

Subsidy Calculator User Manual

23 June 2018

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Installation

WARNING FOR USERS WITH A PREVIOUS VERSION OF THE SUBSIDY CALCULATOR INSTALLED

Installing this program will override any previous versions of the Subsidy Calculator stored on this computer and you will not be able to generate calculations based on previous subsidy levels. It is strongly recommended that you consult the Skills for All Training Provider Handbook for advice on accessing previous subsidy levels.

Minimum Requirements

- PC or PC compatible (the Subsidy Calculator will not function correctly on an Apple Mac)
- Microsoft Excel 2003 or later
- Minimum screen resolution of 1280 x 800

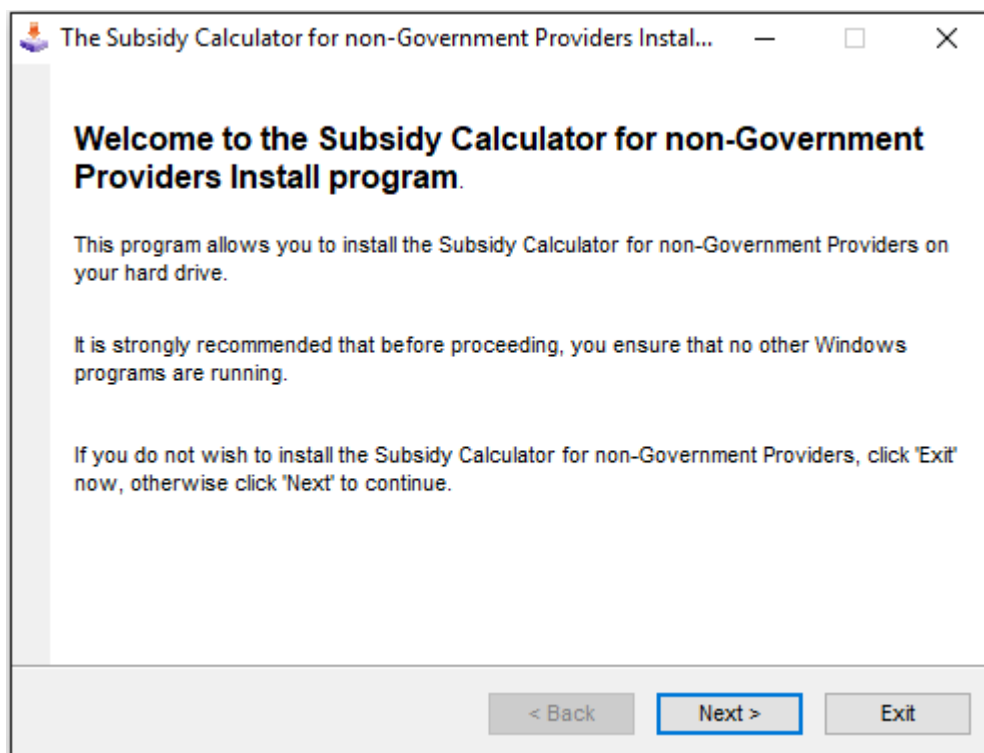
Downloading the Subsidy Calculator

To download the calculator, go to <http://sfaproviderapplication.statedevelopment.sa.gov.au>. You will be required to login.

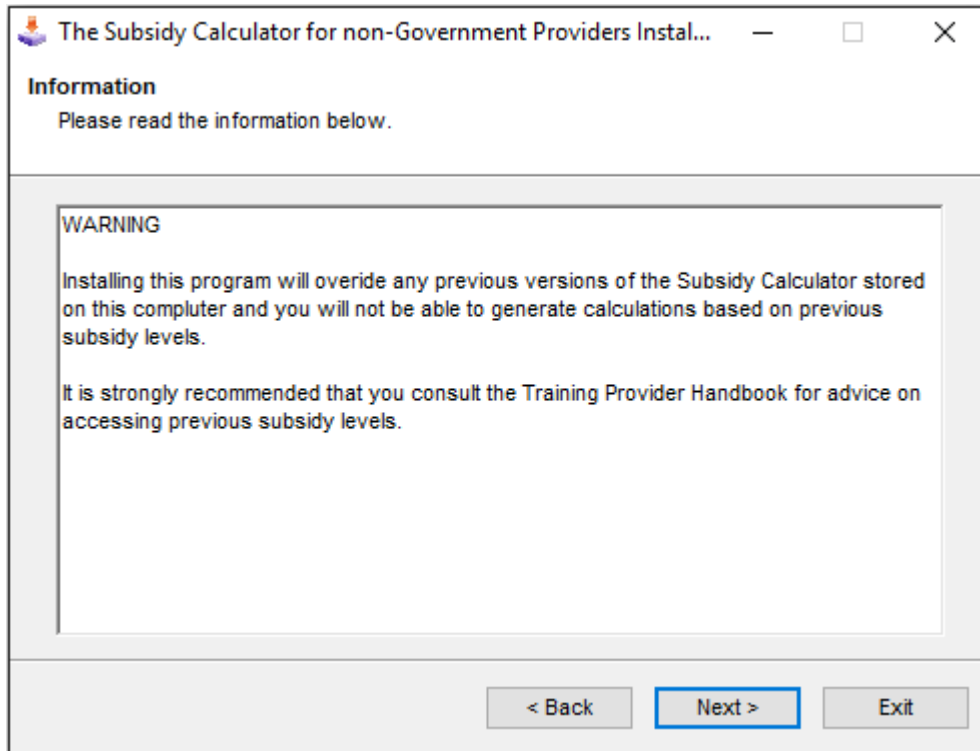
Installing the Subsidy Calculator

After you download the file, run the executable file, Subsidy Calculator for Non-TAFE SA Providers. The below screen will appear. Click the 'Next' button to begin the installation process. You can exit the installation process at any time by clicking the 'Exit' button.

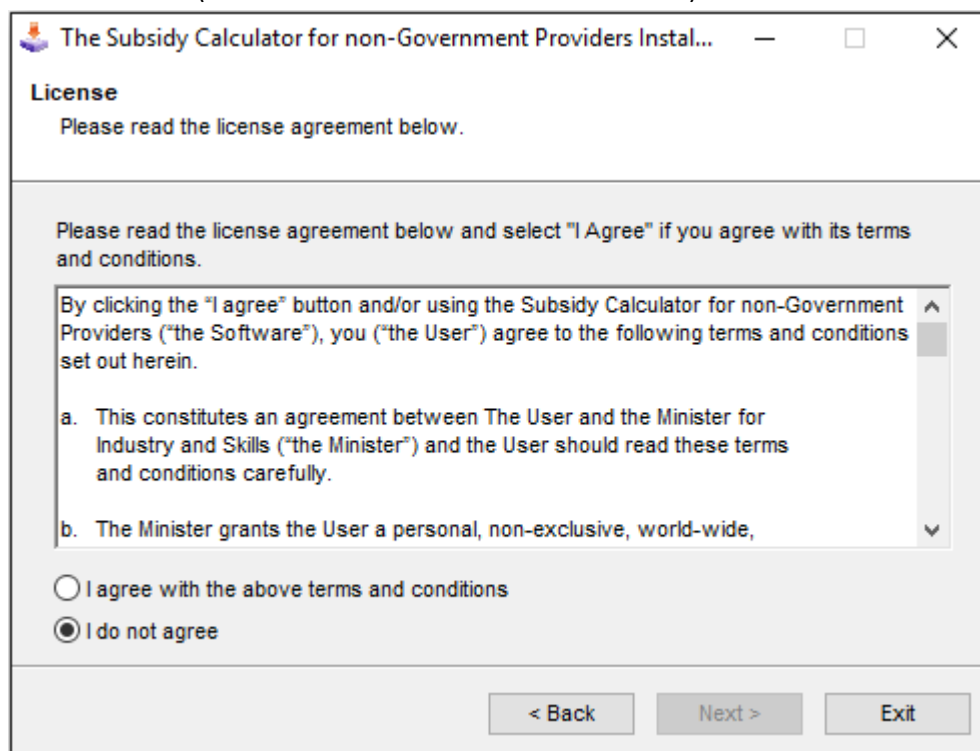
Please note that you may need administrator access to install the calculator. Please contact your local ICT department for further details.



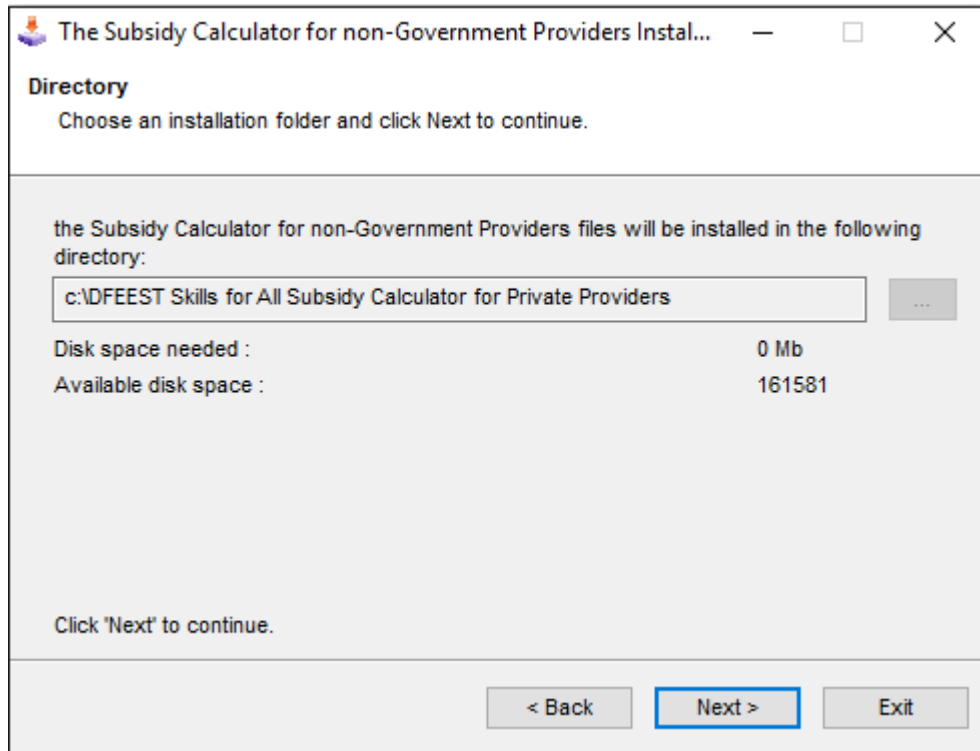
A warning message will appear. Please note this as it refers to accessing previous subsidy levels. Once noted, click the 'Next' button.



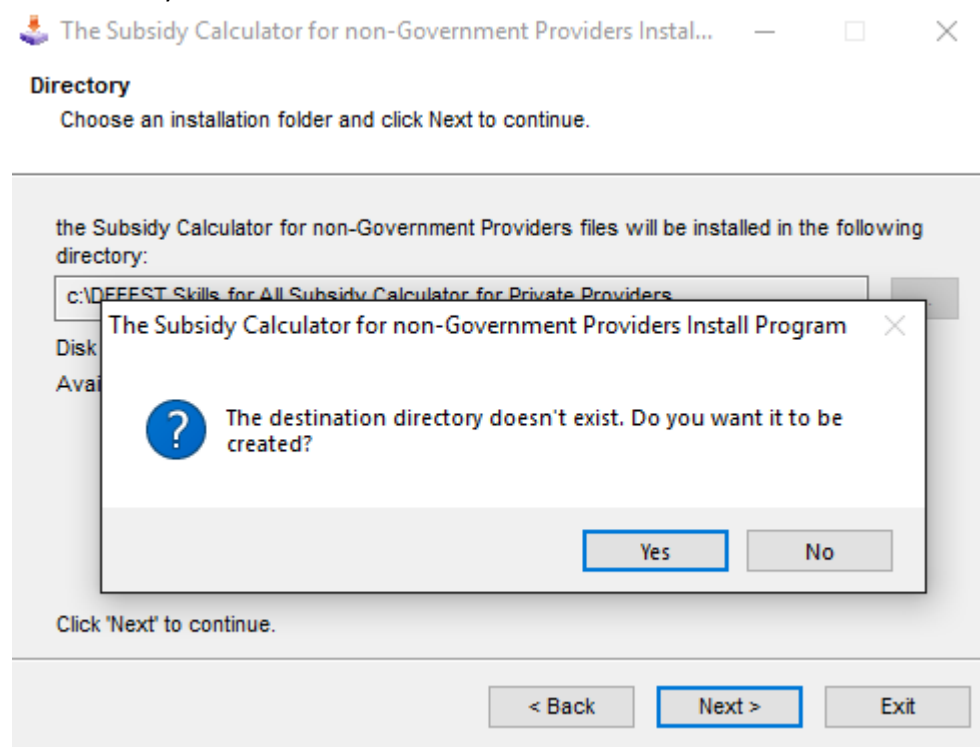
The license agreement will appear. Please read the licence agreement and select 'I agree with the above terms and conditions' and then click the 'Next' button if you agree with them, or click the 'Exit' button if you don't agree with the terms and conditions (NOTE: this will terminate the installation)



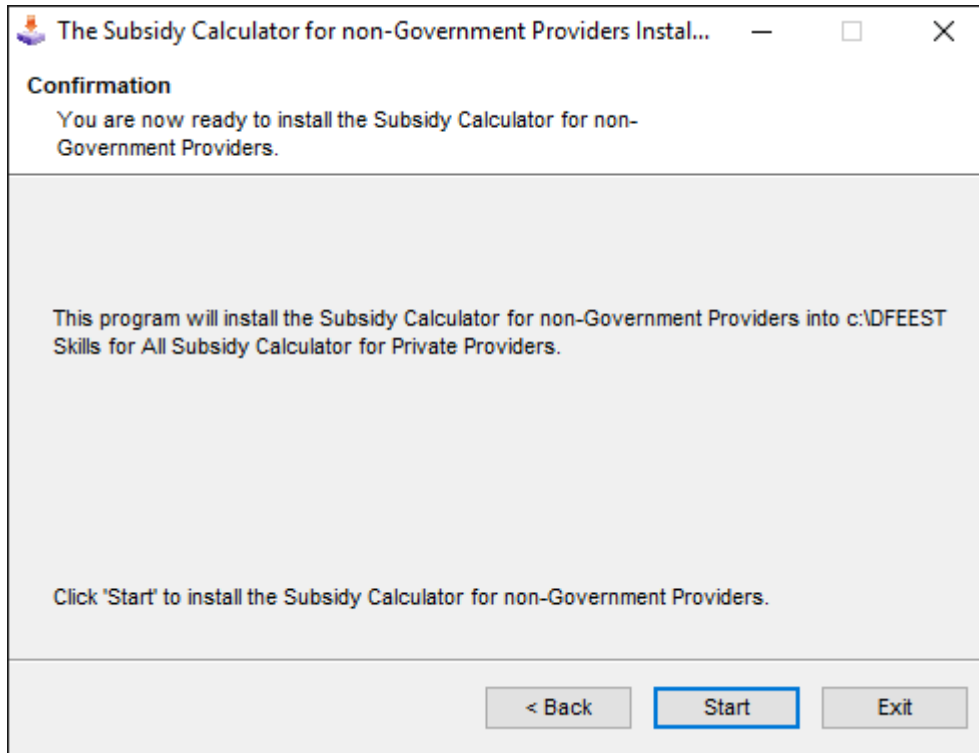
The Subsidy Calculator is installed to your computer C drive in the path C:\DFEEST Skills for All Subsidy Calculator for Private Providers. Please don't change this directory as doing so may result in the Subsidy Calculator not functioning correctly.



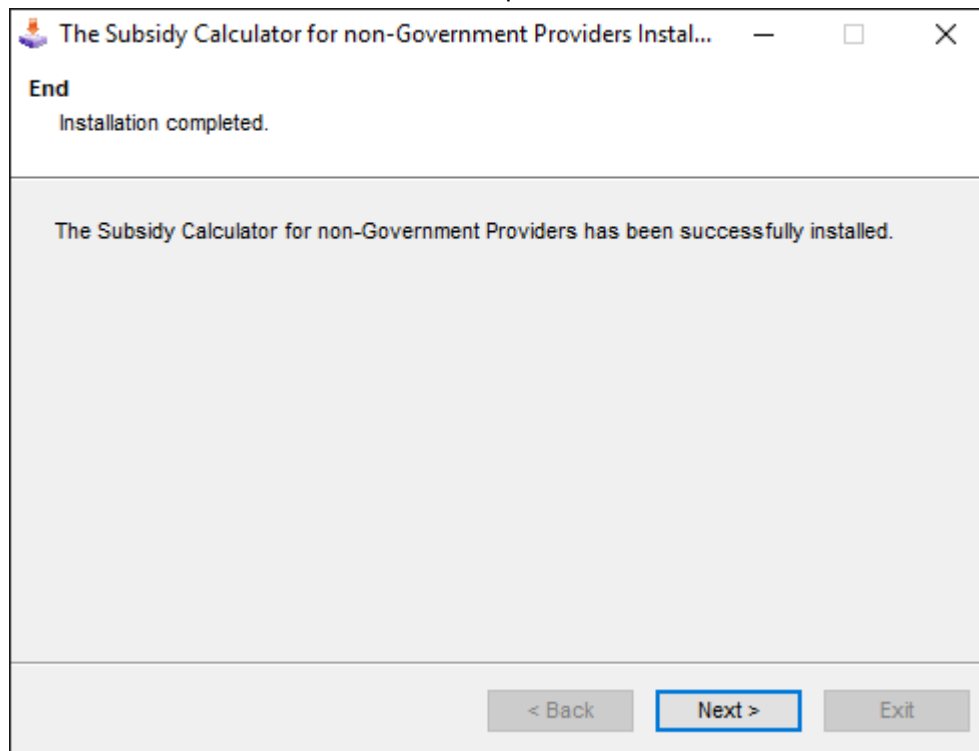
The following message will appear the first time the Subsidy Calculator is installed,. Clicking on 'Yes' will create the folder where the Subsidy Calculator will be installed.



You will be asked to commence the installation the Subsidy Calculator on your computer. Clicking on the 'Start' button will install the Subsidy Calculator on your computer.

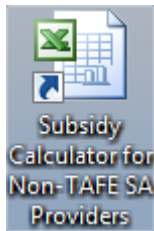


You will receive a notification that the installation is completed. Click the 'Next' button.



Running the Subsidy Calculator

To run the calculator, an icon (shortcut) will be created on your desktop. Double click this icon (pictured below).



Please note that macros will need to be enabled for the calculator to function correctly. Please refer to the appendices for instructions on how to enable macros.

Installing Previous Subsidy Calculators

Installation

Installing a previous Subsidy Calculator release is similar to the process of installing the latest Subsidy Calculator release. To install, simply run the installer relevant to the time period for which you wish to calculate a prior subsidy.

The installer will install the previous Subsidy Calculator release to a new folder. The folder will be named after the Subsidy Calculator version and its release date. For example, the DFEEST Skills for All Subsidy Calculator for non-TAFE SA Providers v2.0 was released on 19 December 2012, so the folder it will be installed to would be named:

- DFEEST Skills for All Subsidy Calculator for Private Providers v2.0 19Dec12.

Running a Previous Subsidy Calculator Release

When installing a previous Subsidy Calculator, a desktop short cut is NOT created. To run the calculator, on your C drive, go to the relevant folder (see above for naming convention) and run the excel file located within. The files will be named 'DFEEST Skills for All Subsidy Calculator for Private Providers.xls' (for non-Government version)

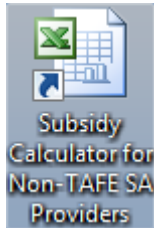
It is important that you DO NOT rename these files. However, the folder that houses these file CAN be renamed (if desired).

The user guide can then be used for queries regarding using the Subsidy Calculator, and ensuring it functions correctly on your PC.

Using the Subsidy Calculator

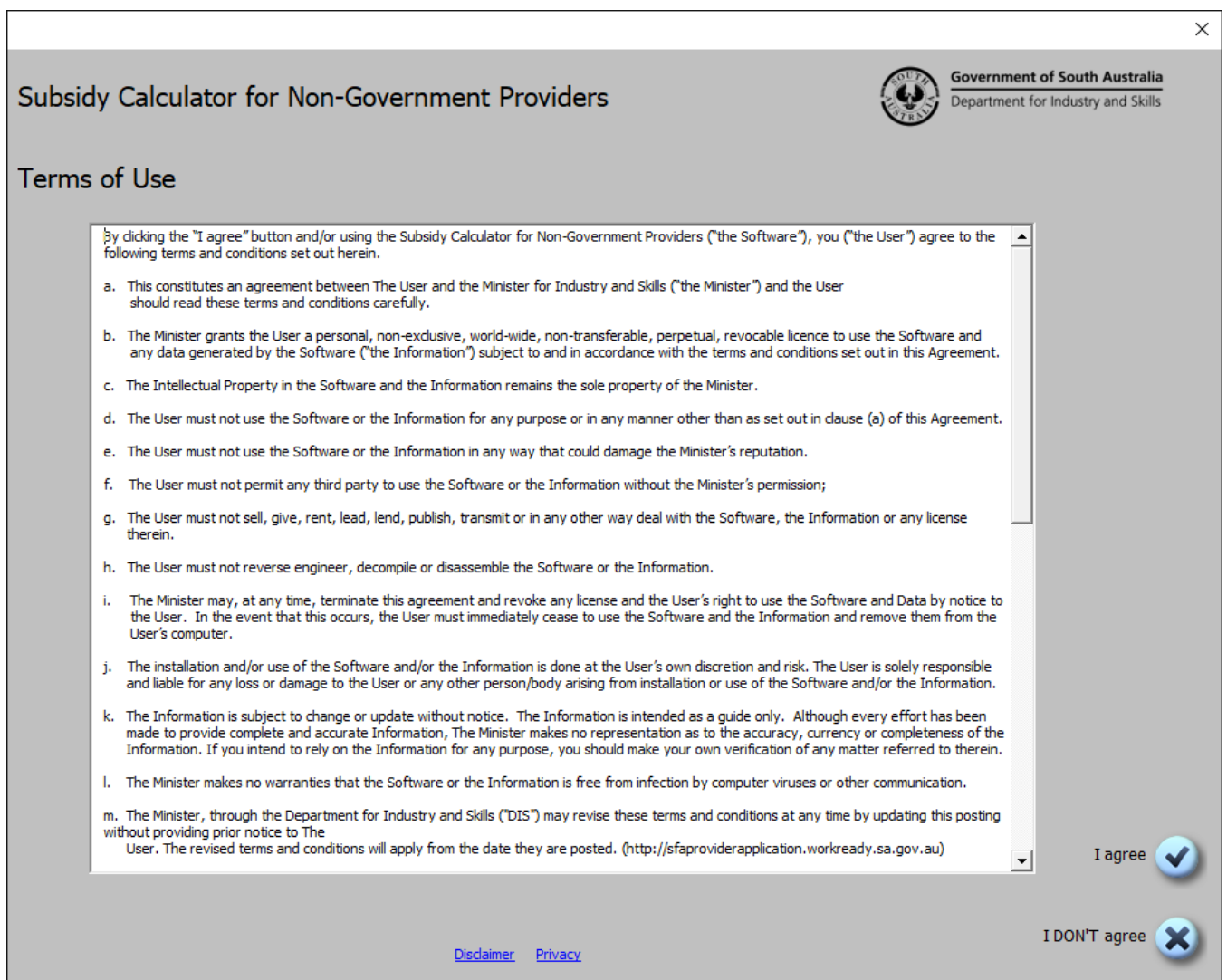
Starting the Subsidy Calculator

To run the calculator, an icon (shortcut) will be created on your desktop. Double click this icon (pictured below).



Please note that macros will need to be enabled for the calculator to function correctly. Please refer to the appendices for instructions on how to enable macros.

Once the calculator has been opened and macros have been enabled in Microsoft Excel, the disclaimer will appear. Please read the disclaimer. A copy of the disclaimer is located on the website (<http://sfaproviderapplication.statedevelopment.sa.gov.au>).



The screenshot shows a window titled "Subsidy Calculator for Non-Government Providers" with the Government of South Australia logo and name in the top right corner. The main heading is "Terms of Use". Below this is a scrollable text area containing the following text:

By clicking the "I agree" button and/or using the Subsidy Calculator for Non-Government Providers ("the Software"), you ("the User") agree to the following terms and conditions set out herein.

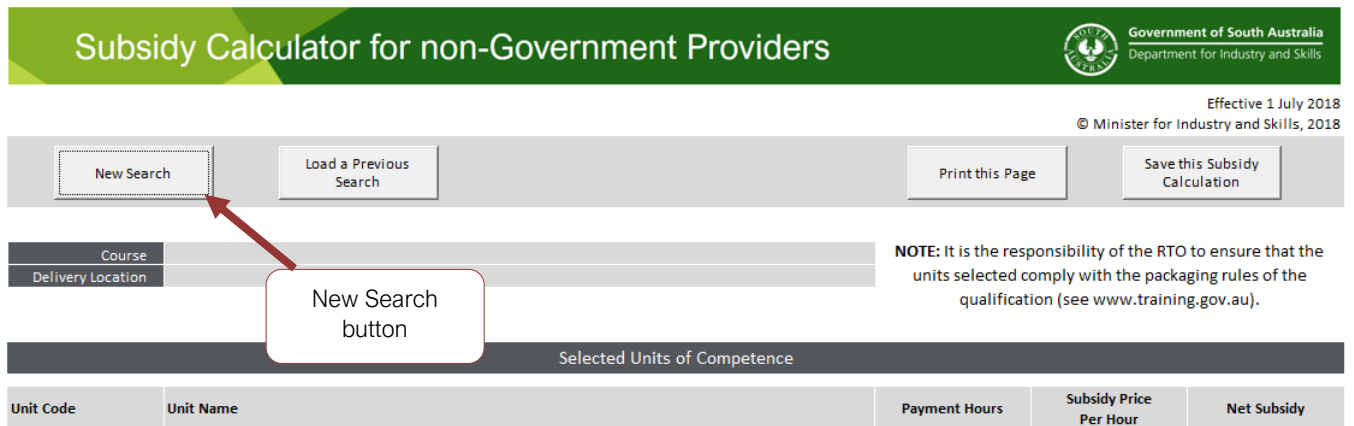
- This constitutes an agreement between The User and the Minister for Industry and Skills ("the Minister") and the User should read these terms and conditions carefully.
- The Minister grants the User a personal, non-exclusive, world-wide, non-transferable, perpetual, revocable licence to use the Software and any data generated by the Software ("the Information") subject to and in accordance with the terms and conditions set out in this Agreement.
- The Intellectual Property in the Software and the Information remains the sole property of the Minister.
- The User must not use the Software or the Information for any purpose or in any manner other than as set out in clause (a) of this Agreement.
- The User must not use the Software or the Information in any way that could damage the Minister's reputation.
- The User must not permit any third party to use the Software or the Information without the Minister's permission;
- The User must not sell, give, rent, lead, lend, publish, transmit or in any other way deal with the Software, the Information or any license therein.
- The User must not reverse engineer, decompile or disassemble the Software or the Information.
- The Minister may, at any time, terminate this agreement and revoke any license and the User's right to use the Software and Data by notice to the User. In the event that this occurs, the User must immediately cease to use the Software and the Information and remove them from the User's computer.
- The installation and/or use of the Software and/or the Information is done at the User's own discretion and risk. The User is solely responsible and liable for any loss or damage to the User or any other person/body arising from installation or use of the Software and/or the Information.
- The Information is subject to change or update without notice. The Information is intended as a guide only. Although every effort has been made to provide complete and accurate Information, The Minister makes no representation as to the accuracy, currency or completeness of the Information. If you intend to rely on the Information for any purpose, you should make your own verification of any matter referred to therein.
- The Minister makes no warranties that the Software or the Information is free from infection by computer viruses or other communication.
- The Minister, through the Department for Industry and Skills ("DIS") may revise these terms and conditions at any time by updating this posting without providing prior notice to The User. The revised terms and conditions will apply from the date they are posted. (<http://sfaproviderapplication.workready.sa.gov.au>)

At the bottom right of the scrollable area, there are two buttons: "I agree" with a blue checkmark icon, and "I DON'T agree" with a red X icon. At the bottom center of the window, there are two links: "Disclaimer" and "Privacy".

Creating a New Subsidy Calculation

Once you agree to the terms and conditions, the 'Calculation' home page will appear. On this page you can navigate through the function of the Subsidy Calculator. There calculator name is displayed in the banner at the top and the effective date is displayed below it (please note the date to ensure you are using the latest version of the calculator).

To begin calculating a subsidy, click the 'New Search' button.



Subsidy Calculator for non-Government Providers

Government of South Australia
Department for Industry and Skills

Effective 1 July 2018
© Minister for Industry and Skills, 2018

New Search Load a Previous Search Print this Page Save this Subsidy Calculation

Course
Delivery Location

NOTE: It is the responsibility of the RTO to ensure that the units selected comply with the packaging rules of the qualification (see www.training.gov.au).

Selected Units of Competence

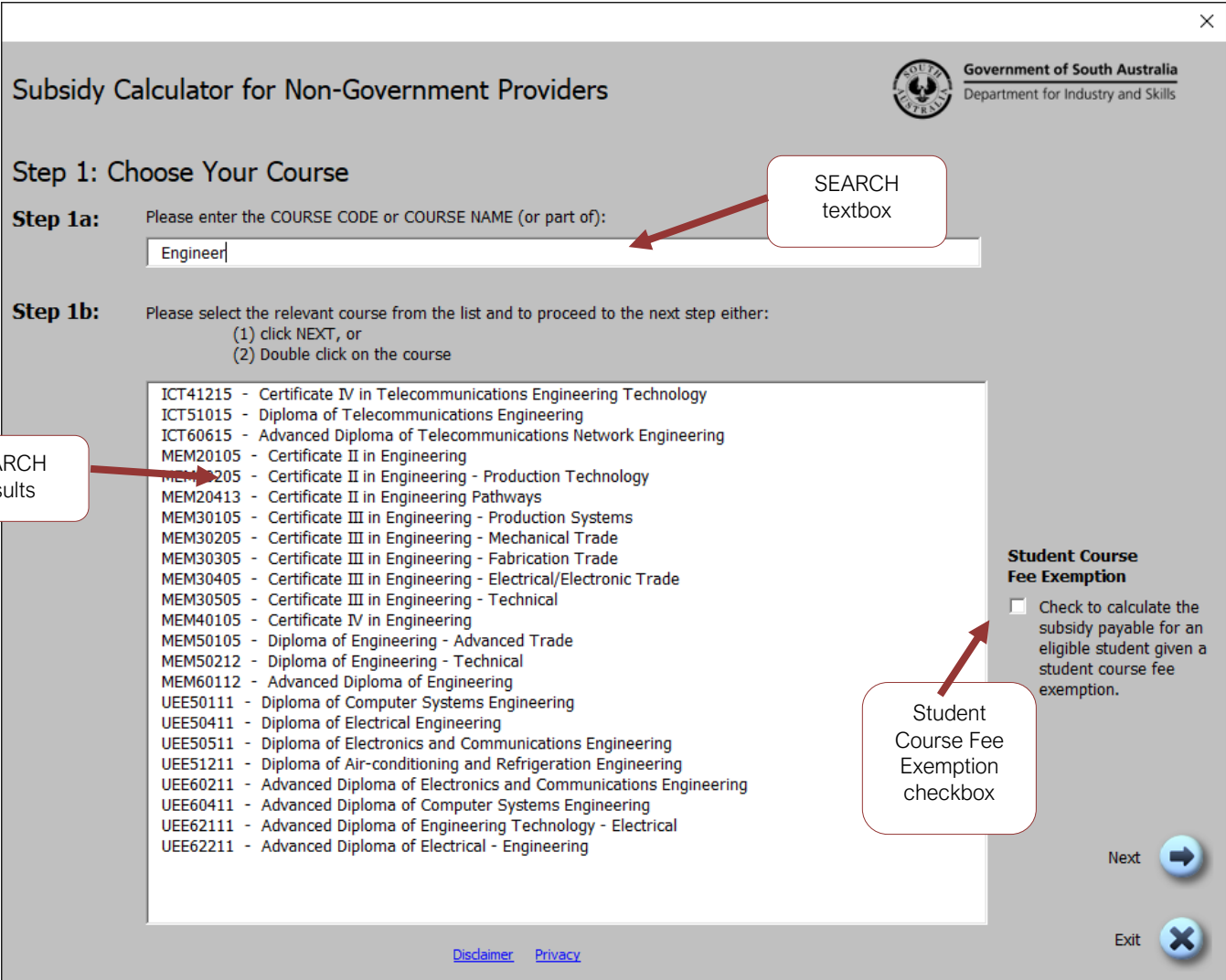
Unit Code	Unit Name	Payment Hours	Subsidy Price Per Hour	Net Subsidy
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Choosing a Course

On this screen you can select a course (or skill set) to calculate a subsidy for.

To assist in the selection, the calculator contains a search function which allows you to search for a course code, a course name, or a combination of both. To search for a course, enter the text string you want to search for in the 'SEARCH' textbox and results will automatically be displayed. The successful matches (from your search) will be listed. To select a course and go to the next step, double-click on the course or select the course and then click the next button.

For a user wanting to calculate the subsidy payable for a student eligible for a **Student Course Fee Exemption**, check the 'Student Course Fee Exemption' checkbox.



Subsidy Calculator for Non-Government Providers

Government of South Australia
Department for Industry and Skills

Step 1: Choose Your Course

Step 1a: Please enter the COURSE CODE or COURSE NAME (or part of):

Engineer

Step 1b: Please select the relevant course from the list and to proceed to the next step either:
(1) click NEXT, or
(2) Double click on the course

SEARCH results

- ICT41215 - Certificate IV in Telecommunications Engineering Technology
- ICT51015 - Diploma of Telecommunications Engineering
- ICT60615 - Advanced Diploma of Telecommunications Network Engineering
- MEM20105 - Certificate II in Engineering
- MEM20205 - Certificate II in Engineering - Production Technology
- MEM20413 - Certificate II in Engineering Pathways
- MEM30105 - Certificate III in Engineering - Production Systems
- MEM30205 - Certificate III in Engineering - Mechanical Trade
- MEM30305 - Certificate III in Engineering - Fabrication Trade
- MEM30405 - Certificate III in Engineering - Electrical/Electronic Trade
- MEM30505 - Certificate III in Engineering - Technical
- MEM40105 - Certificate IV in Engineering
- MEM50105 - Diploma of Engineering - Advanced Trade
- MEM50212 - Diploma of Engineering - Technical
- MEM60112 - Advanced Diploma of Engineering
- UEE50111 - Diploma of Computer Systems Engineering
- UEE50411 - Diploma of Electrical Engineering
- UEE50511 - Diploma of Electronics and Communications Engineering
- UEE51211 - Diploma of Air-conditioning and Refrigeration Engineering
- UEE60211 - Advanced Diploma of Electronics and Communications Engineering
- UEE60411 - Advanced Diploma of Computer Systems Engineering
- UEE62111 - Advanced Diploma of Engineering Technology - Electrical
- UEE62211 - Advanced Diploma of Electrical - Engineering

Student Course Fee Exemption

Check to calculate the subsidy payable for an eligible student given a student course fee exemption.

Next

Exit

[Disclaimer](#) [Privacy](#)

Note: The search looks for the EXACT words that you enter, so in order to maximise your chances of a successful search, enter part of the course code or part of the course name. For example, when searching for 'MEM40105 Certificate IV in Engineering', enter the text 'MEM4' or 'Engineer'.

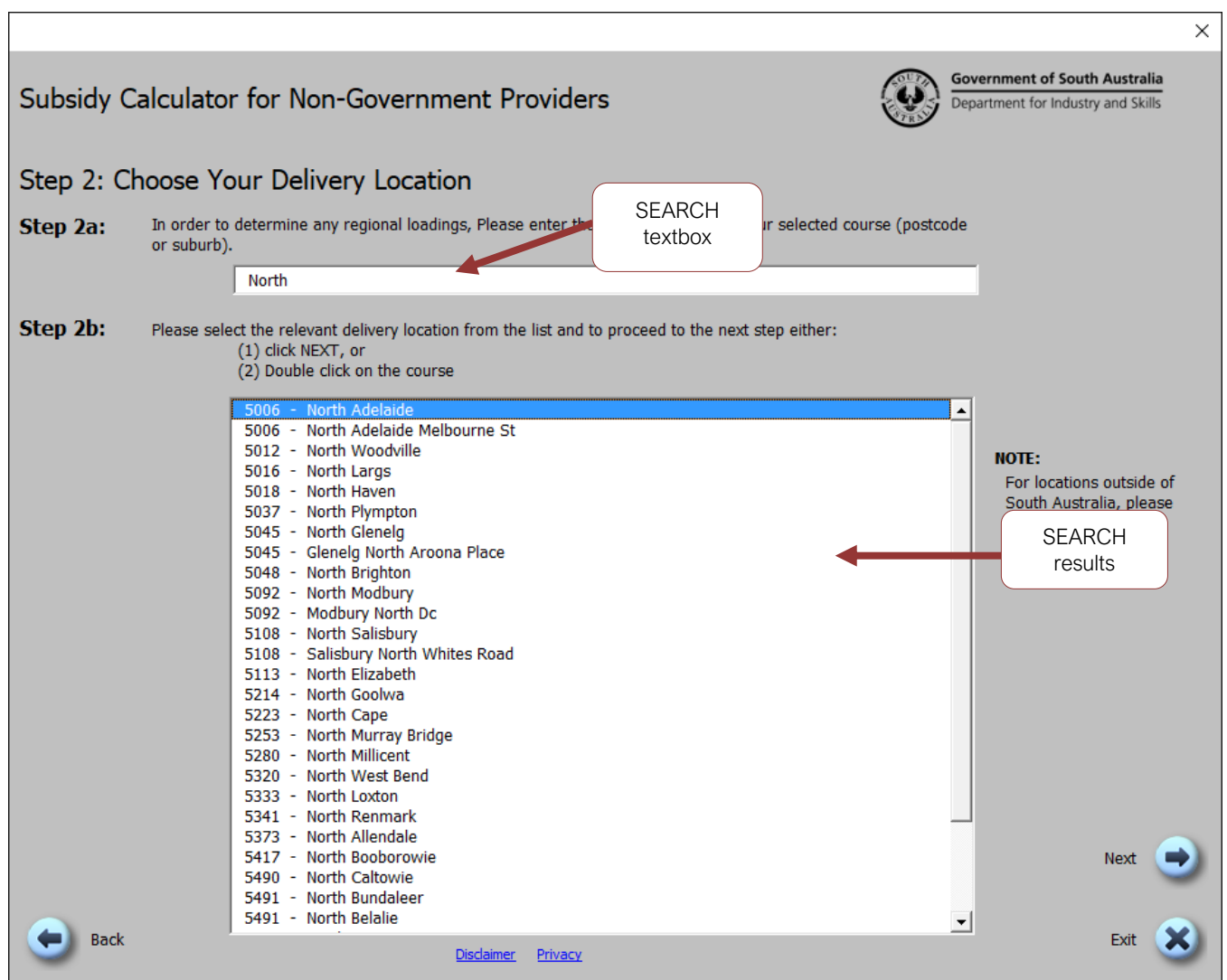
Choose a Delivery Location

This screen allows you to select a **Delivery Location** for your subsidy calculations.

The functionality of this screen is similar to the previous screen as it has a search function and you can select the delivery location from the available list.

A user can search by 'Postcode' or 'Suburb' (or a combination of the two). As in section 4, to maximise your chances of a successful search, search on small text strings. For example, searching for "5001 Adelaide" will not result in any matches, whereas searching for "5001" or "Adelaide" will result in a successful search.

To select a delivery location, double-click on the location (in the list box), or select the location from the list box and click the next button.



Subsidy Calculator for Non-Government Providers

Government of South Australia
Department for Industry and Skills

Step 2: Choose Your Delivery Location

Step 2a: In order to determine any regional loadings, Please enter the **SEARCH** or selected course (postcode or suburb).

SEARCH textbox

North

Step 2b: Please select the relevant delivery location from the list and to proceed to the next step either:
(1) click NEXT, or
(2) Double click on the course

5006 - North Adelaide
5006 - North Adelaide Melbourne St
5012 - North Woodville
5016 - North Largs
5018 - North Haven
5037 - North Plympton
5045 - North Glenelg
5045 - Glenelg North Aroona Place
5048 - North Brighton
5092 - North Modbury
5092 - Modbury North Dc
5108 - North Salisbury
5108 - Salisbury North Whites Road
5113 - North Elizabeth
5214 - North Goolwa
5223 - North Cape
5253 - North Murray Bridge
5280 - North Millicent
5320 - North West Bend
5333 - North Loxton
5341 - North Renmark
5373 - North Allendale
5417 - North Booborowie
5490 - North Caltowie
5491 - North Bundaleer
5491 - North Belalie

NOTE:
For locations outside of South Australia, please

SEARCH results

Back Next Exit

[Disclaimer](#) [Privacy](#)

Select Units of Competency

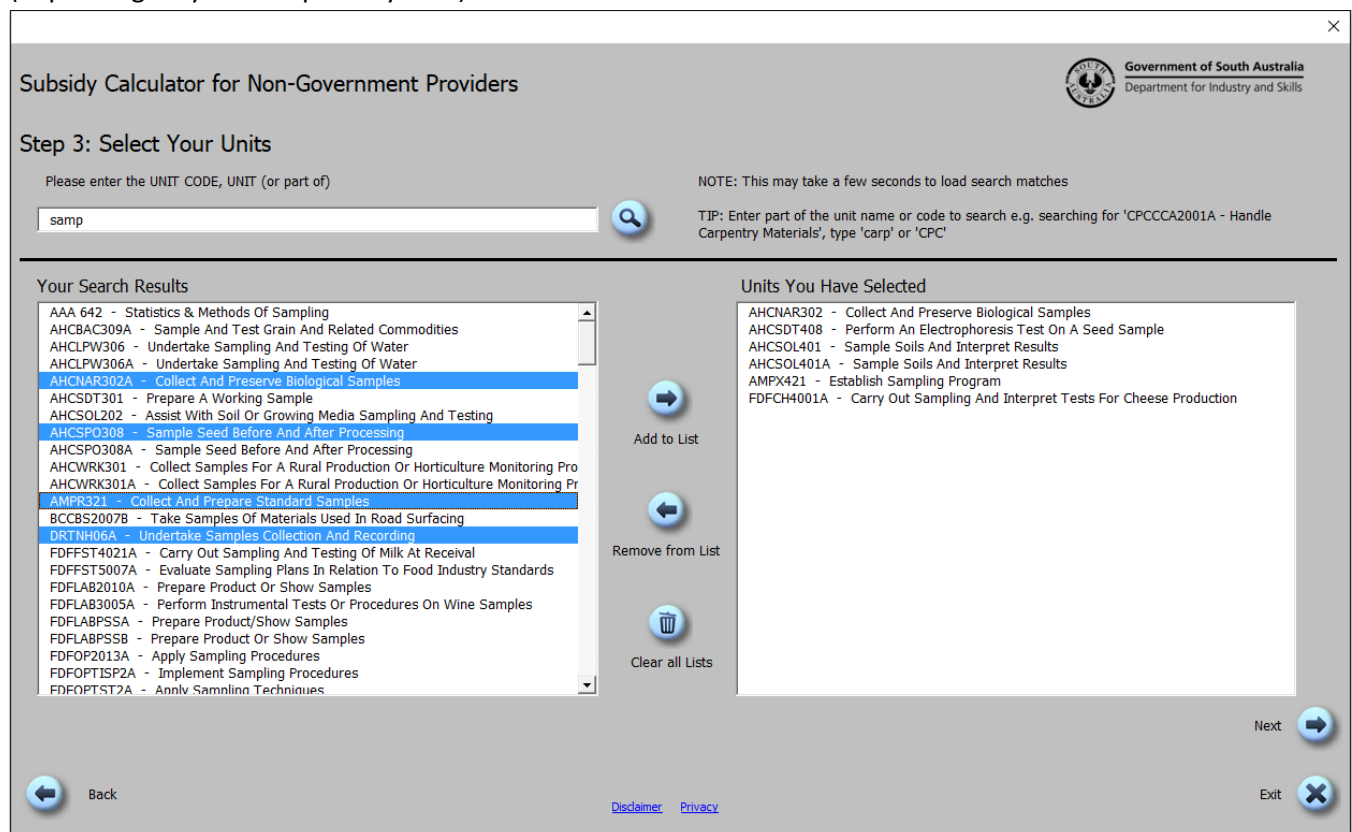
Note: It is the responsibility of the Registered Training Organisation (RTO) to ensure that the units selected comply with the packaging rules of the qualification (see www.training.gov.au).

This screen contains a search function which allows you to search for a unit code, a unit name, or a combination of both. You can either click the 'Search' button or hit the 'Enter' key on your keyboard to search. To maximise your chances of a successful search, search on text strings using 5-10 characters.

To add units of competency to your search list, select them from the left-hand list. You can add multiple units to the list by holding down CTRL (for non-sequential units) and selecting the units or holding down SHIFT (for sequential units) and selecting the units. You can remove unwanted units from the right-hand list by selecting the unit and either clicking the 'Remove from List' button (to remove a single unit) or 'Reset this Section' (to remove all units).

Once you are happy with your list, click the 'Next' button.

Note: There is a large underlying database for the calculator and this process may appear to be slow and jumpy (depending on your computer system).



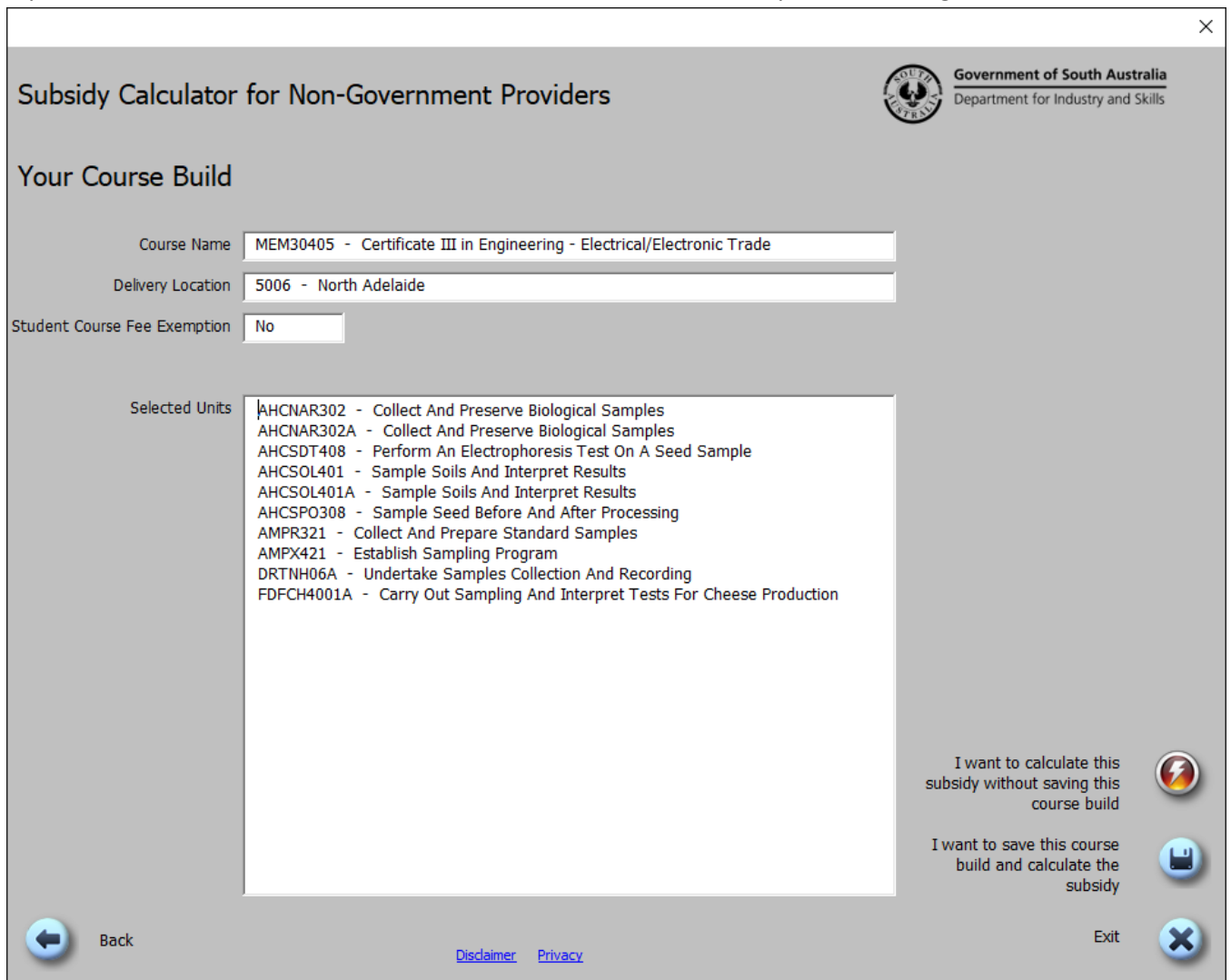
The screenshot shows the 'Subsidy Calculator for Non-Government Providers' interface. The title bar includes the Government of South Australia logo and name. The main heading is 'Step 3: Select Your Units'. Below this, there is a search input field containing 'samp' and a search button. A note states: 'NOTE: This may take a few seconds to load search matches'. A tip below the search field says: 'TIP: Enter part of the unit name or code to search e.g. searching for 'CPCCA2001A - Handle Carpentry Materials', type 'carp' or 'CPC''. The interface is divided into two main sections: 'Your Search Results' on the left and 'Units You Have Selected' on the right. The 'Your Search Results' list contains 28 units, with several highlighted in blue. The 'Units You Have Selected' list contains 5 units. Between the two lists are three buttons: 'Add to List' (right arrow), 'Remove from List' (left arrow), and 'Clear all Lists' (trash icon). At the bottom, there are 'Back' (left arrow), 'Next' (right arrow), and 'Exit' (X icon) buttons. A 'Disclaimer' and 'Privacy' link are also present at the bottom center.

Confirming Your Selection

This screen shows you what you have selected. If you are happy with your selections you can either save this list or calculate the subsidy for this list. If you are not happy with your selection, press the 'Back' button to access the previous screens to change your selection.

Saving the list allows you to remember this combination of course, delivery location and units so when newly updated subsidy list are release, you don't have to rebuild the course. To save the list, press the 'I want to save this course build and calculate the subsidy'.

If you don't want to save the list, click the 'I want to calculate the subsidy without saving this course build' button.



Subsidy Calculator for Non-Government Providers

Government of South Australia
Department for Industry and Skills

Your Course Build

Course Name: MEM30405 - Certificate III in Engineering - Electrical/Electronic Trade

Delivery Location: 5006 - North Adelaide

Student Course Fee Exemption: No

Selected Units:

- AHCNAR302 - Collect And Preserve Biological Samples
- AHCNAR302A - Collect And Preserve Biological Samples
- AHCSDT408 - Perform An Electrophoresis Test On A Seed Sample
- AHCSOL401 - Sample Soils And Interpret Results
- AHCSOL401A - Sample Soils And Interpret Results
- AHCSPO308 - Sample Seed Before And After Processing
- AMPR321 - Collect And Prepare Standard Samples
- AMPX421 - Establish Sampling Program
- DRTNH06A - Undertake Samples Collection And Recording
- FDFCH4001A - Carry Out Sampling And Interpret Tests For Cheese Production

I want to calculate this subsidy without saving this course build

I want to save this course build and calculate the subsidy

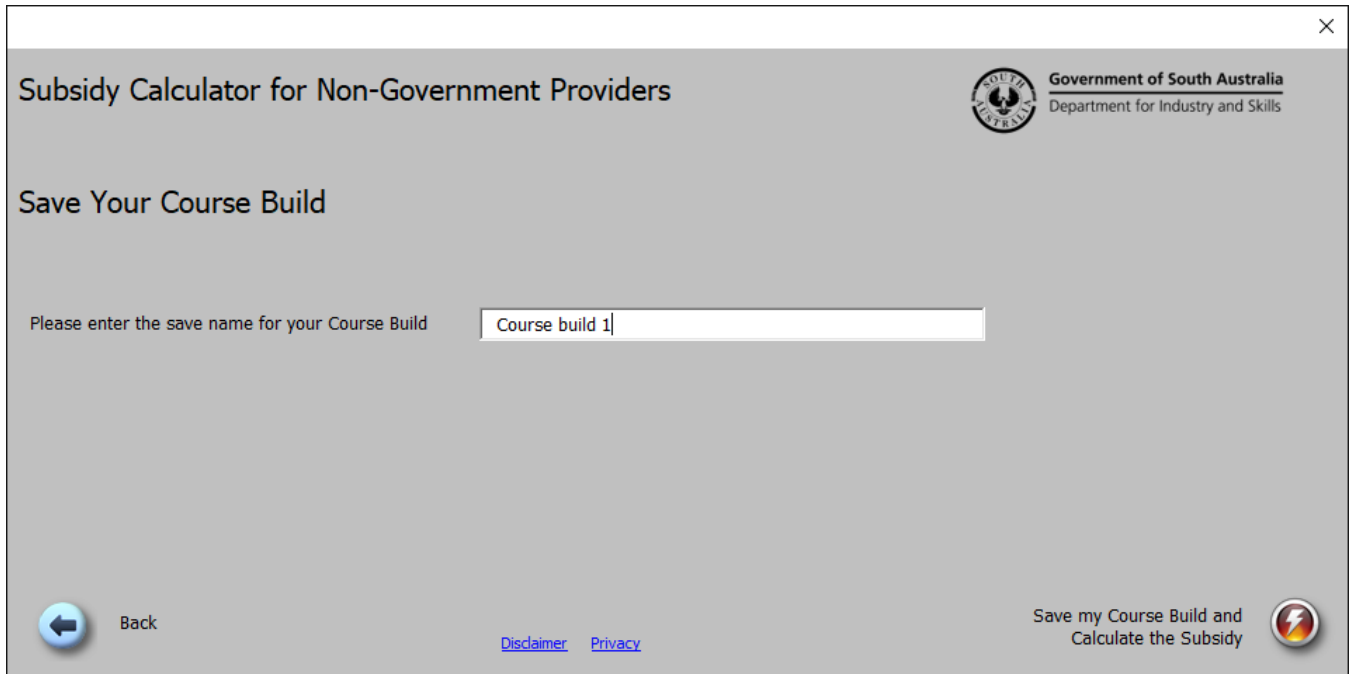
Back

Disclaimer Privacy

Exit

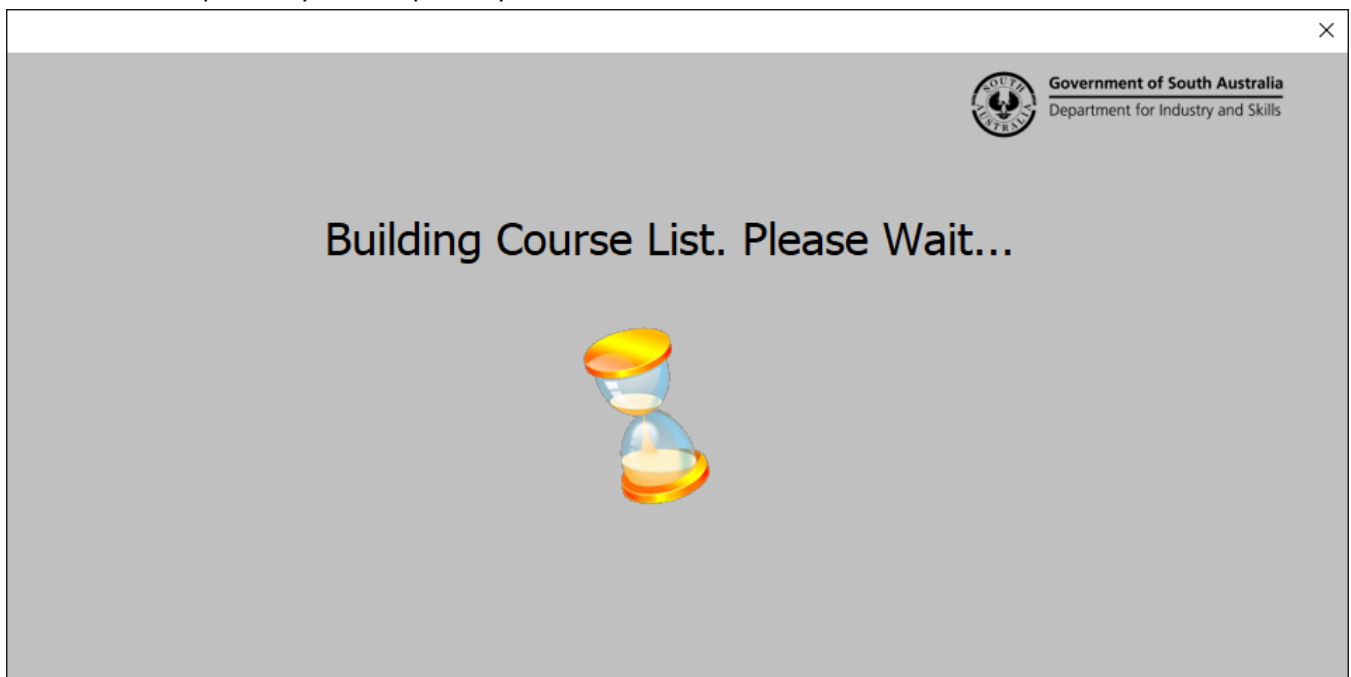
Saving Your Course Build

If you chose to save your Course Build, you are required to enter a name. Once you have successfully entered a name, click the 'Save my Course Build and Calculate the Subsidy' button.



Building the Course List

The course list will then be calculated and built. This may take a few seconds depending on the size of your course and the speed of your computer system.



Results of Subsidy Calculation

Your results of your calculation will be displayed in the Worksheet as well as the calculation date, and any notes regarding the calculation.

You then can:

- Refine your search (clicking on the 'Refine Your Selection' button) – this allows you to make modification to the course, delivery location or units of competency.
- Print the current page (clicking on the 'Print this Page' button) – this send this page to the printer.
- Save the current page (clicking on the 'Save this Subsidy Calculation' button) – this saves the results of this calculation.
- Load a previous search (clicking on the 'Load a Previous Search' button) – this allows the user to load a previous selection.

Subsidy Calculator for non-Government Providers

Government of South Australia
Department for Industry and Skills

Effective 1 July 2018
 © Minister for Industry and Skills, 2018

New Search

Load a Previous Search

Refine Your Selection

Print this Page

Save this Subsidy Calculation

Course	MEM30405 - Certificate III in Engineering - Electrical/Electronic Trade
Delivery Location	5006 - North Adelaide

Course and Delivery Location information

Selected Units of Competence

Unit Code	Unit Name	Payment Hours	Subsidy Price Per Hour	Net Subsidy
AHCNAR302	Collect and preserve biological samples	80 \$	9.27 \$	741.70
AHCNAR302A	Collect and preserve biological samples	80 \$	9.27 \$	741.70
AHCSDT408	Perform an electrophoresis test on a seed sample	100 \$	9.27 \$	927.13
AHCSOL401	Sample soils and interpret results	60 \$	9.89 \$	593.58
AHCSOL401A	Sample soils and interpret results	60 \$	9.89 \$	593.58
AHCSPO308	Sample seed before and after processing	70 \$	9.89 \$	692.51
AMPR321	Collect and prepare standard samples	30 \$	6.16 \$	184.89
AMPX421	Establish	40 \$	6.16 \$	246.51
DRTNH06A	Undertake	70 \$	16.11 \$	1,288.79
DFCH4001A	Carry o	70 \$	7.41 \$	518.44
COMPLETION PAYMENT				\$ 200.00
TOTAL HOURS				670
TOTAL SUBSIDY				\$ 6,728.83
AVERAGE SUBSIDY PER HOUR				\$ 10.04
INDICATIVE MINIMUM STUDENT FEE				\$ 335.00

Unit details

Subsidy estimates

Produced on 27/06/2018

SUBSIDY RECOGNITION OF PRIOR LEARNING:

The Subsidy paid for Units of Competency with the result code 51 or 52 within Certificate III and above Courses will be reduced by 50% for claims submitted after 4 September 2013. In all versions of the Subsidy Calculator, the calculation returned is the estimated subsidy prior to any reduction for recognition of prior learning.

1. Use of the Software and the Information is at your own risk.
2. The Minister makes no warranty as to the accuracy for the Information and it may change from time to time at the Minister's discretion. You should not rely on this information and you should make appropriate independent enquiries to verify the information.
3. Pricing may change at any time. This presentation of the Information and the prices set out herein are not an offer to contract with you on these terms. Any such arrangement will be the subject of a separate agreement.
4. The information is produced for personal use only. You are not permitted to reproduce, broadcast, publish or otherwise manipulate the data contained herein.
5. It is the responsibility of the Training Provider to refer to their Contract, the Subsidised Training List, the Subsidy Framework Document and other official correspondence for additional information and the detailed conditions relating to a Subsidy.

If you are having technical difficulties or need advice in interpreting this information, please contact the Skills and Employment Infoline on 1800 506 266.

Calculation notes

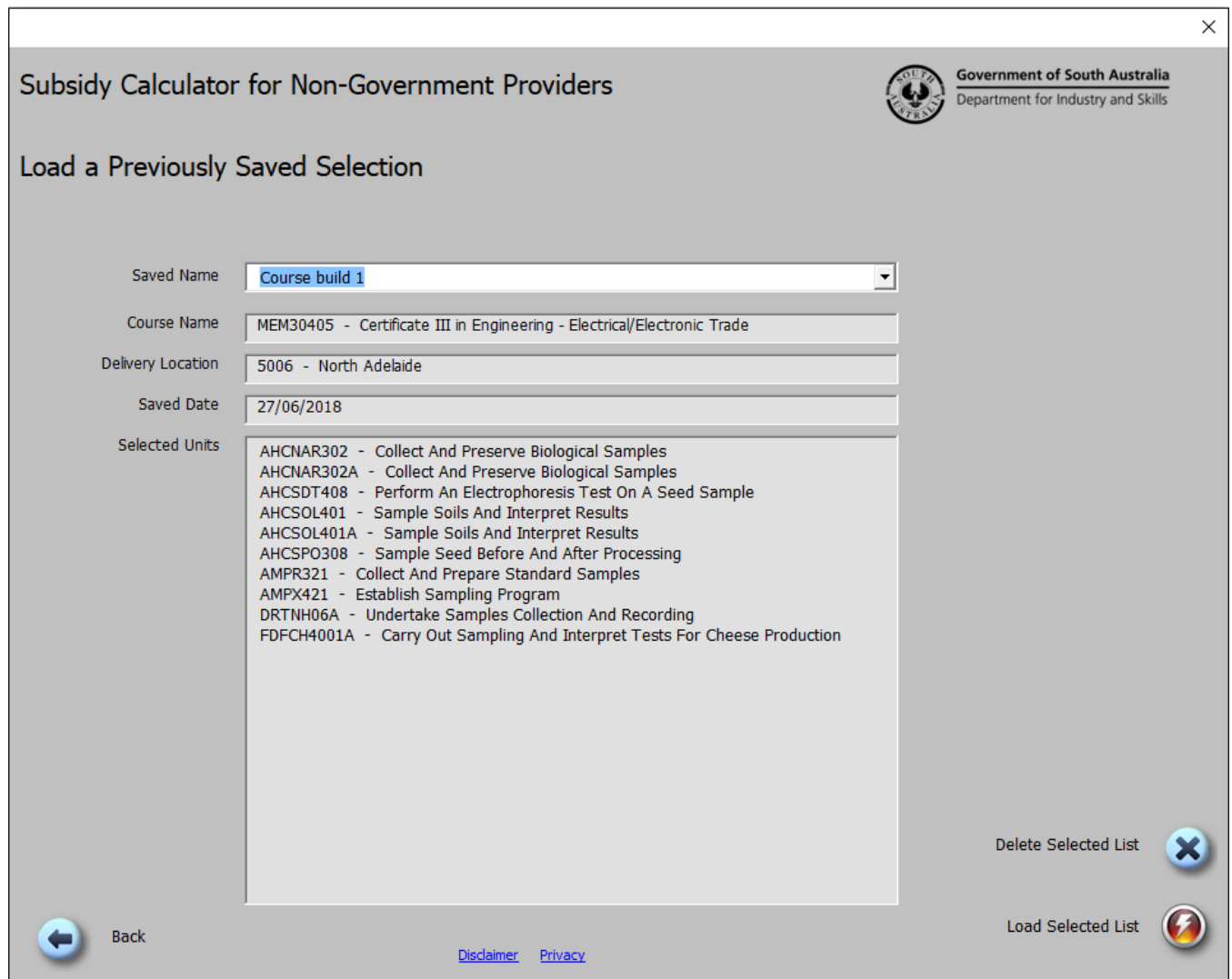
Loading a Previously Saved Selection

This screen allows you to load a previously saved selection of units. To load a previously saved selection of units, click on the drop down box (next to the 'Saved Name' label). The list of previous saved selection names will appear. Select the one you wish to load. The details will appear. To load the selection, click the 'Load Selected List' button and the load list subsidy prices will be calculated.

To delete a saved list, follow the steps above and instead of clicking the 'Load Selected List' button, click the 'Delete Saved List' button.

Note:

1. If the saved selection was saved for a Student Course Fee Exemption, a message will appear on screen notifying you of this.
2. Loading a previously saved selection WON'T load the subsidy at the time the selection was saved. I will re-calculate the subsidy based on prices in this subsidy calculator.



The screenshot shows a web application window titled "Subsidy Calculator for Non-Government Providers". The page header includes the Government of South Australia logo and the Department for Industry and Skills. The main heading is "Load a Previously Saved Selection".

The form contains the following fields:

- Saved Name:** A dropdown menu with "Course build 1" selected.
- Course Name:** MEM30405 - Certificate III in Engineering - Electrical/Electronic Trade
- Delivery Location:** 5006 - North Adelaide
- Saved Date:** 27/06/2018
- Selected Units:** A list of units including:
 - AHCNAR302 - Collect And Preserve Biological Samples
 - AHCNAR302A - Collect And Preserve Biological Samples
 - AHCSDT408 - Perform An Electrophoresis Test On A Seed Sample
 - AHCSOL401 - Sample Soils And Interpret Results
 - AHCSOL401A - Sample Soils And Interpret Results
 - AHCSPO308 - Sample Seed Before And After Processing
 - AMP321 - Collect And Prepare Standard Samples
 - AMPX421 - Establish Sampling Program
 - DRTNH06A - Undertake Samples Collection And Recording
 - FDCH4001A - Carry Out Sampling And Interpret Tests For Cheese Production

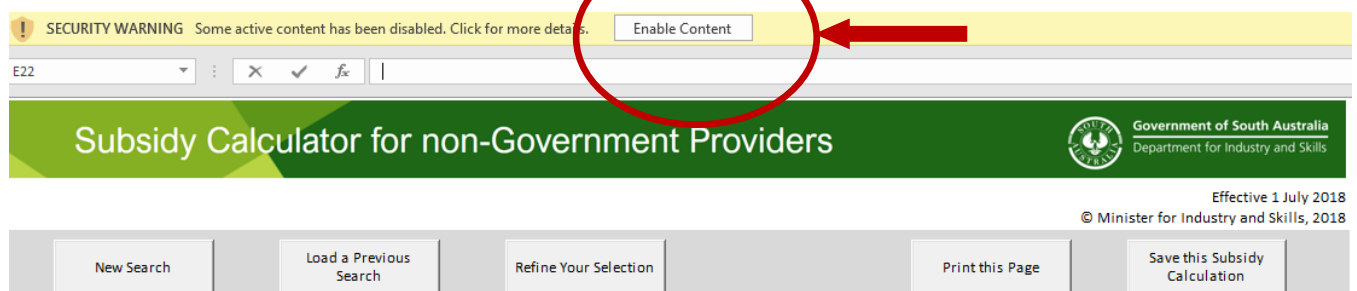
At the bottom right, there are two buttons: "Delete Selected List" (with a red 'X' icon) and "Load Selected List" (with a lightning bolt icon). At the bottom left, there is a "Back" button (with a left arrow icon). In the center bottom, there are links for "Disclaimer" and "Privacy".

Appendix 1 – Enabling Macros in Microsoft Excel 2007 or later

When loading the subsidy price calculator, you may get one of two messages regarding macros in Microsoft Excel. If the below message appears, click 'Enable Macros' to for the tool to function correctly.



If the below message appears, click 'Enable Content' for the tool to function correctly.

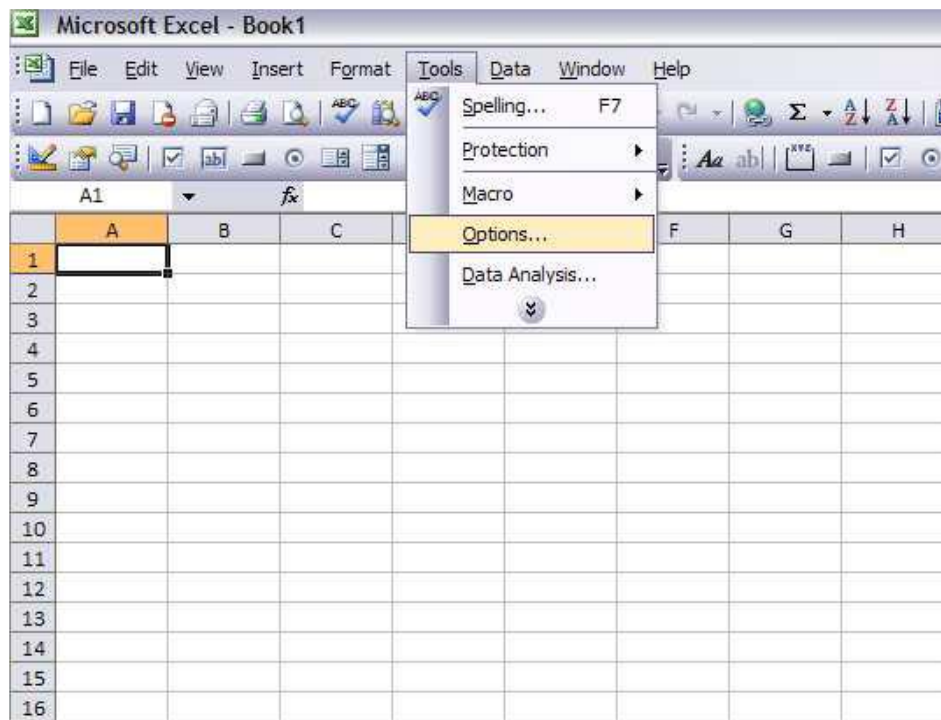


Appendix 2 – Enabling Macros in Microsoft Excel 2003

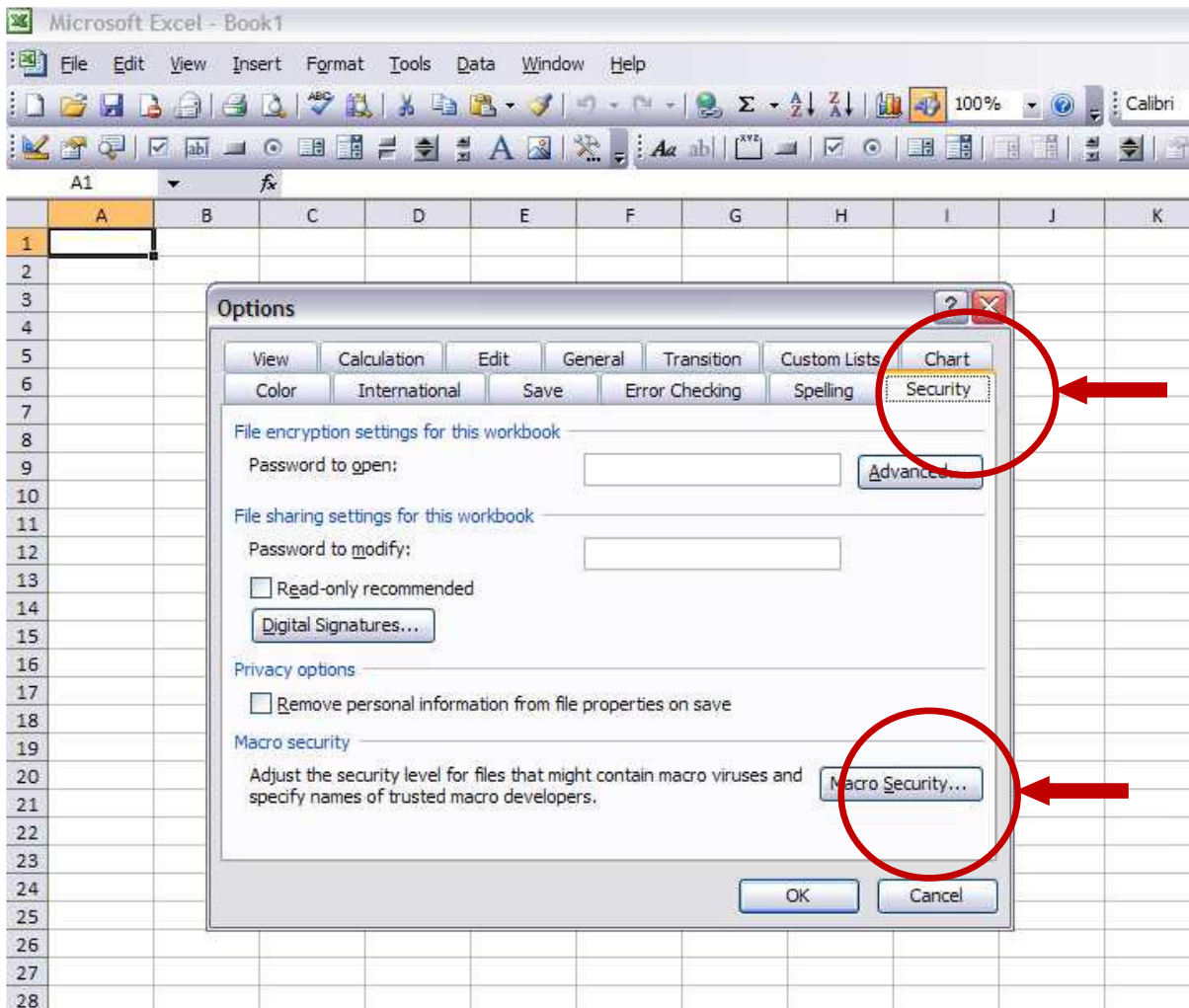
For the Subsidy Calculator to function correctly, macro security is required to be set at medium (recommended) or low and the 'Analysis ToolPak' and 'Analysis ToolPak – VBA' needs to be installed in Microsoft Excel.

Note: You may need to contact your IT system administrator or help desk depending on your network security level or to access the Microsoft Excel installation disk.

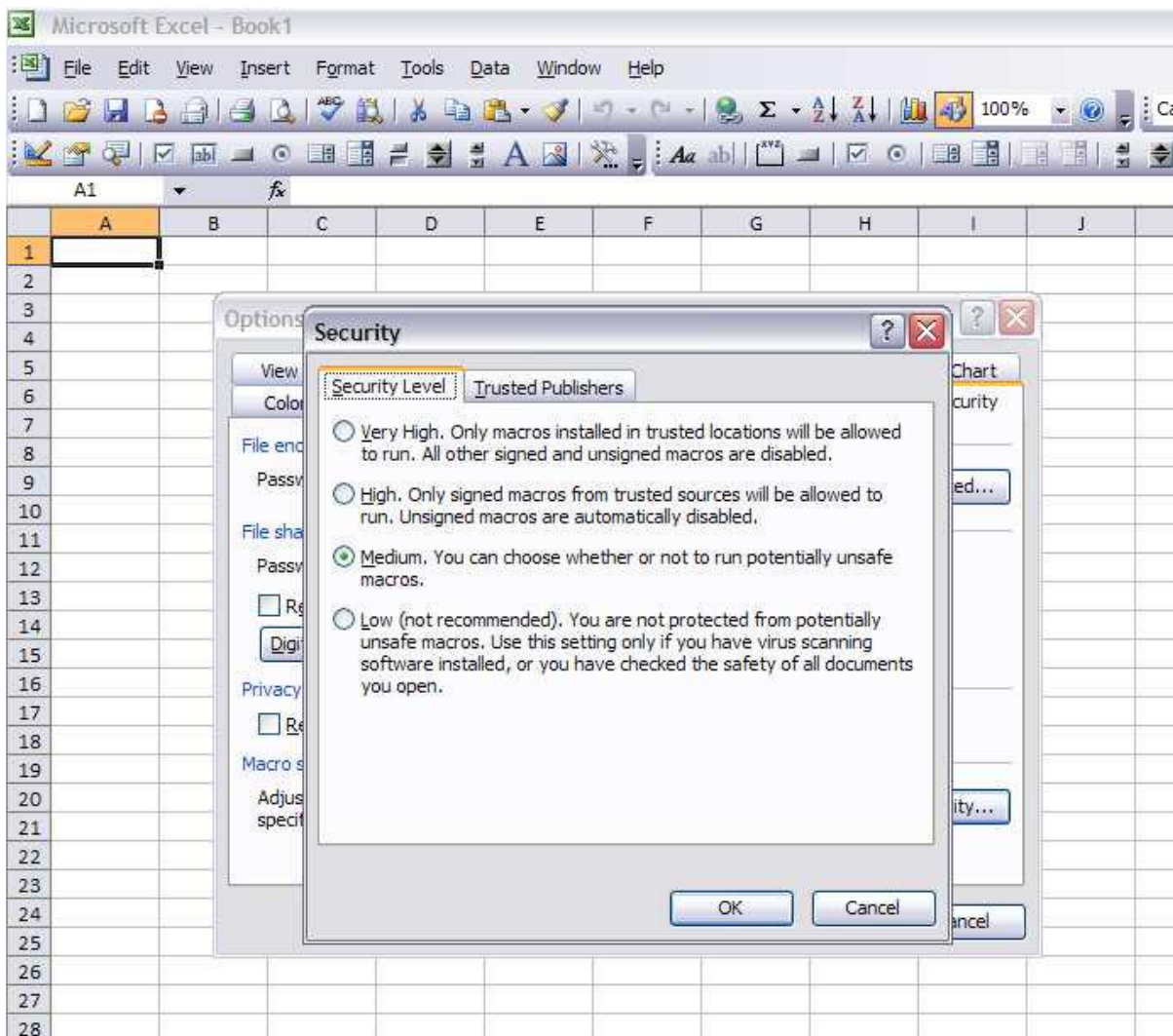
To enable macros, open Microsoft Excel 2003. Then on the 'Menu', select 'Tools' and then 'Options...'



Select the 'Security' tab and click on the 'Macro Security...' button



Set the security level to 'Medium' (recommended), click 'OK' to set the security level, and click 'OK' to close the 'Options' menu (you are required to restart Microsoft Excel 2003 for the changes to take effect).



Note: Whenever the tool is run, a security warning will appear on the screen stating that the file contains macros. For the tool to function, you will need to enable macros by clicking on the 'Enable Macros' button.