# Application to Review a Subsidy

Release date: 27 March 2019

Contents

[Application to Review a Subsidy 1](#_Toc108616803)

[1. Introduction 2](#_Toc108616804)

[2. Analysis of Course and Concerns 4](#_Toc108616805)

[2.1 Basic Details: 4](#_Toc108616806)

[2.2 If the Request for Review is Regarding Subsidy Price: 5](#_Toc108616807)

[2.3 If Request for Review is Regarding Assignment of Field of Education: 5](#_Toc108616808)

[2.4 If Request for Review is Regarding Payment Hours: 5](#_Toc108616809)

[Attachment 1 – Cost Build 6](#_Toc108616810)

# 1. Introduction

* This document outlines the information required to request a subsidy price review for courses funded that are documented on the *Subsidised Training List.*
* Training providers or registered training organisations (RTOs) that do not have a contract can use this application form to request a review of the subsidy price based on one or all of the following:
  + subsidy rate;
  + payment hours; or
  + assignment of a unit to a Field of Education.
* Applicants should provide as much detail as possible to allow a full assessment to be carried out. The form provides a guide to the minimum requirements and may be modified to include additional information.
* Once an assessment has been carried out the applicant will be notified in writing of the outcome.

**Completed applications should be emailed to** [**Subsidy.Support@sa.gov.au**](mailto:Subsidy.Support@sa.gov.au)

Review Details

Please complete:

|  |  |  |
| --- | --- | --- |
| **Registered Training Organisation Details** | | |
| **NTIS ID** |  | |
| **RTO Name** |  | |
| **Contact Name** | *(Last Name)* | *(First Name)* |
| **Contact Details** | *Postal Address* | |
| *Phone Number* | |
| *E-Mail Address* | |

|  |  |
| --- | --- |
| **Nature of Review** | **Subsidy Price Per Hour / Payment Hours / Assignment of FOE** |
| **Description of Issue** | *Please describe* |
| **Other Review** | *Please describe* |

|  |  |
| --- | --- |
| **Course Details** | |
| **Course/s Code** | **Course/s Name** |
|  |  |

|  |  |
| --- | --- |
| **Unit Details** | |
| **Unit Code/s** | **Unit Name** |
|  |  |

# 2. Analysis of Course and Concerns

In this area, we require the following issues to be addressed. Please attach related useful and supporting documents that may provide information in the assessment.

Please provide a description and analysis of the following, as a minimum. Please add extra information as appropriate.

## 2.1 Basic Details:

* The Cost Build of the services delivered using the template in Attachment 1
  + The Cost Build must be on a full cost attribution basis and may be estimated on a standard cost basis. The cost of service can be determined on a course or unit basis over a period of time. The time period selected should be sufficiently long enough to result in a representative cost of the service.
  + Estimating the number of Lecturer’s /Trainer’s / Assessor’s standard service hours during this period is important. The measure of time includes all time in providing the service during the specified period ie: preparation of delivery, delivering and/or assessing. This is time that is directly associated with the provision of the service. It does not include time for management, support or for activities such as general administration, professional development or downtime. The measure is more than “contact time” with the student as this can vary greatly when using different delivery methods.
* Business Delivery Model
  + A description of the Client Base, such as:
    - Enterprise, *e.g. Serving Employer Demand for Training*
    - Other, *e.g. School Leavers, Unemployed, COT, individuals, etc.*
  + Number of student enrolments in the course per year (including average class size).
  + Number of completions (certificates issued) in the course per year.
  + Delivery mode (e.g. face to face, blended, online etc.)
* Details of Course Fee
  + Inclusive of all charges to the student separating the Course Fee from Incidental Expenses.
  + Any other additional funding available (e.g. project management, learner support etc.)

## 2.2 If the Request for Review is Regarding Subsidy Price:

* Course or service cost profile
  + A detailed explanation as to why the current subsidy price is insufficient relative to the costs outlined in Attachment 1.
  + Any barriers creating unnecessary cost pressures.
  + Overall financial exposure of subsidy issue (*annual exposure).*
* Suggested solution to issue
  + i.e. recommended subsidy level, and information/evidence to support this decision.

## 2.3 If Request for Review is Regarding Assignment of Field of Education:

* A benchmark comparison of unit to similar units in same or different Field of Education, using:
  + Performance Criteria
  + Required Skills and Knowledge
  + Evidence Requirements
* The recommended alternative to the current Field of Education

## 2.4 If Request for Review is Regarding Payment Hours:

* Breakdown of Lecturer’s / Trainer’s / Assessor’s time required for:
  + Preparation
  + Delivery
  + Assessment
* An explanation as to why the delivery method employed may require different payment hours

# Attachment 1 – Cost Build

The following can be used as a template for the course build



Please Note:

* **Standard cost means the costs planned to be incurred for providing the service.**
* **Lecturer’s /Trainer’s / Assessor’s standard service hours is:**
  + a measure of time that includes all time in providing the service during the specified period ie: preparation of delivery, delivering and/or assessing.
  + time that is directly associated with the provision of the service.
* **It does not include time for:**
  + management, support or for activities such as general administration, professional development or downtime.
  + research and development of learning materials. While this is a cost that may be incurred by the lecturer or trainer it is a cost that is captured in the overhead cost of the organisation rather than the cost of delivering services.
* Any cost that is not related to the direct delivery, however incurred to support the delivery should be included under Organisational (Overhead) Costs to reflect full cost attribution basis.