

Adult Community Education

Reporting Checklist

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 a Risk Plan Draft marketing materials that include the SA Government logo or acknowledgement 	<ul style="list-style-type: none"> ACE Project and Risk Plan template (combining both the Project and Risk Plans) ACE Program - Promotional material 	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 STELA, the SA VET reporting platform. 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 STELA - Reporting Foundation Skills ACE - Suitability and Support Checklist ACE Program – UAN Principles ACE Program – Upfront Assessment of Need FAQs 	Participant enrolment information entered into STELA, the SA VET reporting platform
Before the 1 st of each month	Once non-accredited training has commenced, initial UAN is completed and enrolment data is entered into STELA, 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 in STELA, and on approval, payment will be made for each eligible participant - up to the maximum number in your contract.
Before the 1 st of each month	Once non-accredited training and final UAN assessment has been completed and completion data is entered into STELA, a claims request may be submitted outlining	<ul style="list-style-type: none"> ACE Program Claims request form 	On receipt of a claims request, information will be verified against STELA, and on approval, payment will be made for each

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	completion details of participants as listed in the contract.		eligible participant up to maximum number outlined in your contract.
Variation of contract	Should you need to vary your contract, the provider will be required to submit details of the request via the Request to Vary contract form.	<ul style="list-style-type: none"> • ACE Funded Activities Agreement variation request form 	Upon receipt and approval by Skills SA, a varied Funded Activities Annexure will be sent to the Provider to sign.
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 by Skills SA during project approval.	<ul style="list-style-type: none"> • ACE Projects Final Report template 	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 actual expenditure of funding approved 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
<https://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



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