

Adult Community Education projects

Reporting checklist

All documents should be submitted to: education.ACEProgram@sa.gov.au

Timing	Action	Document/System required	Outcome
Within 1 month of signing the agreement	The provider must complete and submit: <ul style="list-style-type: none"> Project report that includes risk plan Draft marketing materials that include the SA Government logo or acknowledgement 	<ul style="list-style-type: none"> ACE program template – Project report (combining both the Project and Risk Plans) ACE program - Promotional material for accredited training ACE program – Promotional material for non-accredited training 	Upon receipt and acceptance by Skills SA, payment of Milestone 2
Participant commencement	Each participant completes a 'Participant enrolment declaration'. Data from this is entered into Skills SA's STELA system. Each participant must undertake the upfront assessment of need (UAN) using the customised Basic Skills Indicator online tool.	<ul style="list-style-type: none"> ACE program template - Participant enrolment declaration and consent form Fact sheet – STELA foundation skills reporting ACE - Suitability and support checklist ACE program – UAN principles ACE program – Upfront assessment of need FAQs 	Participant enrolment information entered into Skills SA's STELA system
Before the 1 st of each month	Once non-accredited training has commenced, initial UAN is completed and enrolment data is entered into Skills SA's STELA system, a claims request may be submitted outlining enrolment details of participants as listed in the contract.	<ul style="list-style-type: none"> ACE program - Claims request form 	On receipt of a claim request, information will be verified against Skills SA's STELA system, and on approval, payment will be made for each eligible participant up to the maximum number outlined in your contract.

Timing	Action	Document/System required	Outcome
Before the 1st of each month	Once non-accredited training and final UAN assessment has been completed and completion data is entered into Skills SA's STELA system, a claims request may be submitted outlining completion details of participants as listed in the contract.	<ul style="list-style-type: none"> ACE program – Claims request form 	On receipt of a claims request, information will be verified against Skills SA's STELA system, and on approval, payment will be made for each eligible participant up to maximum number outlined in your contract.
Variation of contract	If there is a need to vary your agreed contract, the provider will be required to provide details of the requested variation via the 'Request to vary' contract forms.	<ul style="list-style-type: none"> ACE funded activities agreement – variation request form 	Upon receipt and approval by the Skills SA, a varied funded activities annexure will be sent to the provider for signing.
On or before the project activity completion date	The provider will submit a final report that includes an executive summary, recommendations for future developments and attachments as required at the time of submission by the Department.	<ul style="list-style-type: none"> ACE program template - Final report 	Upon receipt and acceptance of a Final Report, Milestone 3 payment will be made.
On or before 30 September each year	The provider will submit a 'Financial acquittal' confirming the appropriate expenditure of funding provided by the Minister.	<ul style="list-style-type: none"> ACE program template - Financial acquittal report 	Contractual obligations will be complete.

References

ACE program team – all correspondence to be sent to Education.ACEProgram@sa.gov.au

ACE program website – information and announcements for the ACE program providers.skills.sa.gov.au/adult-community-education-projects

ACE program toolkit – resources for the ACE program - <https://providers.skills.sa.gov.au/tools>

STELA helpdesk – DIIS.StelaHelpDesk@sa.gov.au

Skills SA infoline – call 1800 673 097

