

NTO Nomination Process

ATLAS Portal



**Government
of South Australia**

Department for
Innovation and Skills

1. Login to ATLAS

Sign in to Continue

User Name

Password

Sign In

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2. Select one or more Training Contracts with an NTO nomination of 'Not Received'

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Add/Remove Columns ▾

<input type="checkbox"/>	Actions	TC ID	Learner Surname	Learner First Name	Employer Trading Name	Employer Legal Name	Worksite	NTO Nomination	Training Plan	Status	Application Type	TC Start Date	Probationary Period End Date	TC End
<input checked="" type="checkbox"/>		887851	John	Smith	Workplace Training & Employment Solutions of SA Inc	Workplace Training & Employment Solutions of SA Inc	Workplace Training & Employment Solutions of SA Inc - South Coast Branch - Range Hill	Not Received	Not Received	Pending Assessment	New Training Contract	10/12/2018	08/02/2019	
<input checked="" type="checkbox"/>		887851	John	Smith	Department of Training and Skills	The Chief Executive of the Department of Training & Skills	Department of Training and Skills - 200 Macdonald Street - Adelaide SA 5000	Not Received	Not Received	Pending Assessment	New Training Contract	10/12/2018	08/02/2019	
<input checked="" type="checkbox"/>		887851	John	Smith	Regional Workforce Management Pty Ltd	Regional Workforce Management Pty Ltd	Regional Workforce Management Pty Ltd - 215 North East Road - Adelaide SA 5000	Not Received	Not Received	Pending Assessment	New Training Contract	10/12/2018	08/02/2019	
<input type="checkbox"/>		887851	John	Smith	Workplace Training Solutions Pty Ltd	Workplace Training Solutions Pty Ltd	Workplace Training Solutions Pty Ltd - 11 South Coast Road - Range Hill	Not Received	Not Received	Pending Assessment	New Training Contract	10/12/2018	10/03/2019	
<input type="checkbox"/>		887851	John	Smith	Workplace Training Solutions Pty Ltd	Workplace Training Solutions Pty Ltd	Workplace Training Solutions Pty Ltd - 11 South Coast Road - Range Hill	Not Received	Not Received	Pending Assessment	New Training Contract	10/12/2018	10/03/2019	
<input type="checkbox"/>		887851	John	Smith	Workplace Training Solutions Pty Ltd	Workplace Training Solutions Pty Ltd	Workplace Training Solutions Pty Ltd - 11 South Coast Road - Range Hill	Not Received	Not Received	Pending Assessment	New Training Contract	10/12/2018	10/03/2019	

3. Select a response on one of the records

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Actions	TC ID	Learner Surname	Learner First Name	Employer Trading Name	Employer Legal Name	Worksite	NTO Nomination	Training Plan	Status	Application Type	TC Start Date	Probationary Period End Date	TC End
<input checked="" type="checkbox"/>			887851	John	Michelle	Workplace Training & Employment Services of SA Ltd	Workplace Training & Employment Services of SA Ltd Special Services Building Brisbane St	<input type="text" value="Not Received"/>	Not Received	Pending Assessment	New Training Contract	10/12/2018	08/02/2019
<input checked="" type="checkbox"/>			887851	John	John	Department of Training and Higher Education	The Chief Executive for the Department of Training & Higher Education 200 Macdonald St Adelaide SA 5000	<input type="text" value="Not Received"/>	Not Received	Pending Assessment	New Training Contract	10/12/2018	08/02/2019
<input checked="" type="checkbox"/>			887851	John	John	Regional Workforce Management Pty Ltd	Regional Workforce Management Pty Ltd 111 Macdonald Highway Adelaide SA 5000	<input type="text" value="Not Received"/>	Not Received	Pending Assessment	New Training Contract	10/12/2018	08/02/2019
<input type="checkbox"/>			887851	John	John	Workplace Training & Employment Services of SA Ltd	Workplace Training & Employment Services of SA Ltd Special Services Building Brisbane St	<input type="text" value="Not Received"/>	Not Received	Pending Assessment	New Training Contract	10/12/2018	10/03/2019
<input type="checkbox"/>			887851	John	John	Workplace Training & Employment Services of SA Ltd	Workplace Training & Employment Services of SA Ltd Special Services Building Brisbane St	<input type="text" value="Not Received"/>	Not Received	Pending Assessment	New Training Contract	10/12/2018	10/03/2019
<input type="checkbox"/>			887851	John	John	Workplace Training & Employment Services of SA Ltd	Workplace Training & Employment Services of SA Ltd Special Services Building Brisbane St	<input type="text" value="Not Received"/>	Not Received	Pending Assessment	New Training Contract	10/12/2018	10/03/2019

1 2 3 4 5 6 7 8 ... 12 Items per page

1 of 1786 pages (21423 items)

4. Read notification and select 'Submit'

The screenshot shows the ATLAS portal interface. A modal dialog box titled "Alert" is centered on the screen, overlaying a table of training contracts. The dialog contains the following text:

ACCEPTING OR DECLINING YOUR NOMINATION

As of 1 July 2021, Nominated Training Organisations (NTOs) are required to accept or decline their nomination as the NTO for a training contract application.

Training contracts cannot progress until Traineeship and Apprenticeship Services (TAS) have been notified of the NTOs decision whether to accept or decline their nomination.

If accepting nomination, NTOs are **not** required to upload a copy of the Training Plan.

If declining nomination, the training contract application will be removed from your view in the ATLAS Portal.

NOTIFYING A TRAINING PLAN HAS BEEN ESTABLISHED

After accepting nomination, the NTO has 28 days to develop an endorsed Training Plan in conjunction with the employer and the apprentice/trainee (and parent / guardian if the apprentice/ trainee is under the age of 18). Once a Training Plan has been endorsed by all parties, the NTO must notify the Commission within 28 days via the ATLAS Portal.

Please note, once you have submitted your response to your nomination you will be unable to amend this notification. Please contact 1800 673 097 to discuss your options.

For further enquiries, please call the Skills Information Line on 1800 673 097 or refer to the [Training Plan and Nominated Training Organisation Standard](#) for further information.

To finalise your nomination response, please review your information and click on the 'Submit' button below.

Refresh page after submit

At the bottom of the dialog are two buttons: "Submit" (highlighted with a mouse cursor) and "Close".

The background table shows columns for "Application Type", "TC Start Date", "Probationary Period End Date", and "TC Er". It lists several "New Training Contract" entries with dates ranging from 10/12/2018 to 10/03/2019.

At the bottom of the page, there is a pagination control showing "12" items per page and "1 of 1786 pages (21423 items)".

5. NTO Nomination column updates and response is sent to Traineeship and Apprenticeship Services (TAS)

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Add/Remove Columns

Actions	TC ID	Learner Surname	Learner First Name	Employer Trading Name	Employer Legal Name	Worksite	NTO Nomination	Training Plan	Status	Application Type	TC Start Date	Probationary Period End Date	TC End
	400001	Jones	John	Example Professional Services Pty Ltd	Example Professional Services Pty Ltd	Example Professional Services Pty Ltd, 123 Main Street, Adelaide	Accepted	Not Received	Pending Assessment	New Training Contract	10/12/2018	10/03/2019	
	400002	Smith	John	Example Services Pty Ltd	Example Services Pty Ltd	Example Services Pty Ltd, 456 Main Street, Adelaide	Accepted	Not Received	Pending Assessment	New Training Contract	10/12/2018	10/03/2019	
	400003	White	John	Example Training Pty Ltd	Example Training Pty Ltd	Example Training Pty Ltd, 789 Main Street, Adelaide	Not Received	Not Received	Pending Assessment	New Training Contract	07/12/2018	07/03/2019	
	400004	Black	John	Example Services Pty Ltd	Example Services Pty Ltd	Example Services Pty Ltd, 101 High Street, Adelaide	Not Received	Not Received	Pending Assessment	New Training Contract	07/12/2018	05/02/2019	
	400005	Green	John	Example Services Pty Ltd	Example Services Pty Ltd	Example Services Pty Ltd, 101 High Street, Adelaide	Not Received	Received - Approved	Pending Assessment	New Training Contract	07/12/2018	05/02/2019	
	400006	White	John	Example Services Pty Ltd	Example Services Pty Ltd	Example Services Pty Ltd, 101 High Street, Adelaide	Not Received	Not Received	Pending Assessment	New Training Contract	07/12/2018	05/02/2019	

What's next?

Training Plan Endorsement

The NTO is required to **prepare the Training Plan** and notify Traineeship and Apprenticeship Services (TAS) via the ATLAS portal **within 28 days of accepting Nomination**.

Visit the Provider Skills website for [instructions](#)



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Contact

Traineeship and Apprenticeship Services

 1800 673 097

 skills@sa.gov.au

 <https://atlas.skills.sa.gov.au/>



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