



Government of **Western Australia**
Department of **Training**
and **Workforce Development**

VET (WA) MINISTERIAL CORPORATION

2021 ENTERPRISE TRAINING PROGRAM

BUSINESS RULES

March 2021 (Version 1.0)

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1 ENTERPRISE TRAINING PROGRAM

1.1 INTRODUCTION

The *Enterprise Training Program* (ETP) is a structured partnership between a registered training organisation (RTO¹) and an enterprise designed to develop and implement a training program to upskill the enterprise's existing workforce to meet current and emerging demands. Training funded through this program is targeted to existing workers in the Allied Health and Social Assistance sectors who provide direct care services.

RTOs contracted to deliver training under the ETP will be required to comply with all the conditions outlined in the *General Provisions Conditions of Contract* [January 2020 (Version 1.1)] and the *Business Rules* [January 2020 (Version 1.2)]. These business rules detail specific conditions attributed to the ETP which may be in addition to or a variation of these documents.

1.2 ELIGIBLE ENTERPRISES

- a) Small (1 – 19 employees), medium (20 – 200 employees) and large (200+ employees) enterprises working in the Allied Health and Social Assistance sectors
- b) Enterprises must have an Australian Business Number (ABN) and be operating in Western Australia.
- c) Single enterprise — Where an enterprise is a single entity funding will be capped at \$200,000
- d) Related entities — Where an enterprise has one or more related entities funding will be capped at \$300,000 (including the enterprise's 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.
- e) Consortium — Where individual unrelated enterprises come together as a consortium, funding will be capped at \$300,000.
- f) Western Australian Local Government entities.
- g) Commonwealth or State Governments or Government enterprises are ineligible.

1.3 ELIGIBLE STUDENTS

- a) Existing full time, part time and casual direct care or supervisory staff employees
- b) Employees based and working in Western Australia

Note:

- Student eligibility as defined in section 1.3.6 of the *Business Rules* [January 2020 (Version 1.2)] applies.
- Training is not for staff in senior management roles or administrative/corporate support roles.

¹ The term RTO will be used throughout this document. This holds the same meaning as service provider in the *Business Rules* [January 2020 (Version 1.2)]

1.4 ELIGIBLE TRAINING

Qualifications (and associated existing worker traineeships), state accredited courses and national and state skill sets listed in Attachment 1A and Attachment 1B respectively.

Note:

- Qualifications that are delivered through a traineeship arrangement can only be delivered by an RTO that is on the current traineeship preferred provider panel
- Skill set (single or multiple units of competence) must be linked to a qualification or accredited course in Attachment 1 for which the respondent has scope.
- Subsequent replaced qualifications and skillsets form a part of Attachment 1A and B

1.5 INELIGIBLE TRAINING

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

1.6 ELIGIBLE FUNDED ACTIVITY

- (a) Applications from single enterprises, not related to other enterprises, may request training up to a total value (including the enterprise's contribution) of \$200,000
- (b) Applications from multiple enterprises (related entities) that are related may request training up to a total value (including the enterprise's contribution) of \$300,000
- (c) Applications from 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
- (e) Applications that do not include the required signed declaration from the enterprise(s) nominated in the application will be deemed ineligible.

1.7 COMMENCEMENT OF TRAINING

- a) The approved training program **must commence within three months** of the approval notification otherwise funding may be withdrawn and reallocated.
- b) 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.
- c) The RTO must report the training activity within a month of the commencement of the training.
- d) Commencements may be staggered so that one group of employees may commence training and another group of employees commence at a later date.

1.8 ENTERPRISE OBLIGATIONS

- a) 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 Table 1.

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:

- b) 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.
- c) Where the qualification or skill set (units from that qualification) are a nominated *Lower Fees, Local Skills (LFLS)* qualification the enterprise's contribution will be capped at the LFLS fee rate defined in the current *Fees and charges policy*. Where the qualification/skill set is not a LFLS qualification the enterprise's contribution is as listed in Table 1.
- d) 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.
- e) 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.

1.9 PAYMENT RATES

The SCH rate paid to RTOs will be based on the corporation's endorsed nominal hours of the reported units of competency and calculated against actual hours and total budget submitted in the application (excluding enterprise contribution).

1.10 PAYMENT ARRANGEMENTS

- a) RTOs will be paid in accordance with section 1.5 of the Business Rules [January 2020 (Version 1.2)]
- b) Payments will be structured on a **70/30** ratio for reported outcomes. The percentage payments for outcomes reported is listed in Table 2 below.

Table 2

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	70%
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	70%
11	Discontinued – No formal withdrawal after some participation	70%
61	Superseded	0%
100	Never commenced — No participation	0%
105	Not yet commenced	0%

- c) Course fee calculations as defined in the Business Rules [January 2020 (Version 1.2)] will **not** apply to Contracted Programs of Study (CPS) created for each approved training program.

2 APPLICATION AND ASSESSMENT

2.1 APPLICATION

- a) RTOs (TAFE colleges and private) will be required to make their application through the Department's online system.
- b) RTOs and enterprises jointly make application (signed by both parties). RTO lodges online on behalf of both parties.
- c) Applications for an enterprise can only be undertaken by one RTO at a time unless the nominated RTO cannot deliver the required training program due to scope. To meet the training requirements for that enterprise, there can be up to two nominated RTOs contracted to deliver at any one time. These requests must still be within the enterprise contract value limits outlined under points 1.6(a) and 1.6(b).
- d) RTOs cannot submit an application for other enterprise/s until at least 75% of their contracted allocations have commenced training for all enterprises.
- e) RTOs may partner and make application with more than one enterprise simultaneously (consortium application).

- f) Applications must capture the delivery arrangements (who, how, where, when, mode of delivery, timeframe from implementation to completion) the actual hours of training, how this will benefit the enterprise, the total price of that delivery, broken down in a budget format as outlined on the system, including employers contribution.
- g) Unsuccessful applicants will be provided feedback on why they were unsuccessful and will have the opportunity to reapply if funds are still available.

2.2 ASSESSMENT ARRANGEMENTS

- a) Applications will be assessed in order of receipt.
- b) Assessment will involve three assessors assessing the application simultaneously resulting in a recommendation submitted to the Director Training Resource Allocation for approval.
- c) Assessors will be drawn from Department staff and a member from the relevant industry training council (ITC). Probity oversight applies to all assessments.
- d) The assessment process will be simple and built around a process that confirms program eligibility; that requested delivery falls within the Department's established benchmarks for funding that is in line with the Priority Industry Training payment rates, checks the amount and type of training proposed is consistent with enterprise requirements.
- e) Intended turn around on applications received is between two to three weeks.

3 ADDITIONAL CONDITIONS

Outlined below are the additional conditions that will apply to the ETP.

3.1 GENERAL PROVISIONS CONDITIONS OF CONTRACT [JANUARY 2020 (VERSION 1.1)]

UNDER CLAUSE 29.3 SUBCONTRACTING

This clause does not apply as RTO contracted under the ETP will not be allowed to engage in any subcontracting activities.

3.2 BUSINESS RULES [JANUARY 2020 (VERSION 1.2)]

UNDER CLAUSE 1.5 PAYMENTS

RTOs contracted under the ETP will be paid in accordance with section 1.5 of the Business Rules. With the following exceptions.

1.5.2 Eligibility for payment

Adjusted clause:

- 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 RTO's lodgement will not be accepted. This clause does not apply.

1.5.3 Calculation of Payments

Adjusted clause:

- b) The payment will be based on the proportion of the \$/SCH rate payable for the outcome code achieved (specified in Table 2 in this document) 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 2 in this document. 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 ETP are treated as fee exempt (not bound by the I).

Clause 1.6 does not apply.

Clause 2.5 training services

Additional clauses:

- l. The RTO must commence training within three months of the training program approval notification.
- m. The RTO must report the training activity within a month of the training program commencing.
- n. The RTO 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 RTO must be retained for audit purposes.

Clause 2.8 Reporting

Additional clauses:

- f. When reporting existing worker trainees the RTO must ensure that the employees training contract is recorded in the Western Australian Apprenticeship Management System (WAAMS) prior to commencing training.
- g. The RTO 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 the ETP.

Attachment 1A – 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
CHC43415	Certificate IV in Leisure and 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

ELIGIBLE STATE APPROVED SKILL SETS

Qualification ID	Skill set name
AE161	COVID-19 Direct Care
AE218	COVID-19 Collection
AE219	Pathology Collection
AE383	Community Care
AE384	Provide Individual Support
AE439	Introduction to Mental Health
AE456	Introduction to Direct Support

ELIGIBLE NATIONAL SKILL SETS

Qualification ID	Skill set name
CHCSS00061	Family support services work skill set — Provide support
CHCSS00063	Working with Families
CHCSS00066	Client-oriented Service Delivery
CHCSS00067	Administer and Monitor Medication
CHCSS00070	Assist Clients with Medication
CHCSS00071	Basic Foot Care
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
CHCSS00094	High Support and Complex Care — Disability
CHCSS00095	Dementia Support — Service Delivery
CHCSS00096	Disability Work — Behaviour Support
CHCSS00097	Individual Support — Ageing
CHCSS00098	Individual Support — Disability
CHCSS00099	Individual Support — Home and Community (Ageing)
CHCSS00100	Individual Support — Home and Community (Disability)
CHCSS00102	Mental Health Co-existing Needs
CHCSS00103	Mental Health Peer Work
CHCSS00105	Palliative Approach
CHCSS00106	Facilitate Independent
CHCSS00110	Mediation
CHCSS00112	Suicide Bereavement Support
CHCSS00113	Crisis Support
HLTSS00027	Occupational First Aid
HLTSS00029	Ear and Hearing Health Skills Set for Aboriginal and/or Torres Strait Islander Primary Health Care

Qualification ID	Skill set name
HLTSS00035	Chronic Condition Self-management for Aboriginal and/or Torres Strait Islander Clients
HLTSS00036	Aboriginal and/or Torres Strait Islander Eye Health Coordinator
HLTSS00038	Aboriginal and/or Torres Strait Islander Disability Care
HLTSS00039	Aboriginal and/or Torres Strait Islander Aged Care
HLTSS00044	Nutrition Support Skill Set for Aboriginal and/or Torres Strait Islander Communities
HLTSS00047	Audiometry
HLTSS00049	Oral Health Care
HLTSS00050	Oral Health Care Skill Set for Aboriginal and/or Torres Strait Islander Health Workers
HLTSS00051	Allied Health Assistance — Community Rehabilitation
HLTSS00052	Allied Health Assistance — Nutrition and Dietetics
HLTSS00053	Allied Health Assistance — Occupational Therapy
HLTSS00054	Allied Health Assistance — Physiotherapy
HLTSS00055	Allied Health Assistance — Podiatry
HLTSS00056	Allied Health Assistance — Social Work
HLTSS00057	Allied Health Assistance — Speech Pathology
HLTSS00061	Food Safety Supervision Skill Set — For Community Services and Health Industries