Government of South Australia
Department of State Development

Skills SA

FUNDED ACTIVITIES AGREEMENT – STL DELIVERY FACT SHEET: INTRODUCTION TO CONTRACTING

To deliver accredited training under subsidised arrangements in South Australia, Registered Training Organisations (**RTOs**) must hold an executed Funded Activities Agreement (**FAA**) and a Funded Activities Annexure (STL Delivery) with the Minister for Education, Training and Skills.

This fact sheet explains key obligations under the FAA for contracted RTOs. It is important that you read your FAA thoroughly, to understand the contract obligations specific to your organisation.

System access

Contracted RTOs need to ensure staff have access and are familiar with relevant Department systems, including Skills and Employment Portal, STELA, and ATLAS. To request a new login or to amend your existing access (including removal of access for staff no longer with you), refer to the following forms:

- Skills and Employment Portal - Access Request Form
- STELA - Apply for access
- ATLAS – Help with using ATLAS (Training Contract enrolments).

Marketing and promotion

Your organisation will be promoted as a subsidised RTO on the Department's My Training website. You can market yourself as a subsidised RTO in accordance with the FAA, and display SA Government logos as per logo use instructions and the Branding Guidelines.

Contracted RTOs must clearly identify participant course fees and incidental fees on external-facing documents, including websites. Marketing material should also include information about eligibility criteria for concession pricing. This helps prospective participants make an informed decision.

Participant eligibility

Access to a subsidised training place is available to participants that meet eligibility and entitlement criteria. Subsidised training may be subject to course conditions or only available to certain participants, such as those undertaking Training Contracts or VET for School Students. For further information, refer to the current Subsidised Training List, which includes a Subsidy Calculator allowing you to estimate the accredited training subsidy payable to your RTO. The Training Fee Framework provides additional information on subsidy rates, including delivery location loadings and concession reimbursements.

Certain courses on the Subsidised Training List will only be subsidised if the participant is undertaking an approved Training Contract. ATLAS is an online database that allows you to monitor and manage Training Contracts where applicable.

All participants must complete the Participant Agreement Form. This form validates the participant eligibility and authorises the Department to collect relevant data. You are not required to submit the completed Participant Agreement Form to the Department, but you must retain the signed form.

Upfront Assessment of Need

As a contracted RTO, you must conduct an Upfront Assessment of Need (UAN) for all prospective participants seeking access to a subsidised training place, **prior** to every enrolment and **after** confirming the participant's eligibility and entitlement. Various UAN resources are available to assist. As part of UAN, RTOs are required to undertake all of the following processes before enrolling a student:

- contact a UAN mentor for help in understanding and implementing the UAN process.
- submit an Organisational Self-Assessment tool to demonstrate there are processes in place to support the diverse needs of learners in South Australian subsidised training, and
- establish a Learner Support Services (LSS) Partnership Agreement with a LSS provider.

For more information, go to Upfront assessment of need and Learner Support Services.

Creation of Participant Profile and Training Account

To access subsidised training for a participant, use the Skills & Employment Portal (**S&E Portal**) to:

1) locate an existing Participant Profile (or create a new one); and
2) create a Training Account, which enables payment.

A Training Account is required for all courses (including qualifications, national skill sets, local skill sets or skill clusters). Make sure to create Training Accounts for each eligible participant **prior** to commencing delivery of any subsidised training, as any training commenced prior to the creation of a Training Account will **not** be eligible for payment.

When creating a Training Account, you will be asked to enter the 'RTO Student ID', which is an identifier from your RTO's Student Management System (an external system or STELA). The Participant Profile and Training Account Management User Guide is available here for various S&E Portal functionality.

Reporting AVETMISS data in STELA

AVETMISS is the national standard for the collection, analysis and reporting of vocational education and training statistical information.

When reporting AVETMISS data into the Department's system (STELA) to access accredited training payments, you must ensure that this data is always compliant, accurate and complete. Please submit AVETMISS compliant data to STELA within 30 days of a participant completing any subsidised accredited training activity and collect every participant's Unique Student Identifier (USI) at the time of enrolment for inclusion in your AVETMISS data.

For information on AVETMISS reporting in South Australia, see 'Help with using STELA'. If further assistance is needed, contact the STELA Helpdesk by phoning 1800 673 097 or by emailing STELAHelpDesk@sa.gov.au.

Payable Accredited Training activity

Contracted RTOs will attract accredited training payments for eligible activity reported under the following AVETMISS Result Codes:

- **20 – Competency achieved/pass**, to be used where the participant has been assessed and satisfies **all** the requirements for the Unit of Competency.
- **30 – Competency not achieved/fail**, to be used where the participant has attempted **all** the requirements for the Unit of Competency and has been assessed as not competent, or as not satisfying one or more of the requirements for the Unit of Competency. This Result Code should only be reported upon completion of training delivery in the Unit of Competency (including any on-the-job component or any resubmission of work). This Result Code must **not** be used if the Participant:
    - will be re-submitting some of their assessment to demonstrate competency (in which case, use Result Code 70 – Continuing Enrolment); OR
    - has either notified your RTO of their withdrawal before completing all of the assessment criteria, OR has stopped attending and submitting assessments without formally notifying your RTO of their withdrawal (in which case, use Result Code 40 – Withdrawn).
- **51 – Recognition of prior learning (RPL) granted**, to be used when the participant has been assessed and recognition of prior learning has been granted.
- **52 – RPL not granted**, to be used when the participant has been assessed and recognition of prior learning has not been granted.

In some cases, contracted RTOs can also attract payment for Result Code 70-AP (Academic Pass) where it meets the requirements as specified in the Guiding Principles for Result Code 70-AP. A list of 70-AP payable units is available here.

When claiming a final Result Code, all aspects of the unit must be delivered and assessed within the Activity Start Date and Activity End Date as defined in AVETMISS:

- **Activity Start Date** is the date that training activity starts for a participant in a Unit of Competency. It is the start of training activity itself (e.g. attends first class, commences online unit, etc). It is not the date the participant enrols in the course, nor the date the participant's information is entered into your RTO's student management system or STELA.
- **Activity End Date** is the date that training activity and assessment ends for a participant in a Unit of Competency. It reflects the conclusion of any on-the-job training components and the time required for the trainer to determine the final outcome for the Unit of Competency.

Once a participant receives an AVETMISS Result Code 30 or 52, your RTO may claim funding for a maximum of two further attempts in the same or equivalent Unit of Competency, so long as each attempt includes enrolment, training delivery, and the assessment of **all** requirements of the unit occurring within the Activity Start Date and Activity End Date reported in STELA.

Specifically, the second or third payment for an additional attempt may only be claimed if:

1) the participant had initially attempted all the requirements for the Unit of Competency and has been assessed as 'Competency not achieved/fail' or 'RPL not granted'; AND
2) the participant has subsequently re-enrolled in the Unit of Competency, undertaken further training and been re-assessed for all requirements in the Unit of Competency.

If claiming a second or third attempt, the Activity Start Date and Activity End Date must be different, distinct and not overlap for each attempt.

Claiming payment for Accredited Training

To successfully generate a claim for payment during the Department's monthly payment run, contracted RTOs must ensure that AVETMISS participant data (submitted via STELA) matches details contained in the associated Training Account. Claims are based on STELA data as at close of business on the second Friday of each month (unless otherwise notified). No extensions can be granted to this deadline, so RTOs are strongly advised to report activity a day or more prior to the cut-off date to allow sufficient time for correcting any errors.

Within the 'Claims' section of the S&E Portal, RTO users with appropriate security access can view a **Claim Items Report** and a **Claim Errors Report**. These reports are updated monthly, following the approval of a valid accredited training claim from your organisation.

Every month contracted RTOs will need to log into the S&E Portal and:

1) Download the Claim Items Report and verify that data submitted for payment in the most recent pay run was accurate;
2) Download the Claim Errors Report and rectify any errors blocking payment where applicable; and
3) Download the 'Active Training Accounts with No Activity' Report and close off any Training Accounts for participants that are no longer enrolled.

Subcontracting arrangement

Contracted RTOs are allowed to engage with more than one third party to deliver training, however they must seek written permission from the Minister **prior to** engaging with any third-party to deliver any subsidised training activities. A subsidy **will not be paid** for any funded training activities delivered by the RTO's subcontractor/s **prior to** the Minister approving the subcontracting arrangement. The Subcontracting Fact Sheet explains how to apply for permission from the Minister.

Record-keeping

The FAA requires contracted RTOs to retain complete and accurate records for the full term of the FAA and at least five (5) years after its expiry, or such longer period required by law. Evidence to be retained in electronic or hardcopy form includes (but is not limited to): records of pre-enrolment interviews and other meetings held with the student; training attendance records; assessment materials; RPL or credit transfer processes; and any training activity under subcontracting arrangements.

Record-keeping requirements under the FAA are as important as your obligations under the *National Standards for RTOs 2015,* so please ensure that your policies and procedures reflect all FAA requirements. If you deliver training to subsidised trainees/apprentices, please refer to South Australian Skills Standard 14 for additional record-keeping requirements that apply.

Quality and compliance

To ensure that public funds provided to RTOs are being used appropriately and represent value for money, the Department routinely monitors the performance of all contracted RTOs. The monitoring process checks whether the RTO is compliant with the terms and conditions of the FAA, including compliance with requirements about management enrolment conditions, student assessment records, Upfront Assessment of Need, etc. For more information about how the risk-based approach is informed, key indicators for measurement and how reviews are conducted, refer to the Quality and Compliance Framework.

Online application for future funding

You may apply for new funded activities online. Any successful applications will result in a new Funded Activities Annexure to reflect the details of the additional funding arrangement.

Notification of changes

As part of your FAA, you will need to keep the Department informed of particular changes within your organisation, such as changes to your legal entity, any change to key contact persons, or changes to your organisation's financial position. Notifications should be sent by email to SkillsContracts@sa.gov.au.

Further support

If you require any assistance, please feel free to contact the relevant team below:

Types of enquiries / Systems	Phone Number	Email Address
FAA requirements, Skills and Employment Portal, Claims and Payments	1800 673 097 and ask for Contract Quality and Compliance team	SkillsContracts@sa.gov.au
STELA (AVETMISS reporting)	1800 673 097	STELAHelpdesk@sa.gov.au
Online application for future funding	1800 673 097	Skills@sa.gov.au
Apprenticeship or Traineeship Training Contracts	1800 673 097	Skills@sa.gov.au
Upfront Assessment of Need process	1800 673 097	Purchaseplanningandstrategy@sa.gov.au