



Government of **Western Australia**
Department of **Training**
and **Workforce Development**

CALL FOR APPLICATIONS

DTWD 21/2011

2011 Vocational Education and Training in Schools

Youth in Transition

SPECIFICATIONS & CONDITIONS

Applications may only be submitted electronically via RTONet at
<https://stars.det.wa.edu.au/RTONet/>

Applications close
4.00 pm WST Friday 1 April 2011

TABLE OF CONTENTS

APPLICATION CONDITIONS AND GUIDELINES.....	4
1. PROGRAM OBJECTIVE	4
2. CALL FOR APPLICANTS	4
3. STUDENT COMMENCEMENT	4
4. ELIGIBLE APPLICANTS	4
5. IDENTITY OF THE APPLICANT	4
6. LODGEMENT OF APPLICATIONS.....	4
7. RE-LODGING AN APPLICATION	5
8. CLOSING TIME FOR APPLICATIONS.....	5
9. LATE APPLICATIONS	5
10. ACCEPTANCE OF APPLICATIONS	5
11. VALIDITY.....	5
12. APPLICANTS TO INFORM THEMSELVES	5
13. SUBCONTRACTING DELIVERY	6
14. AUSPICING.....	6
15. ELIGIBLE TRAINING PROGRAMS	6
16. REQUESTED PLACES	6
17. NOMINAL HOURS.....	6
18. PRICING	7
19. SELECTION PROCESS.....	7
20. SELECTION CRITERIA.....	8
21. FINANCIAL STABILITY	8
22. FUNDING AGREEMENT.....	8
23. FURTHER INFORMATION	8
CONTRACT CONDITIONS	9
1. SPECIAL CONDITIONS.....	9
2. ELIGIBLE STUDENTS.....	9
3. PAYMENT ARRANGEMENTS.....	9
4. PRE-REQUISITE UNITS.....	9
5. FUNDING FROM OTHER SOURCES.....	9
6. RECIPIENT CREATED TAX INVOICE (RCTI).....	9
7. ADVERTISING AND MARKETING.....	9
8. REPORTING	10
9. PERFORMANCE.....	10
ATTACHMENT 1 ELIGIBLE QUALIFICATIONS FOR YAT VET IN SCHOOLS.....	11
ATTACHMENT 2 GUIDELINES FOR THE ESTABLISHMENT OF TRAINING ARRANGEMENTS.....	12

GLOSSARY OF TERMS

'The Agreement' means the 2011 Funding Agreement.

'Accredited Course' means a course developed to meet training needs not addressed by an existing Training Package Qualification and accredited by TAC.

'Eligible Qualification' means a Training Package Qualification or Accredited Course listed in Attachment 1 and Attachment 2.

'GST' means a Goods and Services Tax levied by the Commonwealth of Australia.

'RAPT' means Resource Allocation Program for Training. RAPT enables contracted RTOs to report their training delivery and to access information about associated payments via the internet.

'Requested Delivery Item or RDI' means a request to deliver a given qualification in a specific region.

'Registered Training Organisation or RTO' means a private training provider or a State training provider recognised by the Training Accreditation Council (TAC).

'RPL' means Recognition of Prior Learning

'RTONet' means an internet based system that allows RTOs to access the Department's STARS system to obtain information about their registration, scope, contact details, students, training contracts and lodgements.

'STARS' means the Department's State Training and Recognition System.

'Student Curriculum Hours (SCH)' means the anticipated hours of supervised learning and/or training deemed necessary to conduct training, learning and assessment activities associated with each Unit of Competency or Module enrolment. SCH is based on a nominal hour model and must match the hours for the corresponding Unit of Competency / Module specified on STARS.

'TAC' means the Office of the Training Accreditation Council of Western Australia, established under the Vocational Education and Training Act 1996.

'The Contractor' means a successful applicant funded under a Funding Agreement.

'The Department' means the Western Australian Department of Training and Workforce Development.

'Training Package' means a collection of nationally endorsed Qualifications describing the skills and knowledge needed to perform effectively in the workplace. Training Packages are developed by Industry Groups.

'VET' means Vocational Education and Training.

APPLICATION CONDITIONS AND GUIDELINES

1. PROGRAM OBJECTIVE

The Youth in Transition – Vocational Education and Training in Schools is one component of the Department's response to the Commonwealth Government's National Partnership Youth Attainment and Transitions (NP –YAT). The NP-YAT promotes the ideal that all students have access to high quality pathways to facilitate effective transitions between school, training, further education and employment.

The program provides funding for the Independent, Catholic and Public School sectors to provide additional Vocational Training in Schools for priorities identified by the stakeholders. Priority is given to those training programs not already supported by Department of Education Vocational Training in Schools funding.

This expression of interest (EOI) is to establish a panel of preferred providers that will be eligible to deliver to the various school sections under this program. The expression of interest will be open to both private and public providers.

RTOs that are successful in gaining a place on the preferred provider panel are not guaranteed training places. Being a preferred provider means that the RTOs may be contacted by one or more of the school sectors to provide training under this program. RTOs that do not put in an expression of interest will not be considered.

2. CALL FOR APPLICANTS

The budget for this call for applications is \$4.13 million for delivery of specified qualifications to students that commence training between 1 May 2011 and 1 May 2013.

3. STUDENT COMMENCEMENT

Student commencement dates will be negotiated between the successful RTOs on the Preferred Provider Panel and the school sector that selects them for training delivery.

4. ELIGIBLE APPLICANTS

The Applicant must:

- i. be registered as a Registered Training Organisation (RTO) with the Office of the Training Accreditation Council of Western Australia (TAC); and
- ii. have current TAC scope and delivery registration for the qualifications requested in the application.

5. IDENTITY OF THE APPLICANT

An applicant is the RTO named as the applicant in the on-line application.

6. LODGEMENT OF APPLICATIONS

Applications can only be made on-line via RTONet: stars.det.wa.edu.au/RTONet

Applicant RTOs must have or be eligible to have access to RTONet. A 'Request for RTONet Access' form can be downloaded from:

trainingwa.wa.gov.au/tra/detcms/navigation/rapt

A 'Guide to On-Line Applications' with instructions for applying on-line can be downloaded at: <http://www.trainingwa.wa.gov.au/tra/detcms/navigation/manuals/>

Hard copy applications via standard mail, facsimile or email will not be accepted.

Only one application may be submitted per RTO.

Applicants will receive an email confirming the date and time of lodgement. If an applicant does not receive an electronic confirmation of receipt of their application within 24 hours, the applicant should contact Kathy Norris on (08) 9238 2574.

It is the responsibility of the applicant to ensure that an application is lodged by the specified closing date and time.

7. RE-LODGING AN APPLICATION

The on-line application process enables a lodged application to be recalled for editing.

Applications can be recalled and re-lodged up to the tender deadline.

Applicants will receive a confirmation email each time an application is lodged. If an applicant does not receive an electronic confirmation of receipt of their application within 24 hours, the applicant should contact Kathy Norris on (08) 9238 2574.

8. CLOSING TIME FOR APPLICATIONS

Applications may only be lodged up to 4.00 pm WST Friday 1 April 2011 as stated on the front page of this document.

9. LATE APPLICATIONS

Late applications will not be considered.

The on-line application will not allow an application to be submitted after the closing date and time.

10. ACCEPTANCE OF APPLICATIONS

The Department is not bound to accept any application and may reject any or all applications submitted.

The electronic application will not permit any changes to an application after the tender deadline. Up till this time, lodged applications may be withdrawn, amended and re-lodged.

RTOs that are successful in the process are not guaranteed training places

11. VALIDITY

Applications remain valid and open for acceptance for a minimum period of three (3) months from the date the application is lodged.

12. APPLICANTS TO INFORM THEMSELVES

Applicants shall be deemed to have:

- i. Examined the Call for Applications documents and any other information available to them for the purpose of making an application.

- ii. Examined all information obtainable by the making of reasonable enquires relevant to risks, contingencies and any other circumstances that may have an effect on their application.
- iii. Satisfied themselves as to the correctness and sufficiency of their application.

13. SUBCONTRACTING DELIVERY

The applicant RTO may nominate to subcontract part of the delivery of a Requested Delivery Item to another training provider through a 'Training Arrangement' but the applicant RTO must be the one with the delivery scope and registration for the relevant qualification.

Guidelines and conditions for sub-contracting are contained in Attachment 2 'Guidelines for Establishing Training Arrangements' and Clause 11 of the Agreement.

14. AUSPICING

Auspicing, the process by which an RTO, authorizes industry or a school to deliver training and/or conduct assessment is not allowed under this program.

15. ELIGIBLE TRAINING PROGRAMS

Applications may only offer to deliver qualifications drawn from:

- i. within the RTO's current TAC delivery scope as listed on RTONet; and
- ii. the qualifications listed in Attachment 1

The on-line application will only allow the selection of qualifications that meet the above criteria.

The program only funds the delivery of full qualifications.

The delivery of Skill Sets or Statements of Attainment, even if drawn from an eligible qualification, will not be funded. For this reason it is a requirement that enrolled students have the clear intention to undertake the full qualification.

16. REQUESTED PLACES

An applicant RTO may submit;

- i. one application

In this program the RTO is applying to be on a preferred provider panel and is not required to request a particular number of training places.

Applications will not be considered for funding if:

- i. the Department has advised the RTO of unacceptable past performance; or
- ii. available funding has been fully committed.

17. NOMINAL HOURS

Applicants are not required to enter the nominal hours for a Qualification in the on-line application as this will automatically be generated from STARS.

18. PRICING

Applicants are not required to submit pricing in the application.

The total hours and funding for each submitted training program will be automatically calculated in the on-line application based on rates set by the Department.

The \$/Hour rate and Total Cost for each Qualification for delivery in the Perth Region are shown for each qualification in Attachment 1

The funding rates specified for the qualifications are exclusive of the GST. However the Department will fund applicable GST in addition to the specified rates.

Delivery in regions outside the Perth Metropolitan area will be funded at the Perth rate plus a percentage loading for the relevant region, as shown in the table below.

The on-line application will automatically apply the regional loading based on the region specified for each RDI.

Region	Loading
Peel	10%
South West	10%
Wheatbelt	30%
Mid West	30%
Great Southern	30%
Goldfields-Esperance	50%
Gascoyne	70%
Pilbara	105%
Kimberley	115%

A map of the regional boundaries can be found at:

<http://www.trainingwa.wa.gov.au/tra/detcms/training-resource-allocation/training-resource-allocation/general/delivery-regions.en?oid=com.arsdigita.cms.contenttypes.FileStorageItem-id-1530496>

19. SELECTION PROCESS

Under this Call for Applications it is mandatory that:

- i. RTOs are scoped to deliver the qualification in WA;
- ii. RTO staff have working with children clearances.
- iii. RTOs will deliver predominantly face-to-face rather than online.

If substantial numbers of applications are received the Department reserves the right to use the following criteria, listed in priority order, to reduce the number of potential providers on the Preferred Provider Panel using the following criteria:

The CFA will give preference in selecting for the Preferred Provider Panel those RTOs that:

- i. have experience in delivering VET in Schools;
- ii. have experience in delivering VET in Schools in WA;
- iii. have experience in delivering the requested qualification in schools;
- iv. upload supporting letters from up to two schools.

RTOs that are successful in the EOI will be required to pass a financial viability check, if they have not already done so.

A Selection Committee will formally select the appropriate RTOs from the list and successful RTOs will be placed on a Preferred Provider Panel for this program.

Applicants should note that being on the Preferred Provider Panel is not a guarantee of training places. The school sectors may select RTOs from the Preferred Provider Panel for training delivery under this program with no further tendering required.

20. SELECTION CRITERIA

Applications are not required to provide written responses to rated selection criteria.

21. FINANCIAL STABILITY

The Department will carry out a financial stability assessment of an applicant before entering into a Funding Agreement.

The result of the financial stability assessment may influence the final funding allocation or the structure of payments that will be made.

Financial stability assessments are conducted with the assistance of a recognised credit reporting organisation and require the co-operation of affected applicants.

All information received by the Department is kept confidential.

22. FUNDING AGREEMENT

A 2011 Funding Agreement between the applicant and the Minister must be entered into prior to commencing any training programs for which the applicant has been recommended for funding.

On signing a 2011 Funding Agreement an applicant becomes the contractor.

A sample 2011 Funding Agreement is included in the Call for Applications (CFA) documentation.

23. FURTHER INFORMATION

Requests for further information regarding the scope of the requirement should be directed to:

Kathryn Norris (08) 9238 2574 email: Kathryn.Norris@dtwd.wa.gov.au

Enquiries on technical matters relating to the procurement documents and processes should be directed to:

Russell Brown (08) 9238 2670 email: Russell.P.Brown@dtwd.wa.gov.

CONTRACT CONDITIONS

1. SPECIAL CONDITIONS

All RTO trainers working on this program must have a Working with Children clearance.

2. ELIGIBLE STUDENTS

- i. For this program students must be secondary schools students
- ii. Notice of Arrangements are not necessary under this program;

3. PAYMENT ARRANGEMENTS

The conditions for payment and the amount payable for each reported outcome are set out in the Payment Schedule 3 of the 2011 Funding Agreement.

4. PRE-REQUISITE UNITS.

Where students require any pre-requisite units of competency listed in a Training Package Qualification, the Department will consider funding the additional hours to cover the pre-requisites on a case by case basis.

Note if the pre-requisite is a full qualification it will not be funded under this program.

5. FUNDING FROM OTHER SOURCES

The Department reserves the right to not fund a training program if it is found that funding has been secured from another source to deliver the same training to the same group of students.

6. RECIPIENT CREATED TAX INVOICE (RCTI)

Payments will be made through Recipient Created Tax Invoices (RCTI) which will be generated through the RAPT system. The RCTI will identify the amount payable and the GST component.

7. ADVERTISING AND MARKETING

Any promotion of funded training programs must state 'This program is jointly funded by the Commonwealth Government and the Government of Western Australia'.

As part of the Department's 'Training WA' brand strategy, a set of logos has been created to acknowledge publicly funded courses and services provided by public and private training providers.

RTOs will be required to apply the appropriate Training WA Training Program logo to all client facing communication relevant to courses funded by the Department.

The logo guides are available at:

https://stars.det.wa.edu.au/RTOnet/resource_guidelines_logos.aspx?hMode=update&hMENU=1700&hHEADER=1&hOrgID=1073845

8. REPORTING

All delivery associated with all funded Contracted Programs of Study (CPS) must be reported on a monthly basis via the RAPT system in accordance with the current version of the '*Text File Specifications for RAPT Electronic Reporting*' and '*Payments and Reporting for Publicly Funded Registered Training Organisations*' documents which can be downloaded at:

trainingwa.wa.gov.au/tra/detcms/navigation/manuals

9. PERFORMANCE

If in using Performance Criteria described in the Agreement, the Department concludes that a contractor's performance is unsatisfactory, the Department will advise the contractor of its concerns and will consult with the contractor to determine an appropriate course of action including whether the contractor will continue to be funded under the current Agreement and/or be considered for funding in future years.

ATTACHMENT 1 ELIGIBLE QUALIFICATIONS FOR YAT VET IN SCHOOLS

NTIS Id	QUALIFICATIONS	\$/SCH Rate	Nominal Hours	Industry Area
AUR20705	Certificate II in Automotive Mechanical	\$10.23	344	Automotive
BSB40207	Certificate IV in Business	\$8.81	515	Office and Clerical
CHC20108	Certificate II in Community Services	\$7.86	280	Community Service Workers
CHC30708	Certificate III in Children's Services	\$7.72	645	Education and Childcare
CPP20107	Certificate II in Spatial Information Services	\$7.98	150	Surveying and Building
HLT21207	Certificate II Health Support Services	\$9.75	305	Health
HLT21307	Certificate II in Aboriginal and/or Torres Strait Island Primary Health Care	\$9.75	480	Health
ICT20110	Certificate II in Telecommunications Technology	\$11.35	460	Electrical Trades
ICT20210	Certificate II in Telecommunications	\$11.35	490	Electrical Trades
ICT20310	Certificate II in Telecommunications Cabling	\$11.35	570	Electrical Trades
MEM20105	Certificate II Engineering	\$10.16	302	Metal and Mining
MSL 20109	Certificate II in Sampling and Measurement	\$7.98	360	Science and Technical Workers
MSL30109	Certificate III in Laboratory Skills	\$9.33	640	Science and Technical Workers
SIR20207	Certificate II in Retail	\$8.60	375	Retail
SIR30207	Certificate III in Retail	\$8.60	320	Retail
SIT20307	Certificate II in Hospitality (Kitchen Operations)	\$11.65	384	Cooking
SIT20107	Certificate II in Tourism	\$7.84	340	Tourism
UEE22010	Certificate II in Electrotechnology (Career Start)	\$9.42	360	Electrical and Electronic Engineering
UEE22007	Certificate II in Electrotechnology (Career Start)	\$9.42	378	Electrical and Electronic Engineering

Please note that UEE22010 replaces UEE22007. RTOs that wish to apply to deliver this qualification will be required to get the new qualification on scope before commencing delivery.

ATTACHMENT 2

GUIDELINES FOR THE ESTABLISHMENT OF TRAINING ARRANGEMENTS

PURPOSE

These guidelines apply to RTOs seeking to establish a training arrangement with another training provider to fulfill the conditions of their Funding Agreement.

GUIDELINES

- 1) The Funding Agreement between the RTO and the Department of Training and Workforce Development allows RTOs to enter into a Training Arrangement with a third party to supplement their existing training capability (see Section III, Clause 12 of the Funding Agreement for full details).
- 2) The Funding Agreement defines the circumstances under which RTOs can enter into a Training Arrangement. However, it is not the intention of the competitive training market that RTOs will:
 - a) Act as 'brokers' for training;
 - b) Sub-contract a significant percentage (i.e. greater than 50%) of their delivery to another provider; or
- 3) RTOs must ensure that when Training Arrangements are established, adequate safeguards are implemented to ensure that the risks associated with this practice are minimised.
- 4) The RTO with whom the Department has a Funding Agreement (the "lead" RTO) must ensure that all requirements of the Australian Quality Training Framework (AQTF 2010) Standards are met and that compliance with all AQTF Standards is maintained.
- 5) The Department of Training and Workforce Development will hold the lead RTO responsible for ensuring that the terms of the Funding Agreement are met. The Training Arrangement must, therefore, make adequate provision to ensure that the training processes, personnel and resources of the subsidiary provider are consistent with the requirements and expectations of the AQTF 2010. In particular, provision must be made to ensure the subsidiary provider is financially viable and has adequate professional indemnity and public liability insurance.
- 6) RTOs entering into a Training Arrangement must ensure that the interests of the students and the State are properly safeguarded.
- 7) Where there is an element of doubt, RTOs entering into a Training Arrangement should conduct a risk assessment by a qualified legal practitioner to ensure that the risk of sub-contracting (i.e. the transference of responsibility from one organisation to another) is minimised through a formal contract arrangement.