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VET (WA) MINISTERIAL CORPORATION

PURCHASE OF TRAINING SERVICES

VARIATION GUIDELINES

January 2025 (Version 1.0)

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1. Introduction

These guidelines should be read in conjunction with the latest version of the Business Rules which are part of the Contract to deliver publicly funded training in Western Australia under one or more of the following programs:

- Apprenticeships
- Pre-apprenticeships*
- Traineeships
- Pre-traineeships*
- Participation Equity (unemployed and from an eligible target group[1])
- Participation Work Readiness (unemployed or under-employed[2])
- Priority Industry Training (existing worker)
- VET Delivered to Secondary Students*

**Note: Service Providers are appointed to these panels at the invitation of the Corporation.*

2. Purpose

These guidelines provide an overview on how Service Providers can make a request (Variation) for the following:

- Training places to deliver qualifications and skill sets under their existing program.
- To adjust their CPS to:
  - add or return training places.
  - extend CPS end date.
  - close (acquit) CPS(s).
  - transition students.
- To expand delivery to a new trade category under the Apprenticeship and Traineeship programs.
- To expand delivery to a new target group under the Participation – Equity Program.
- To expand deliver under a new program.
- Approvals are at the Corporation's sole discretion.
- To promote funded qualification and skill sets where the Service Provider has scope.

All Variations must be made on the latest version of the Corporation's Contract Variation Form downloadable from https://tamsrtoportal.dtwd.wa.gov.au (under TAMS RTO Portal Announcements on the front page).

Service Providers must use the 'Save & Email' button within the Variation Form to submit the form for processing.

[1] Aboriginal and Torres Strait Islander People (ATSI), Culturally and Linguistically Diverse (CALD), People with Disability (PWD) or Youth at Risk (YAR)

[2] Under employed is an individual working less than 20 hours a week with one or across multiple employers.

A login account is required, and Service Providers can access the form to request a login account at https://tamsrtoportal.dtwd.wa.gov.au (click on Access and Exit Forms).

3. Terminology

Contracted Program of Study (CPS)

A CPS identifies a contractual arrangement between a Service Provider and the Corporation and includes:

- the funded program;
- the qualification;
- the total number of contracted nominal hours for the qualification;
- the hourly payment rate that the Corporation will pay the Service Provider (for each eligible contracted hour);
- the number of student places*;
- the region (all traineeship CPSs are generated as Metropolitan);
- the date range that students can commence funded training under the CPS (student commencing start and end dates);
- the date that students must complete the training under the CPS (training activity end date); and
- the target group (if relevant).

** Traineeships places are managed by industry area, not individual CPS level to provide flexibility.*

Program Panel

Refers to the program(s) a Service Provider has been appointed too following a formal application. The Panels are listed in Section 1.

Support Services

Service Providers must nominate the Support Services they will provide to the eligible target groups[3] under the Participation Equity Program to assist students to overcome barriers to access, participate and complete the requested qualification.

Barriers may include, but are not limited to:

- poor language (including English proficiency), literacy and numeracy skills;
- a low level of educational attainment;
- having a disability;
- being long term unemployed;
- low socio-economic status;
- living in regional or remote areas;
- being mature aged with skill decay or perceived inability to re-skill;
- having carer responsibilities; and/or
- cultural or language barriers.

[3] Aboriginal and Torres Strait Islander People (ATSI), Culturally and Linguistically Diverse (CALD), People with Disability (PWD) or Youth at Risk (YAR

It is essential to ensure that students' barriers are identified at enrolment and the appropriate support services are provided that are relevant to overcoming those barriers to maximise qualification completion rates. Further information on the type of support services that will be considered relevant can be found at Appendix 1.

As part of the evidence requirement for the program, Service Providers are required to maintain a register of students' barriers and meet the evidence requirements for the individual Support Services are described in Appendix 1.

Please note: The Service Provider must ensure that at least 50% of the students on each CPS are provided with the Support Services listed in the Training Outline (refer to Section 10).

Transitioning

Refers to the process where students have commenced a qualification and are being transitioned to a replacement qualification.

4. Requesting Student Training Places

Initial Allocations

The initial allocations at program level are listed in the Corporation's letter of offer.

Requesting Additional Places

Service Providers can request the following training places each month:

Program	Total student places across all qualifications	Total student places across all skill sets.
Participation – Equity	45	45
Participation – Work Readiness	90	45
Priority Industry Training	45	45

Places available each month may change at the Corporation's sole discretion and in accordance with clause 9.3 of the General Provisions.

5. Variations under Existing Programs

- The Corporation will only accept **one** Variation per calendar month to be received by the 21st of the month or the next business day if it falls on a weekend.
- Variations will be responded[4] to by the 8th of the following month (or the next business day if the 8th is on a weekend or Western Australian public holiday).
- The first Variation round closes 21 January 2025.The final round of variations closes on 21 November 2025 unless otherwise notified by the Corporation.

[4] Variations >$500K in total value may not be responded to by the 8th of the following month due to additional Department approval required.

- Variations that are incorrect, incomplete, invalid, or submitted on an older version of the Variation Form will not be considered and will be returned to the Service Provider.
- Additional training places can only be requested when the Service Provider has reported against at least 75% of the allocated training places. Unless otherwise agreed, the 75% reporting must be demonstrated at the Program Level for the Participation and Priority Industry Training Programs; at Trade Category for the Traineeship Program; and at CPS level for the Apprenticeship Program. It is the Service Provider's responsibility to ensure that they have achieved the appropriate reporting before requesting additional places.
- If the Service Provider has not achieved the required 75% and has an over-allocation of unused places, they can include a request to return these places along with their request for additional places. The return of places results in the loss of these places, not a credit to their monthly allocation.
- The contract commencement date listed for any approved CPS resulting from the application will be the approved date of the application. This will appear as the 'Student commencing start date' in the CPS.
- Successful applications will result in the Service Provider being placed on the panel. The contract commencement date listed for any approved CPS resulting from the application will be the approved date of the application. This will appear as the 'Student commencing start date' in the CPS.
- Training must not commence until the Corporation has approved the variation request and issued a CPS.
- All variations requested must be in line with the Program Business Rules for the calendar year and these guidelines.

6. Variation to expand delivery to a new trade category.

The Variation must include:

- Details on the Service Providers:
  - understanding of the market or target group (industry or target group relationships and engagement strategies);
  - capacity to deliver training (training facilities, training resources and support services); and
  - training and delivery arrangements (proposed program, student progression strategies).
- Advertising information (refer to Section 11)

7. Variation to expand delivery to a new target group.

The Variation must include the following:

- Details on the Service Providers infrastructure and capacity to deliver to the requested target group.
- A Training Outline (refer to Section 9).
- Details on the support services offered (refer to Section 10).

8. Variations to be placed on a new program.

- The Variation must include details on the Service Providers:
    - understanding of the market or target group (industry or target group relationships and engagement strategies);
    - capacity to deliver training (training facilities, training resources and support services); and
    - training and delivery arrangements (proposed program, student progression strategies).
- Applications can be made at any time between 3 February 2025 to 21 August 2025 unless otherwise notified by the Corporation.
- All applications received within a given month will be assessed at the end of the month.
- Service Providers can expect a decision by the end of the following month.
- Successful applications will result in the Service Provider being placed on the panel. The contract commencement date listed for any approved CPS resulting from the application will be the approved date of the application. This will appear as the 'Student commencing start date' in the CPS.

9. Training Outlines

All Variations under the following programs must be supported by a Training Outline:

- Priority Industry Training
- Participation – Equity
- Participation – Work Readiness

The Training Outline must describe the planned training delivery strategy and include the minimum (not nominal) hours of face-to-face training that is to be conducted by the Service Provider for each mode of delivery listed below.

A further breakdown must be provided to include the hours of training per day, days per week and duration of training.

- Local Classroom
- Remote conferencing to a live remote/virtual class
- Workplace Training

A summary of the program description must include:

- Maximum trainer to student ratio for the mode(s) of face-to-face delivery.
- Where the delivery strategy includes "Remote conferencing", provide details on the location of the trainer during the live conferencing.
- Where RPL is expected to be undertaken by the cohort/target group as part of the delivery strategy, provide the rationale to support this expectation and the amount of units the cohort is expected to complete via an RPL pathway.
- If the total face to face delivery hours is less than those specified in the Business Rules, a rationale must be provided for consideration.
- Any other information to assist with the assessment of the Training Outline.

Note:

- Refer to the Business Rules to determine whether the cohort meets the student eligibility requirements under the relevant program.
- Priority Industry Training must be designed to upskill or reskill existing workers. The duration of the training delivered will be determined by the skill levels and industry experience of the cohort.
- It is acknowledged that not all students will undertake the amount of training listed in the Training Outline, as some will complete early, and others will take longer. However, it is expected that at least 70% of the students will engage in the level of training listed.
- The training outline will be assessed to determine whether the level of effort and resources expended in providing the training is proportionate to the funding provided.
- The Footprint Hours are the total nominal hours for the units of competence selected for the qualification being delivered.

10. Support Services

For the Participation-Equity program the Service Provider will be required to list the support services that will be offered to students. Refer to Appendix 1.

11. Advertising

All requests for Advertising on the Jobs and Skills WA (JSWA) website must be made using the Variation Form.

Service Providers must provide training program information for publication on the JSWA website for each CPS requested.

When selecting the variation type "*Add Qual & Places"* or "*Add Skillset & Places*" the Service Provider must complete the Advertising section

Service Providers can request an exemption to this requirement where they are not planning to accept students from outside the following groups:

- A pre-determined student cohort.
- Enterprise Service Providers training their own employees.

Service Providers also have the option to promote funded qualifications, or skill sets on the JSWA website for the Program Panel(s) they are contracted against where they have not requested a CPS. This request can be made by selecting "Advertising" under the variation type.

Service Providers should only seek approval to promote those qualifications / skills sets that they intend to deliver if there is sufficient student interest.

In the Variation Form, please ensure the “Course Description” includes:

- course information;
- delivery location(s);
- eligible students;
- Method of delivery (employment-based training [(EBT) - traineeship or apprenticeship] or Institutional Based Training (IBT) or both); and
- contact details for enquiries.

Note:

- Do not exceed 250 words (additional text will not be published).
- Do not include deep links (hyperlinks).
- Course descriptions containing information solely about the Service Provider will not be published.
- **Only one** course description for each qualification / course / skill set will be listed on the JSWA website.
- The Department may edit course information to meet DTWD’s website policy guidelines and style guide.

RTO Logo

The Service Providers logo must be emailed to Lucretia.Radhakrishnan@dtwd.wa.gov.au

The logo must be a minimum of 400 pixels high. For information on the size and format of the logo please refer to the ‘Resources’ tab on TAMS RTO portal.

APPENDIX 1 PARTICIPATION – EQUITY: SUPPORT SERVICES POINTS

A 40% loading is provided to Service Providers who offer support services to students who have difficulties in accessing and completing training. To access the 40% loading**, over 50%** of students listed on the CPS must be using the services nominated in the Training Outline, except for Childcare Services and Provision of Psychological Services, where **at least 20%** of the students on the CPS are using the services.

Support Service	Points	What is expected from the Service Provider	Expected Evidence
Remote Area delivery			
Service Provider delivers training in designated Aboriginal Communities.	20	Training delivered in remote Aboriginal communities. Only available to ATSI target group.	Service Provider to confirm location of training in the Training Outline application. Location in TAMS reporting. List of Communities from www.daa.wa.gov.au. Note this does not include major or minor towns, only remote communities.
Work placement			
Service Provider provides supervised work experience.	15	At least 5 days work experience, practicum or clinical placement. Also includes work experience on projects in remote communities. Work Placement must be organised by the Service Provider and not left to the Student. **This support service can only be offered if work placement is not a requirement of the qualification.**	Evidenced by communication with employers and written evaluations per Student.

Support Service	Points	What is expected from the Service Provider	Expected Evidence
Meals			
Provision of meals.	15	At least 1 meal per day for each scheduled day of face-to-face training.	Evidenced by receipts for food or catering receipts for the appropriate date ranges. Evidenced by a Student meal log, which each Student signs when they receive a meal.
Childcare Assistance*			
Provision of childcare by registered individuals.	15	Childcare is provided on the premises. At registration, student is made aware and chose to use the support.	Evidenced by staff or contractor's registration from Department of Human Services. Evidenced by a record of Students' child/children accessing the service (days and times).
Subsidy provided to cover registered childcare costs incurred by Students'.	15	At registration, student is made aware of the subsidy and accesses the support.	Evidenced by receipts for costs of childcare with Student name referenced.
Transport Assistance			
Provision of wheelchair compliant transport. Service Provider may only select this for disabilities category.	20	At registration, student is made aware of these facilities and accesses the support. Only available to Disability target group.	Details of wheelchair compliant vehicle registration; hire agreements or agreement with a contractor to provide the services. Evidenced by a record of Students' pick up and drop off schedule or log book.

*To access the 40% loading, **at least 20%** of the students on the CPS are using the services.

Support Service	Points	What is expected from the Service Provider	Expected Evidence
Transport Assistance			
Provision of transport by Service Provider to access the training.	10	Provision of transport to and from home, or to and from train/bus station. At registration, student is made aware of the transport provisions and accesses the support.	Details of vehicle registration, hire agreements, or agreement with a contractor to provide the services. Evidenced by communication with Students on the availability of transport. Evidenced by a record of Students' pick up and drop off schedule or log book.
Subsidy offered to the Student to access public transport.	5	At registration, student is made aware of the subsidy and accesses the service. The student is provided with a Smartrider and the Smartrider is regularly reviewed and topped-up by the Service Provider.	Evidenced by a record of Students' accessing the service or a log book. Evidence of smart riders being used and topped-up on a regular basis by the Service Provider.
Provision of Equipment			
Students are given, not loaned, the necessary equipment to complete their training, work experience.	15	Equipment required for training i.e. Hi-Vis, steel cap boots, safety glasses, ear plugs, hard hat, chef's uniform, chef's hat, hair net, chef's neck tie, gloves.	Receipts for the purchase of the equipment. Student declaration or logbook recording that the students have received the equipment. The students have not been charged for this equipment and the cost has not been included in resource fees or any other fees.

Support Service	Points	What is expected from the Service Provider	Expected Evidence
Service Provider employs designated Aboriginal Support Staff.	30	For cultural reasons where men and women cannot study together, the requirement of having one male and one female staff in the classroom. Literacy and/or language support. Only available to ATSI target group.	Evidenced by: • Staff résumés. • Staffing records. • Attendance sheets signed by lecturer and support staff. • Signed mentoring plans for participating students. Service and employment records for mentor. Please note that the support staff role: • cannot also be the lecturer • does not include a CAVSS teacher
Service Provider employs designated Disability Support Staff		Support person as note taker, and/or mentor. Only available to Disability target group.	
Provision of two lecturers at all times.		It is identified that to maximise Students' outcome it has been determined that two lecturers are required at all times.	
Provision of designated staff member, who works with Students to produce a mentoring plan for each Student.		At registration, student is made aware of and takes up the option to have a designated Service Provider mentor throughout their training program.	
Provision of psychological services or counselling*.	5	This is provided to the client by a referring external organisation or can be provided from a qualified independent person within a training organisation.	Statement from the external agency or internal officer stating how many students from each class have used the service.

*To access the 40% loading, **at least 20%** of the students on the CPS are using the services.

Support Service	Points	What is expected from the Service Provider	Expected Evidence
Staffing & Personal support			
Provision of psychological services or counselling*.	5	This is provided to the client by a referring external organisation or can be provided from a qualified independent person within a training organisation.	Statement from the external agency or internal officer stating how many students from each class have used the service.
Translation or Language Assistance			
Bi-lingual staff in the language of the CALD or Aboriginal group trained.	10	Bi-lingual staff member(s) employed by the Service Provider who are available to provide assistance as required to students experiencing difficulties with learning due to language barriers. Only available to ATSI and CALD target groups.	Evidenced by staff members' résumés and staff salary or wages records.
Provides Translated learning materials to CALD group trained.	5	This is for training undertaken in a foreign language, for example: age care for foreign people, where resources must be translated from English to another language. Only available to CALD target group.	Evidence of translation and copies of training materials in the language of the group being trained.

Note:

- A minimum of 50 points are required per Training Outline.
- The Service Provider will have the opportunity to list "OTHER" Support Services it offers to students not listed in the Delivery and Support Services. These will be considered when evaluating the Training Outline.
- **All** services are listed in the Training Outline; the Service Provider **must** have evidence that they have been provided to the students.