required timeframe the RTO on behalf of the Enterprise can request an extension. This request must be received by the Corporation no later than one calendar month from the approval notification. Approval remains at the absolute discretion of the Corporation.

Note:

- (a) The RTO must report the training activity within a month of the commencement of the training.
- (b) Commencements may be staggered so that one group of employees may commence training and another group of employees commence at a later date.

1.11 Enterprise Obligations

Enterprises must contribute towards the cost of the training stated in the application. This contribution must be a financial transaction, not in-kind. The minimum enterprise contribution by regional location of enterprise is outlined in the table below.

Table 1

Enterprise location by Region	Enterprise Contribution*
Gascoyne	10%
Kimberley	10%
Pilbara	10%
Goldfields-Esperance	15%
Great Southern	15%
Mid-West	15%
Wheatbelt	15%
Peel	20%
Perth	20%
South West	20%

Note: Enterprise contribution is the minimum mandatory amount that the enterprise must contribute to the total cost of the training. Higher contributions can be negotiated between the RTO and the enterprise.

The enterprise must enter into a formal agreement with the RTO that outlines information on the training offered, the roles and responsibilities of each party, payment terms and conditions and total monies to be paid by the enterprise. A copy of the signed agreement along with records of payments by the enterprise to the RTO must be retained for audit purposes.

The enterprise must provide a signed declaration accepting the terms and conditions of the program. This must be uploaded by the RTO at point of application.

1.12 Payment Rates

The Request will require the RTO to detail and cost the actual hours of training to be delivered for each requested qualification / accredited course or skill set.

Note: the SCH rate paid to RTOs will be based on DTWD endorsed nominal hours of the reported units of competency and calculated against actual hours and total budget submitted in the application (excluding Enterprise Contribution).

Note:

The current traineeship and PIT funding hourly rates as advertised in the Payment tables listed at <http://stars.dtwd.wa.gov.au/paymenttable/default.aspx> will be used as a benchmark when determining if the training program represents value for money.

1.13 Payment Arrangements

RTOs contracted under the Enterprise Training program will be paid in accordance with section 1.5 of the 2019 Business Rules [January 2019 (Version 1.0)].

Note:

(a) Payments will be structured on a **30/70** ratio for reported outcomes. The percentage payments for outcomes reported is listed in the table below.

RAPT OUTCOME CODE	DESCRIPTION	% PAYMENT
1	Competent	100%
2	Not competent	100%
3	Non-assessable enrolment – withdrawn or not satisfactorily completed.	0%
4	Non-assessable enrolment - satisfactorily completed	100%
5	In training – with evidence	30%
6	Recognition of Prior Learning (RPL) granted	0%
7	Recognition of Prior Learning (RPL) not granted	0%
9	Credit transfer	0%
10	Withdrawn formally after some participation	30%
11	Discontinued – no formal withdrawal after some participation	30%
61	Superseded	0%
100	Never commenced - no participation	0%
105	Not yet commenced	0%

(b) RTOs (Private and TAFE) will be required to report through the Corporations e-business system - Resource Allocation Programs for Training (RAPT).

(c) No funding will be provided for Recognition of Prior Learning (outcomes 6 & 7) as the Enterprise program is for skills development not recognition.

(d) Course Fee Calculations as defined in the 2019 Business Rules will not apply to Contracted Programs of Study (CPS) created for each approved training program.

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 Details
- Part C – Request Requirements for Enterprise Training Program

2.2 Application Process

All eligible TAFE Colleges and Private RTOs that have current scope for one or more of the qualifications or accredited courses listed in the Request; and have registered their interest, will be invited to make application through RTONet.

RTOs will be required to complete an on-line application through RTONet.

All sections of the on-line application must be completed for it to be accepted as a valid application.

To be considered applications must be received by the nominated closing time/date.

2.3 Panel Establishment

The Corporation will invite all eligible RTOs to nominate for the Enterprise Training Program panel and will subsequently publish a list of RTOs available to be approached by eligible Enterprises.

Note:

- (a) Information presented on the list will include: RTO Name, contact number, e-mail and website address as listed on the Training.Gov website
- (b) The list will be adjusted as required when RTOs:
 - ✓ make a request to be removed from the Panel, or
 - ✓ are removed from the Panel by the Corporation due to contractual performance or Regulator issues.

2.4 Contractual Obligations/Conditions

All RTOs funded under this program will be subject to existing 2019 contractual obligations as stated in the Business Rules and the General Provisions. In the case of TAFE Colleges they will be required to comply with any special conditions defined in the Business Rules for private providers that are not covered in their Service Agreement with the Corporation. For example they will be required to report training activity for this program through RAPT.

Additional conditions that apply to this program are detailed in [Attachment 2](#).

2.5 Mandatory Briefing Session

To be eligible to make application RTOs must attend the mandatory briefing session listed below:

Date: Monday 24 June 2019
Time: 10.00am – 11.00am or 1.00pm – 2.00pm
Location: Training Room 3
1 Prospect Place
West Perth

3. CONTRACT FRAMEWORK

3.1 Contractual Framework

For the Enterprise Training Program, the contractual framework will comprise the following documents:

- (a) This Request document;
- (b) The General Provisions (Conditions of Contract) [December 2017 (Version 2.0)]
- (c) Business Rules [January 2019 (Version 1.0)]
- (d) The RTOs Offer(s) submitted in the electronic Response via RTONet; and

- (e) The Letter of Award, and any subsequent variations, authorised 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.

4. LODGEMENT OF RESPONSES

4.1 Lodgement Details

Respondents can only lodge a Response by completing and lodging the electronic Response through RTONet at: <https://stars.dtwd.wa.gov.au/rtonet/>

Respondent's must answer questions, provide information and attach any documents required to complete the Response.

Respondents 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.

4.2 Form and Content of Responses

In completing the Response, the Respondent must:

- (a) Complete all required sections of the Response; and
- (b) Take into consideration all the Terms and Conditions set out in the Contract documents.

4.3 Minimum number of Requested Delivery Items

In this CFA a Requested Delivery Item (RDI) is a request for one region and in one qualification/accredited course/skill set.

4.4 Preview of Lodgement Content

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

4.5 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 person named below.

For All Enquiries, please contact:

Name: Sandra Thompson
Title: Manager Private Training Market (Contracts)
Telephone: 08 65515318
E-mail: Training.Markets@dtwd.wa.gov.au

PART B CONTRACT DETAILS

1. CONTRACT MANAGEMENT

1.1 Corporation

The Corporation is the VET (WA) Ministerial Corporation.

1.2 Contract Management

(a) 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

(b) Reporting

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

(c) 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

Training will continue until the budget is exhausted.

1.4 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 Respondent 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 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

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 Attachment 3):
 - 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 of the 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 this Request as Attachment 3.
- 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 Term of the Contract.

- 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) report 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.

PART C REQUEST REQUIREMENTS FOR ENTERPRISE TRAINING PROGRAM

Existing providers who wish to apply for a contract to deliver training under the Enterprise Training Program with the Corporation are required to respond to this Request.

1. ENTERPRISE TRAINING PROGRAM DETAILS AND CONDITIONS

1.1. COMPLIANCE AND DISCLOSURE REQUIREMENTS

1.1.1. Compliance and Disclosure Requirements

(a) General Conditions and Business Rules

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

2. ENTERPRISE TRAINING PROGRAM QUALITATIVE CRITERIA

2.1. RESPONDENT DETAILS

Outlined below is the information that will be requested in the application in relation to the Enterprise(s) for which the training program(s) apply. Applications for Consortiums will require each Enterprise to provide this information.

This information is collected in a preformatted Excel spreadsheet. The spreadsheet file, saved in Excel format, must be uploaded with the application.

A Declaration Template can be printed from the Excel spreadsheet. The Declaration must be signed by both the RTO and Enterprise/s within this Request.

2.1.1. Enterprise Application Questions:

Is your application for?

- (a) A Single Enterprise; or
- (b) An Enterprise that is part of a Related Entity; or
- (c) An Enterprise that is part of a Consortium*

Enterprise Information:	
Name of legal entity:	[insert]
Enterprise ABN:	[insert]
Enterprise Trading name:	[insert]
Street address	[insert]
Suburb	[insert]
Postcode	[insert]
State	[insert]
Enterprise Size:	Small (1 – 19 employees): Medium (20 – 200 employees): Large (200+ employees):
Contact person title	[insert]
Contact person first name:	[insert]
Contact person surname:	[insert]
Contact person position title:	[insert]
Email:	[insert]
Telephone number:	[insert]
Does the Enterprise have an established training program for its staff? Yes/No	[insert]
Are you currently in receipt of training under the Enterprise Program? Yes/No	[insert]
Provide a brief description of the services offered by the Enterprise	[insert]
Detail specific employee skill needs that will be addressed by the training program(s) listed in the Request and how this will benefit the Enterprise.	[insert]
What is the total value of the request for this Enterprise?	[insert]
What is the requested places for this Enterprise?	[insert]

Note: for Consortium type applications there will be more than one Enterprise added to the spreadsheet.

2.1.2. Service Provider to complete

At Qualification (RDI) Level

- Select Region
- Selection Qualification
- Select if Full Qualification or Statement of Attainment (Skill Set)

If Statement of Attainment;

- select Units
 - Add Total Hours
 - Number of total places per RDI
- (a) Upload your Enterprise signed Declaration form
 - (b) Upload your Enterprise detail spreadsheet
 - (c) What are the actual hours of training for this qualification/skill set per student?
 - (d) Are you delivering a National skill set? Y/N
If Yes, provide National Identifier and Name for the skill set as outlined in Attachment 1B.
 - (e) How many students are registered as existing worker trainees?

2.2. PRICING SCHEDULE

Complete Budget Template via online application. Proposed items costed in the budget include:

COST ITEM	DETAILS	HOURS INVOLVED	COST PER HOUR	TOTAL COST
Lecturing staff salaries				
Non-Lecturing staff salaries				
Room/venue hire				
Training Resources & Consumables				
Equipment purchase/hire				
Travel & Transport costs				
Accommodation				
Advertising				
Other				
Enterprise Contribution				
Total Cost				

ATTACHMENT 1A – LIST OF ELIGIBLE QUALIFICATIONS

Qualification Id	Qualification Name
CHC22015 *	Certificate II in Community Services
CHC24015	Certificate II in Active Volunteering
CHC32015 *	Certificate III in Community Services
CHC33015 *	Certificate III in Individual Support
CHC34015	Certificate III in Active Volunteering
CHC40313 *	Certificate IV in Child, Youth and Family Intervention
CHC42015 *	Certificate IV in Community Services
CHC43015 *	Certificate IV in Ageing Support
CHC43115 *	Certificate IV in Disability
CHC43215	Certificate IV in Alcohol and Other Drugs
CHC43315 *	Certificate IV in Mental Health
CHC43515 *	Certificate IV in Mental Health Peer Work
HLT20113 *	Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care
HLT23215 *	Certificate II in Health Support Services
HLT26115 *	Certificate II in Indigenous Environmental Health
HLT30113 *	Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care
HLT31115	Certificate III in Non-Emergency Patient Transport
HLT33015 *	Certificate III in Allied Health Assistance
HLT33115 *	Certificate III in Health Services Assistance
HLT33215	Certificate III in Health Support Services
HLT35015 *	Certificate III in Dental Assisting
HLT36015	Certificate III in Population Health
HLT36115 *	Certificate III in Indigenous Environmental Health
HLT40113	Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care
HLT40213 *	Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice
HLT41115	Certificate IV in Health Care
HLT43015 *	Certificate IV in Allied Health Assistance
HLT45015 *	Certificate IV in Dental Assisting
HLT46015	Certificate IV in Population Health
HLT46115	Certificate IV in Indigenous Environmental Health
HLT47415	Certificate IV in Audiometry
HLT47715	Certificate IV in Medical Practice Assisting
10719NAT	Certificate IV in Leadership and Innovation in Dementia Services

*** Eligible under Existing Worker traineeships**

ATTACHMENT 1B – LIST OF ELIGIBLE NATIONAL SKILL SETS

Qualification Id	Skill Set Name
CHCSS00061	Family support services work skill set - provide support
CHCSS00063	Working with families skill set
CHCSS00066	Client-oriented service delivery skill set
CHCSS00067	Administer and Monitor Medication Skill Set
CHCSS00070	Assist Clients with Medication Skill Set
CHCSS00071	Basic Foot Care Skill Set
CHCSS00075	Chronic Disease Self-Management
CHCSS00076	Coordinate Client Directed Services
CHCSS00078	High Support and Complex Care - Aged Care
CHCSS00084	Lead and support colleagues
CHCSS00087	Risk Management
CHCSS00089	Service Coordination and Collaboration
CHCSS00091	Team Leader
CHCSS00093	Alcohol and Other Drugs Skill Set
CHCSS00094	High Support and Complex Care - Disability Skill Set
CHCSS00095	Dementia Support - Service Delivery Skill Set
CHCSS00096	Disability Work - Behaviour Support Skill Set
CHCSS00097	Individual Support - Ageing Skill Set
CHCSS00098	Individual Support - Disability Skill Set
CHCSS00099	Individual Support - Home and Community (Ageing) Skill Set
CHCSS00100	Individual Support - Home and Community (Disability) Skill Set
CHCSS00102	Mental Health Co-existing Needs Skill Set
CHCSS00103	Mental Health Peer Work Skill Set
CHCSS00105	Palliative Approach Skill Set
CHCSS00106	Facilitate Independent Travel Skill Set
CHCSS00110	Mediation Skill Set
CHCSS00112	Suicide Bereavement Support Skill Set
CHCSS00113	Crisis Support Skill Set
HLTSS00027	Occupational First Aid Skill Set
HLTSS00029	Ear and Hearing Health Skills Set for Aboriginal and/or Torres Strait Islander Primary Health Care
HLTSS00035	Chronic Condition Self-management for Aboriginal and/or Torres Strait Islander Clients Skill Set
HLTSS00036	Aboriginal and/or Torres Strait Islander Eye Health Coordinator Skill Set
HLTSS00038	Aboriginal and/or Torres Strait Islander Disability Care Skill Set
HLTSS00039	Aboriginal and/or Torres Strait Islander Aged Care Skill Set
HLTSS00044	Nutrition Support Skill Set for Aboriginal and/or Torres Strait Islander Communities
HLTSS00047	Audiometry Skill Set
HLTSS00049	Oral Health Care Skill Set
HLTSS00050	Oral Health Care Skill Set for Aboriginal and/or Torres Strait Islander Health Workers
HLTSS00051	Allied Health Assistance - Community Rehabilitation Skill Set
HLTSS00052	Allied Health Assistance - Nutrition and Dietetics Skill Set
HLTSS00053	Allied Health Assistance - Occupational Therapy Skill Set

ATTACHMENT 1B – LIST OF ELIGIBLE NATIONAL SKILL SETS

Qualification Id	Skill Set Name
HLTSS00054	Allied Health Assistance - Physiotherapy Skill Set
HLTSS00055	Allied Health Assistance - Podiatry Skill Set
HLTSS00056	Allied Health Assistance - Social Work Skill Set
HLTSS00057	Allied Health Assistance - Speech Pathology Skill Set
HLTSS00061	Food safety supervision skill set - for community services and health industries

ATTACHMENT 2 – ADDITIONAL CONDITIONS FOR THE ENTERPRISE PROGRAM

RTO's contracted to deliver training under the Enterprise Training program will be required to comply with all the conditions outlined in the General Provisions Conditions of Contract [December 2017 (Version 2.0)] and the Business Rules – January 2019 (Version 1.0).

Outlined below are the additional conditions that will apply to the Enterprise Training program.

GENERAL PROVISIONS CONDITIONS OF CONTRACT [DECEMBER 2017 (VERSION 2.0)]

UNDER CLAUSE 29.3 SUBCONTRACTING

This clause does not apply as Service Provider contracted under the Enterprise Training program will not be allowed to engage in any sub-contracting activities.

BUSINESS RULES [JANUARY 2019 (VERSION 1.0)]

UNDER CLAUSE 1.5 PAYMENTS

Service Providers contracted under the Enterprise Training program will be paid in accordance with section 1.5 of the Business Rules. With the following exceptions.

1.5.2 Eligibility for Payment

c) Payment will not be made for any Student commencement and/or completion not reported by the next 31 January in the following year. Training activity that appears in error within the Service Providers lodgement will not be accepted. This clause does not apply.

1.5.3 Calculation of Payments

Payments will be structured on a 30/70 ratio for reported outcomes. The percentage payments shown in the Payment Ratio (Table 3) apply to the delivery for each CPS for the Enterprise Training Program.

Table 3 – Enterprise Training Program Payment Ratios

RAPT OUTCOME CODE	DESCRIPTION	% PAYMENT
1	Competent	100%
2	Not competent	100%
3	Non-assessable enrolment – withdrawn or not satisfactorily completed.	0%
4	Non-assessable enrolment - satisfactorily completed	100%
5	In training – with evidence	30%
6	Recognition of Prior Learning (RPL) granted	0%
7	Recognition of Prior Learning (RPL) not granted	0%
9	Credit transfer	0%
10	Withdrawn formally after some participation	30%
11	Discontinued – no formal withdrawal after some participation	30%
61	Superseded	0%
100	Never commenced - no participation	0%
105	Not yet commenced	0%

b) The payment will be based on the proportion of the \$/SCH rate payable for the Outcome Code achieved (specified in Table 2) for each UoC for each Student included in the lodgement. The CPS will be established as Fee Exempt.

c) The payment amount will be calculated by the Corporation's online Reporting system using the percentage payment for the Outcome Code achieved for each UoC as shown in Table 3. The CPS will be established as Fee Exempt.

Clauses 1.5.4 / 1.5.5 continue to apply.

Course Fee Calculations does not apply as training programs funded under the Enterprise Training Program are treated as fee exempt (not bound by the Fees and Charges policy).

Clause 1.6 does not apply.

UNDER SERVICE STANDARDS

- a. The Service Provider must commence training within three months of the training program approval notification or by 31 December 2019 whichever is the earliest date.
- b. All employees scheduled to undertake training listed in the approved training program must commence at least one unit of competence on or before 31 December 2019.
- c. The Service Provider must report the training activity within a month of the training program commencing.
- d. The Service Provider must enter into a formal agreement with the Enterprise that outlines information on the training offered, the roles and responsibilities of each party, payment terms and conditions and total monies to be paid by the Enterprise. A copy of the signed agreement along with records of payments by the Enterprise to the Service Provider must be retained for audit purposes.

ENTERPRISE TRAINING PROGRAM SPECIFIC REQUIREMENTS

Eligible Students

The Service Provider can only report existing employees from the Enterprise(s) against the training program approved by the Corporation.

Eligible Training Program

Service Providers can only deliver training (qualifications or skill sets linked to the qualification(s) listed on the Enterprise Training Program Payment Table. This Payment Table can be accessed at: <http://www.dtwd.wa.gov.au/training-providers-and-schools/vet-jswa>

How To Apply For A New Training Program

Service Providers can apply for a new training program via the Enterprise Training Program Request process as per section 1.9 of this Request subject to budget availability.

Reporting Existing Worker Trainees

Where the training funded under the Enterprise Training Program is delivered through a traineeship pathway the Service Provider must ensure that the employees training contract is recorded in the Western Australian Apprenticeship Management System (WAAMS) prior to commencing training.

The Service Provider must report this training activity in accordance with section 2.9 of the Business Rules. Section 2.9.c.iii includes existing worker trainees reported under Enterprise Training Program.

ATTACHMENT 3 – 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	
	Gender	M	F	O	M	F			O
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	
	Gender	M	F	O	M	F			O
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: