Application to add a Course or change a Course condition to the Subsidised Training List

Qualifications and skillsets (Courses) funded through the Department are published on the Subsidised Training List (STL). The STL is regularly reviewed and routinely updated to ensure that publicly funded Courses reflect:

|  |  |
| --- | --- |
| state strategic priorities  current up-to-date courses/skillsets | strategic economic areas  new qualification/skillset inclusions |
| industry and labour market demand | alignment of public investment with public benefit |

The regular review and update of the STL is informed by consultation with stakeholders and modelling undertaken by the South Australian Skills Commission.

The Department provides training providers, industry representatives, and other interested parties to apply to have a course added to the STL or have a condition of an existing course changed.

# Application and assessment process

Complete this form to apply to add a new qualification or skill set (Course) to the STL.

**Notes:**

1. An application is not required if the Course is on the STL (i.e. if the Course is on the TPL and/or STAL).
2. An application is also not required if the Course is a replacement for a Course that is already on the STL.
3. This form is used to submit applications for single courses from the same Training Package, or single accredited courses from the same pathway.
4. The information provided in your application will be reviewed by the Department for State Development (DSD). The review will include analysis of the data provided in your application, assessment of existing related pathways and Training Packages currently on the STL, consideration of State strategic priorities, the existing fee for service market, labour market and skill demand, available providers, verification of letters of support from industry and employers.
5. The assessment process is reliant on evidence and seeks the information you have accumulated to identify need and quantify demand for the Course. The DSD assessment of applications will seek to ensure proposed additions do not duplicate an existing Course on the STL, meet a defined industry, professional or community need, provide pathways to higher qualification levels, and there are employment opportunities related to the Course.
6. Courses added to the list will be closely monitored and may be removed where evidence of substitution and or oversupply exists.
7. This application must be submitted by email. Responses must be typed.

# 1: Applicant details

### Organisation details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | |
| Postal address |  | | | | | | |
|  | | | State |  | Postcode |  |
| Organisation type |  | Training Provider | | | | | |
|  | Registered Training Organisation | | | | | |
|  | Industry association /professional association | | | | | |
|  | Employer | | | | | |
|  | Group Training Organisation | | | | | |
|  | Other (specify): |  | | | | |

### Contact details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First name |  | | | | Last name |  |
| Position |  | | | | | |
| Work phone | ( |  | ) |  | Mobile phone |  |
| Email |  | | | | | |

# 2: Application Form (one application form per Course)

|  |  |
| --- | --- |
| Please list the course/skillset you would like to apply to add to the Subsidised Training List.  **Note:** An application is not required if the Course is on the STL (i.e. if the Course is on the TPL and/or STAL). | |
| National Code | Qualification Name / Accredited Course Name / Skillset Name |
|  |  |
| Please note superseded courses/skillsets will not be added to the Subsidised Training List | |
| Why is the Course required?  Please include information about: the skilling need(s) it will address, how the need has been identified and any data sources you think support this application. | |
|  | |
| 3. How are these skilling needs currently met? | |
|  | |

**Please only respond to questions 4-6 if applying for a nationally accredited state developed course, otherwise, go to question 7.**

|  |  |  |
| --- | --- | --- |
| Are there any similar or equivalent Courses currently listed on training.gov.au (TGA)? | | |
|  | | Yes |
|  | | No |
| 4.a If yes, what is the rationale for publicly funding this Course? | | |
|  | | |
| 4.b If no, please include evidence of the TGA assessment/analysis that no similar or equivalent Courses are available. | | |
|  | Attached | |
| 4.c If no, please include any evidence from the relevant professional or industry association that there is an identified need for the skills in South Australia. | | |
|  | Attached | |
| Who is the owner of the Course (i.e. who has copyright)? | | |
|  | | |
| 5a. If not available freely, please outline the details of any once off, periodic charge or fees to be payable by RTOs to access and deliver the Course. | | |
|  | | |
| Please provide a copy of the relevant **curriculum** – including module information. | | |
|  | Attached | |

|  |  |  |  |
| --- | --- | --- | --- |
| 7. What level of demand for this Course or skills from industry and consumers currently exists?  Please include any relevant information about anticipated enrolment numbers, job openings, workforce profile, existing and projected demand or shortages, industry surveys etc. | | | |
|  | | | |
| 8. Is the Course supported by relevant industry bodies and employers?  In addition to your response, please attach written testimonials to your application | | | |
|  | | | |
| 9. What learning pathways exist for graduates with this Course? | | | |
|  | | | |
| 10. What employment opportunities exist for graduates with this Course? | | | |
|  | | | |
| 11. Which industry sectors and occupations use the skills from the Course? | | | |
|  | | | |
| **Answer question 12 only if applying to add a course to the STL.**  **If applying to add a skillset, go to question 13.** | | | |
| 12. Are the skills developed in this Course applied industry-wide or are they limited to a specific sector or enterprise? | | | |
|  | | | |
| 13. Are any of the occupations related to the Course facing recruitment difficulties, in demand or shortage at the national, state or regional level? (i.e. identified by the Jobs and Skills Australia, Small and Family Business, Industry Skills body, industry survey, the Australian Bureau of Statistics, the South Australian Skills Commission).  Please provide relevant details in your response. | | | |
|  | | | |
| 14. What is the industry accepted entry level for occupations/ job roles associated with the Course? | | | |
|  | | | |
| 15. Is there an existing fee for service market for the Course?  This includes is you have any full fee paying students (if you are an RTO). | | | |
|  | Yes | | |
|  | No | | |
| 16.a **If yes:** | | | |
| What are the full fees for the Course? | | | |
|  | | | |
| 17. Is this Course currently being delivered in South Australia by any RTO? | | | |
|  | | Yes | |
|  | | No | |
| 18.a **If yes:** | | | |
| How many students have enrolled in this Course in the last 12 months? | | |  |
| How many people have attained this Course in the last 12 months? | | |  |
| 19. Please provide any additional information or comment you would like considered to support this application? | | | |
|  | | | |

# 3: Declaration

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I declare that the information is, to the best of my knowledge, true and correct.  I understand DIS will verify the testaments of support I have provided.  I understand that this information may be used by DIS for investigative, data analysis and further  analysis purposes.  I have ensured that the information and any documents contained within this application are complete and understand that DIS will not take responsibility for any omitted information or changes required to make a successful assessment. | | | | | |
| Name |  | Signature |  | Date |  |

# 4: Submitting the application

Please email the completed application form with all relevant supporting documents and attachments as Word or PDF documents (Excel documents accepted for any data) to:

**Email:**  [education.skills@sa.gov.au](mailto:education.skills@sa.gov.au) with the subject line "Application to add a Course to the Subsidised Training List".

Applicants are advised that applications without industry support are unlikely to be successful. Industry and or employer testimonials are a critical part of the assessment for Course inclusions and must accompany the application form.