

# **GROUP TRAINING IN THE TRADES PREVOCATIONAL PROGRAMME PROVIDER GUIDELINES**

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General Manager  
SkillsPlus Ltd  
PO Box 1162  
Frankston  
Victoria 3199

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# **1. Programme Overview**

## **1.1 Programme Strategy**

The Group Training in the Trades Programme (GTTPP) provides funding to Group Training Organisations to provide Australian Apprenticeship opportunities in the trade areas.

These Australian Apprenticeship opportunities must centre on providing:

Pre-vocational training in the trades with articulation into an Australian Apprenticeship; and

Australian School-based Apprenticeships in the trades.

Particular focus is given to trade areas which are experiencing skill shortages or where Australian Apprenticeships in the trades are being under-serviced in particular areas especially through Australian School-based Apprenticeships.

Details on information determining trade occupations and skill shortages are in Section 11 – Definition of Terms.

## **1.2 Purpose of these Programme Guidelines**

These Group Training in the Trades Programme Guidelines ('the Provider Programme Guidelines') set out the requirements for the delivery of Services.

The Provider Programme Guidelines form part of the Contract between SkillsPlus Ltd. (the Broker) and the Provider who are contractually obliged to comply with obligations imposed under these Provider Programme Guidelines and to ensure that they meet their obligations as set out in these Provider Programme Guidelines.

Where the Group Training in the Trades Programme Contract is inconsistent with the Provider Programme Guidelines, the Contract takes priority over the Provider Programme Guidelines.

In accordance with the Contract between SkillsPlus Ltd. and the Provider, SkillsPlus Ltd. reserves the right to amend the Programme Guidelines at its discretion. Providers will be advised in writing of any amendments.

## **1.3 Definition of Key Terms**

Outlines of the key terms for GTTPP can be found in Section 11 Definition of Terms: Key terms include: Australian Apprenticeship, Group Training, Australian School-based Apprenticeship, Pre-vocational Training, Training in the Trades, National Skill Shortages and National Standards for GTOs and RTOs.

## **1.4 Funding**

Providers are selected to provide Australian School-based Apprenticeships and pre-vocational training opportunities in the trades through an open tender process and are assessed against defined evaluation criteria outlined in the GTTPP Provider Application Form (available at [www.skillsplus.com.au](http://www.skillsplus.com.au)).

## **2. Introduction to GTTPP**

### **2.1 Objectives of the Programme**

The Programme will assist eligible Participants to undertake Australian Apprenticeships in the trades by offering opportunities through providing Participants with pre-vocational training in the trades in order to gain the required pre-requisites to articulate into an Australian Apprenticeship in the trades.

Particular focus will be given to trade areas which are experiencing skill shortages or where Australian Apprenticeships in the trades are being under-serviced in particular areas.

### **2.2 Services and Roles**

The Department of Education, Employment and Workplace Relations (DEEWR/'The Department') have primary responsibility for the overall management of the Programme. However, DEEWR has contracted the management of the Services to SkillsPlus Ltd. who may sub-contract Providers to deliver the Services in Melbourne and the remainder of Victoria.

### **2.3 GTTPP Participants**

Participants must:

- Be genuinely interested in participating in the Programme;

- Be interested in obtaining an Australian Apprenticeship in the trades, particularly in national skill shortages areas; and

- Ensure Centrelink activity testing compliance requirements are satisfied if undertaking pre-vocational training whilst on Centrelink benefits.

For further details relating to Participants see Section 6 – Participation in GTTPP.

**Providers must ensure that they do not target individuals who are enrolled in or are more suitable for pre-vocational training under the Access Programme - see Section 3.6 - Access Programme.**

**Where individuals are wishing to undertake the pre-vocational training component and they would be eligible for the Access Programme they should be referred to participate under the Access Programme.**

**School students who have already commenced Year 12 are not eligible to enrol in the Group Training in the Trades Programme.**

### **2.4 Referral to GTTPP**

- Participants may self-refer or be referred to the Programme by:  
SkillsPlus Ltd, or a Provider; or

- Group Training Organisations; or

- Schools; or

- Centrelink; or

- A Job Network Member; or

- Other organisations, such as host employers and community organisations.

## 2.5 GTTPP Management Information System (GTTPPMIS)

The GTTPP Management Information System (GTTPPMIS) assists with the management of the Programme. Access to GTTPPMIS is through the group training programmes website at: <https://gttpp.DEEWR.gov.au>

GTTPPMIS is used to:

Store information about Brokers' Contracts, Commencement and Completion targets; and

Collect information about eligible Participants and their outcomes.

Providers are responsible for entering and maintaining specific records about the Programme and Participants on GTTPPMIS. This includes, but is not limited to the following:

Updating GTTPPMIS within five working days of any event (ie sign-up, cancellation)

Using the comments sections to record information such as reasons for change of host employer, suspensions and cancellations, and details of direct employment outcomes.

DEEWR reserves the right to upgrade GTTPPMIS and related hardware/connection requirements. Providers must meet any extra connection and hardware costs of any such upgrades.

Providers will be notified of any GTTPPMIS changes and upgrades by SkillsPlus Ltd. and via notifications on the 'What's New' page on GTTPPMIS.

**Attachment A** – the GTTPPMIS User Guide provides details on how to use the system.

**Attachment B** – the GTTPPMIS Systems Access Request Form is to be used when Providers request access to GTTPPMIS.

**Page 42** – GTTPPMIS SkillsPlus Sample Page

## 2.6 Key Players and Their Roles

The key players are:

**The Department**

The Department is responsible for managing Contracts under the Programme, including monitoring, evaluating and reporting on the overall performance and activities of the Programme, and ensuring that Australian Government funding for the Programme is expended efficiently, effectively and ethically. See Section 11 – Definition of Terms.

### **SkillsPlus Ltd.**

SkillsPlus Ltd. is contracted by the Department to manage the delivery and administration of the Programme within Melbourne and the Remainder of Victoria Region, see Section 11 – Definition of Terms.

SkillsPlus Ltd., in turn, sub-contracts Providers for the delivery of pre-vocational training and Australian School-based Apprenticeships in accordance with these Programme Guidelines and SkillsPlus Ltd.'s other contractual arrangements with the Australian Government.

SkillsPlus Ltd. can also undertake pre-vocational training and Australian School-based Apprenticeships in their own right as a Provider but they must ensure involvement of other Providers to obtain the required contracted outcomes.

### **Providers**

Providers must either be Group Training Organisations or Registered Training Organisations in compliance with the relevant standards as outlined in National Standards for Group Training Organisations and Standards for Registered Training Organisations, see Section 11 – Definition of Terms that are sub-contracted by SkillsPlus Ltd. to deliver the training. Provision of pre-vocational training may only be provided by organisations that are Registered Training Organisations.

For details on the responsibilities of Providers see Section 4 – Responsibilities of Providers.

## 3. Access to other Government Initiatives

### 3.1 Access to other Government Initiatives

There are a large number of related programmes and initiatives provided by the Australian Government, State and Territory Governments and other bodies. This section provides an overview of some of the funding sources that are of interest to most Providers.

Providers must avoid any activity that could be considered as cost shifting, duplication of effort or double funding. GTTPP funding is intended for outcomes that would not otherwise happen. GTTPP funding is **not** to be used as an alternative funding source for existing activities or to duplicate existing activities, including activities undertaken by other organisations. Similarly, Providers are **not** to claim expenses against the Programme that are also being claimed against another funding source. Clarification should be sought from SkillsPlus Ltd. if organisations have any questions on these matters.

### 3.2 Joint Group Training Programme

The Joint Group Training Program involves matched funding arrangements between the Australian and State and Territory Governments, which total \$20 million annually. These funds are only available to Group Training Organisations that meet the National Group Training Standards.

Providers who act as employers of Australian Apprentices under this Programme **cannot** claim Joint Group Training Program funding for Australian Apprenticeship placements generated and funded under GTTPP.

### 3.3 Australian Apprenticeships Incentives Programme

The Australian Government's Australian Apprenticeships Incentives Programme provides a range of financial incentives to encourage employers to offer employment related training opportunities through Australian Apprenticeships. This Programme includes group training specific incentives. Funding is also available to assist eligible Australian Apprentices who need to move away from home to take up an Australian Apprenticeship opportunity.

Employers and Australian Apprentices recruited under GTTPP may be **eligible** to receive funding under this programme.

Further information is available through the Australian Apprenticeships website at <http://www.newapprenticeships.gov.au> or by phoning the Australian Apprenticeships hotline on 1800 639 629.

### 3.4 Australian Apprenticeships Centres

The Australian Government contracts a national network of Australian Apprenticeships Centres to provide Australian Apprenticeships information to employers and people interested in becoming an Australian Apprentice. Australian Apprenticeships Centres also market and administer the Australian Government's Australian Apprenticeships Incentives Programme.

Employers and Australian Apprentices recruited under GTTPP may be **eligible** to receive funding under this programme.

Further information is available through the Australian Apprenticeships website at <http://www.newapprenticeships.gov.au> or by phoning the Australian Apprenticeships hotline on 1800 639 629.

### **3.5 Group Training Australian Apprenticeships Targeted Initiatives Programme (TIP)**

The Group Training New Apprenticeships Targeted Initiatives Programme (TIP) enables Group Training Organisations to generate quality Australian Apprenticeship opportunities in priority areas that would not otherwise happen.

The programme funds projects which contribute to the establishment of a sustainable Apprenticeships market in critical, under serviced or challenging areas.

Critical areas are those of national, state or regional importance. Challenging areas are those where the achievement of successful Australian Apprenticeship outcomes requires additional time, resources and development. Under serviced areas are those where there are identified gaps in coverage by Australian Apprenticeships and/or group training. TIP funding rounds are usually targeted to specific funding priorities that have emerged within these areas.

Further information can be obtained from the DEEWR Group Training Programmes website at <http://grouptraining.DEEWR.gov.au> or by phoning the Training Initiatives hotline on 1300 782 295.

Providers **cannot** recruit Participants who have been funded under, and completed, the Australian Government's Group Training Australian Apprenticeships Targeted Initiatives Programme.

### **3.6 Australian Apprenticeships Access Programme (Access Programme)**

The Australian Apprenticeships Access Programme provides participants who experience barriers to skilled employment with pre-vocational training, support and assistance to obtain and maintain an Australian Apprenticeship. Alternatively, a participant may be supported into employment, further education or training.

Further information can be obtained from the NAAP website at <http://accesstraining.DEEWR.gov.au> by phoning 1800 282 882.

Providers **cannot** recruit Participants who have been funded under, and completed, the Australian Government's Australian Apprenticeships Access Programme.

Individuals who are more suitable for, enrolled in or have participated in pre-vocational training under the Australian Apprenticeship Access Programme are **not eligible** to receive training and funding under the GTTPP.

### **3.7 National Skill Shortages Strategy (NSSS)**

The National Skill Shortages Strategy (NSSS) is a cooperative process between industry and government, developed to address industry perceptions of emerging skills gaps (particularly in some traditional trades).

Further information can be obtained from the NSSS website at <http://www.nsss.gov.au/>

### **3.8 Australian Technical Colleges (ATCs)**

The Australian Government is funding 25 Australian Technical Colleges (ATCs) across Australia in areas where there are skills needs, high youth population and a strong industry base.

These Colleges cater for Years 11 and 12 students who wish to study for their Year 12 certificate and start an Apprenticeship whilst still at school (Australian School-based Apprenticeship).

The College is there to support students through both academic and trade training; with mentoring, career advice and business and employability skills. These courses are all developed with industry input to ensure that the training offered will be relevant for local needs.

Further information can be obtained from the ATCs website at <http://www.australiantechnicalcolleges.gov.au/>

The ATCs and the Group Training in the Trades Programme (GTTPP) can work cooperatively to provide Australian School-based Apprenticeships (ASBA) in areas where ATCs are situated.

ATCs are able to use GTTPP Brokers to place students in ASBAs providing no fee is paid to the GTTPP Broker by the ATC.

### **3.9 Job Network**

Group Training Organisations are eligible to apply to become Job Placement Organisations under the Active Participation Model. A Group Training Organisation, in its capacity as a Job Placement Organisation, may receive a Job Placement fee when placing eligible Participants into vacancies. A Group Training Organisation is able to claim its own vacancy outcomes as a related entity outcome. Under the provisions of the Job Placement licence, payments for placements with related entities cannot exceed 30 per cent of the total paid outcomes.

Fees will not be paid each time a Group Training Organisation rotates an Australian Apprentice with a new host employer.

### **3.10 State Government Initiatives**

Group Training Organisations may also be eligible for other State Government program funding, incentives and subsidies. More information can be obtained from the State Training Authority.

A list of relevant State and Territory contacts is located on the DEEWR Group Training Programmes website at <http://grouptraining.DEEWR.gov.au>.

## 4. Responsibilities of GTTPP Providers

### 4.1 GTTPP Provider Responsibilities

**Providers must comply with either the National Standards for Group Training Organisations and/or the Standards for Registered Training Organisations.** Providers will be legally bound and perform their obligations consistent with the Contract and Programme Guidelines.

Providers must also:

- be experienced in providing training and employment services;
- have demonstrated their capacity to generate and achieve Australian Apprenticeship outcomes
- have a well established network of employer contacts and a good understanding of local labour market issues; and
- have strategies in place to meet the needs of the local community.

The contract between SkillsPlus Ltd. and the Provider will identify the particular Services the Provider will deliver on behalf of SkillsPlus Ltd. These Services must include, but are not limited to:

#### ***Contract Management***

- ⌚ reporting the progress of the Programme including outcomes, through GTTPPMIS;
- ⌚ addressing complaints and requests for information consistent with the systems established by SkillsPlus Ltd.;
- ⌚ immediately advising SkillsPlus Ltd. of any management and performance issues that may affect the management of the Programme including (but not limited to):
  - their inability to meet contractual obligations;
  - financial difficulties being experienced; and
  - suspected or alleged fraudulent activities or other potential contraventions of the law.
- ⌚ establishing and maintaining a complaints register and effective processes for dealing with Participant complaints, see Section 4.4 – Dealing with Complaints;
- ⌚ ensuring DEEWR and SkillsPlus Ltd. have full access to their premises and records for the purposes of monitoring the Programme;

#### ***Promotion and Liaison***

promoting GTTPP to potential Participants, parents, employers, schools, careers advisers and other key players;

liaising with local organisations, employers and employer groups to increase awareness and opportunities for Australian Apprenticeship referrals and placements in the trades;

establishing strong links and networks with Registered Training Organisations, schools, careers advisers, Centrelink, Job Network Members, Australian Apprenticeships Centres, Job Placement Organisations and other relevant organisations, to ensure referrals and develop local arrangements that deliver outcomes for Participants;

ensuring that Centrelink, Job Network Members and other referral agencies are advised of Participants who commence, complete and withdraw from GTTPP; and

providing SkillsPlus Ltd. with copies of all marketing and promotional material used for the GTTPP.

### ***Selection of Participants***

- ⌚ recruiting and selecting individuals who may be suitable and eligible to participate in GTTPP;
- eligibility checks include determination of an individual's involvement in other government initiatives, see Section 3 – Access to other Government Initiatives, and therefore eligibility for the GTTPP
- please note that Providers must complete a SkillsPlus **GTTPP Participant Eligibility Checklist** (available on the SkillsPlus website) for each pre-vocational participant, and forward these to SkillsPlus prior to commencement of training.
- please note that school students who have already commenced Year 12 are not eligible to enrol in the Group Training in the Trades Programme.
- ⌚ establishing suitable selection processes to identify and give priority to those individuals who:
  - will benefit from the pre-vocational training in the trades;
  - are interested in gaining an Australian Apprenticeship or Australian School-based Apprenticeship in the trades; and
  - are likely to have the capacity to undertake training and work in that industry and in completing an Australian Apprenticeship.
- ⌚ ensure Centrelink activity testing compliance requirements are satisfied if undertaking pre-vocational training whilst on Centrelink benefits.

**Note: Under no circumstances are Providers to charge Participants any fees or charges, including equipment costs.**

### ***Pre-vocational Training***

- ⌚ providing pre-vocational training in the trades that:
  - is nationally recognised under the Australian Qualifications Framework;
  - prepares the Programme Participants for work;
  - is linked to local trades needs/skill shortages;
  - is linked to an Australian Apprenticeship pathway; and
  - does not overlap with existing government initiatives and is not prohibited under Section 3 – Access to other Government Initiatives.

ensuring the training delivered for each Programme is full time (at least 20 hours per week) and of at least 150 hours duration, unless otherwise negotiated with the Department;

ensuring the training has a mix of technical units of competency from national training packages (for which, at a minimum, a statement of attainment can be achieved) and nationally recognised generic skills to assist Participants to become job ready for an Australian Apprenticeship;

ensuring the training is delivered by a Registered Training Organisation and that Participants are issued with appropriate certification, eg statements of attainment;

ensuring, where possible, training is linked to national and regional skill shortage and/or local labour market needs; and

ensuring that the RTO records their data in the prescribed format under the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) using Funding Source Code 02 – *Commonwealth and State specific purpose funding for VET*.

### **Post Placement Support**

- ⌚ providing tailored support to assist Participants to obtain, maintain and successfully complete an Australian Apprenticeship by;
  - providing information, advice and tailored support to Participants throughout the Australian Apprenticeship and offering effective post placement support through timely onsite visits, including consultation with the host employer to monitor and evaluate progress of the Australian Apprentices and provide constructive feedback; and
  - ensuring the morale and best interests of the Participant are maintained through to the completion of their training.

### **Practical Placement (otherwise known as Work Experience)**

Providers have the option of scheduling practical placement as part of the pre-vocational training component within GTTPP. It is highly recommended that this be included, as it is an effective strategy for increasing the likelihood of employment for participants.

For this to occur, the following must be in place:

The RTO must have public liability insurance, and provide the Broker with evidence of this

The practical placement must comprise no more than 50% of the overall training programme

The RTO must have Host Employers in place to take on Participants for practical placement

The Host Employer, Participant and the RTO must sign a Practical Placement Agreement to formalize the practical placement arrangement

The Host Employer must agree to pay the Participant no less than \$5 per day, in order to activate the Department of Education and Training's Workcover insurance for the Participant.

The Provider must ensure that Participants are monitored whilst on practical placement.

For further information on Practical Placement in Victoria, refer to the Practical Placement Information Package at:

## 4.2 Liaison with Other Stakeholders

Where a Participant is referred by a Job Network Member or is being assisted by another public sector funded provider, it is expected that the Provider or Job Network Member will liaise to ensure they look after the best interests of the Participant.

### **Centrelink**

If an individual who is in receipt of income support is referred to GTTPP other than by Centrelink or a Job Network Member, Providers must refer the individual back to Centrelink using the GTTPP Referral Form (see **Attachment C**) prior to commencing training.

The Provider must provide Centrelink Mutual Obligation Facilitators (MOFs) with the names of Participants who commence GTTPP using the Commencement Advice Form (see **Attachment D**). This list should be faxed to MOFs within **seven days** of the start of the training.

Centrelink MOFs must also be faxed the names of Participants who withdraw, or are withdrawn, from GTTPP, within **two days** of their withdrawal using the GTTPP Withdrawal Advice Form (see **Attachment F**).

Centrelink MOFs must also be faxed the names of Participants who fail to meet their GTTPP responsibilities using the Participant Performance Advice Form (see **Attachment G**).

Providers must advise Centrelink within **seven days** of all Participants who have completed GTTPP using the Completion Advice Form (see **Attachment E** and Section - 6.4 Mutual Obligation).

Participants who are on income support must advise Centrelink that they have been accepted into GTTPP to ensure they are exempted from completing other Mutual Obligation activities which may conflict with their participation in GTTPP.

## 4.3 Marketing of GTTPP

Providers must promote the Programme to potential participants and employers. Where GTTPP promotional material is made available by DEEWR or SkillsPlus Ltd., Providers must use this material.

All advertisements, publications, materials and activities relating to GTTPP must acknowledge the financial and other support it has received from the Australian Government. The following words should be used to acknowledge this support:

**“PROUDLY SUPPORTED BY THE AUSTRALIAN GOVERNMENT”**

**Providers must provide SkillsPlus Ltd. with copies of all marketing and promotional material related to GTTPP for approval, prior to distribution.** A minimum of five working days must be allowed for the approval process to be completed.

## 4.4 Dealing with Complaints

Providers are responsible for:

establishing a free, easily accessible process to deal effectively with complaints;

making known their complaints handling procedures to Participants, along with other avenues of appeal;

maintaining a register of complaints received. The register of complaints must be made available to SkillsPlus Ltd. and/or DEEWR staff upon request;

ensuring all complaints are followed up within 10 working days of being raised and the complainant is kept advised of the progress of their complaint; and

ensuring that the number of SkillsPlus Manager of GTTPP is made available to Participants who are unhappy with the Provider's response to a complaint.

The process must:

be consistent with the National Code of Good Practice for Responding to Complaints about VET Quality, which can be found at [www.training.com.au](http://www.training.com.au) under Contacts and Links;

focus on resolving the issues to the mutual satisfaction of all stakeholders as early as possible; and

provide for the capacity to progress the matter when the complainant is not satisfied with the outcome (i.e. from the Provider to SkillsPlus Ltd. for consideration).

Privacy requirements must be adhered to and the complainant's permission to discuss the complaint with third parties must be obtained beforehand.

## **4.5 Working with Children Checks and Police Checks**

It is DEEWR policy that all personnel (paid and unpaid) who are to be in contact with persons under the age of 18 are required to comply with Working with Children requirements. These requirements are under Commonwealth and relevant State/Territory laws as follows:

### **A. Requirements**

All personnel who are to be in contact with persons under the age of 18 are required to undergo an Australian Federal Police (AFP) criminal record check that provides full disclosure of any charges or convictions (an AFP check) and obtain any additional State/Territory Working with Children Checks.

"Personnel" for the purposes of AFP Criminal Records Check and the State/Territory Working with Children Requirements include but are not limited to:

Employees, office holders and other persons of an organisation engaged/or to be engaged to deliver services under the Programme including any personnel employed under an approved sub-contracting arrangement;

Volunteers or other persons who support the delivery of the Programme; and

Personnel within the organisation who may come into contact with young people participating in Programme activities.

### **B. AFP Criminal Checks**

The requirement for all personnel to undergo an AFP check is in addition to any other police checks undertaken in compliance with State/Territory Working with Children legislation.

### **Outcome of Check**

Where the AFP check reveals anything other than a nil result the Broker/Provider must not, without written authorisation from DEEWR allow that person to work with children on the programme. In particular, the Broker/Provider must not engage that person as:

An employee or sub-contractor of the organisation who is engaged/or to be engaged to deliver the Programme;

A volunteer who supports the deliver of the programme; or

A person who performs any task within the organisation where the task will bring the person into contacts with persons under the age of 18 participating in Programme activities.

Therefore, Providers must obtain an AFP criminal records check for Providers' employees who are involved in the Group Training in the Trades Programme. These checks confirm that Providers' employees have not been charged or convicted of any offence. The cost of the AFP check is to be borne by the Provider.

Providers need to also ensure that they have obtained Working With Children Checks for all programme personnel who come into contact with participants under the age of 18 by no later than 30<sup>th</sup> June, 2008.

All police check results must be supplied to SkillsPlus in writing. Providers must disclose to SkillsPlus Ltd. details of any adverse AFP checks for the purpose of DEEWR determining the suitability of an applicant to provide Services. DEEWR reserves the right to direct SkillsPlus Ltd. not to sub-contract with a Provider which employs a person who has an adverse AFP check or an adverse Working with Children check where that check is determined by the Department to be unsuitable for the purposes of the Programme.

To obtain an application form for an Australian Federal Police Check, go to [http://www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274)

To obtain more information about Working With Children Checks in Victoria, go to <http://www.justice.vic.gov.au/workingwithchildren>

## 5. Roles and Responsibilities of Other Stakeholders

### 5.1 Centrelink

Centrelink in agreement with DEEWR may:

- refer eligible and suitable individuals to GTTPP by contacting SkillsPlus Ltd. and/or Provider;

- receive and process confirmation of Commencements, Withdrawals and Completions from Providers; and

- exempt Participants from other Australian Government Programmes and Mutual Obligation requirements for the duration of their participation in GTTPP.

Centrelink should only refer individuals who are one step away from being job ready, are interested in obtaining an Australian Apprenticeship in the trades targeted by the GTTPP, and on initial assessment appear to have the capacity to undertake training and work in that industry.

**Centrelink should NOT refer individuals to the Programme if they are more suitable for pre-vocational training under the Australian Apprenticeship Access Programme or other government initiatives listed as not eligible for GTTPP under Section 3- Access to other Government Initiatives.**

### 5.2 Job Network

Job Network Members should only refer individuals who:

- will benefit from the pre-vocational training in the trades;

- are interested in gaining an Australian Apprenticeship or Australian School-based Apprenticeship in the trades; and

- are likely to have the capacity to undertake training and work in that industry and in completing an Australian Apprenticeship.

**Job Network Members should NOT refer individuals to the Programme if they are more suitable for pre-vocational training under the Australian Apprenticeships Access Programme or other government initiatives listed as not eligible for GTTPP under Section 3- Access to other Government Initiatives.**

## 6. Participation in GTTPP

### 6.1 Participation in GTTPP

Participants receive the following training and support to assist them in attaining an Australian Apprenticeship.

**Pre-vocational training** that:

- is nationally recognised under the Australian Qualifications Framework;
- is based on local labour market needs;
- is full time (at least 20 hours per week) and at least 150 hours in duration;
- is linked to an Australian Apprenticeship pathway in the trades; and
- provides post placement support.

### 6.2 Citizenship and Residency Requirements

To participate in GTTPP, Participants must be one of the following:

- an Australian citizen;
- a permanent resident of Australia;
- the holder of a permanent Australian visa; or
- the holder of a New Zealand passport who has been resident in Australia for at least 6 months prior to commencing the Programme.

Evidence of residency/citizenship status may be required if not provided previously, eg passport, naturalisation certificate, appropriate visa.

#### **IMPORTANT NOTE**

Australian States and Territories place different requirements on who is able to register for a New Apprenticeship. This means that Participants who are New Zealanders or holders of a permanent Australian visa and are eligible for GTTPP may not meet the requirements for registering for an Australian Apprenticeship in Victoria until they have achieved permanent residency status or Australian Citizenship. Where this may be an issue it is strongly recommended that advice be sought from the local Australian Apprenticeships Centre prior to accepting the Participant into the Programme.

### 6.3 Participant Profile

To participate in the Programme individuals must:

- be genuinely interested in participating in the Programme;
- be interested in undertaking pre-vocational training in the trades in order to gain the required pre-requisites to enter into an Australian Apprenticeship in the trades;

be interested in gaining an Australian Apprenticeship or Australian School-based Apprenticeship in the trades, specifically in areas of skill shortages;

meet the eligibility criteria, see Section - 6.2 Citizenship and Residency Requirements;

not be participating in another government initiative listed as not eligible for GTTPP under Section 3 – Access to other Government Initiatives; and

ensure Centrelink activity testing compliance requirements are satisfied if undertaking pre-vocational training whilst on Centrelink benefits.

Providers must assess individuals using the GTTPP Participant Eligibility Checklist and give priority to those who:

will benefit from the pre-vocational training in the trades;

wish to participate in an Australian School-Based Apprenticeship in the trades, specifically in areas of skill shortages;

are interested in gaining an Australian Apprenticeship in the trades, specifically in areas of skill shortages; and

are likely to have the capacity to undertake training and work in that industry and in completing an Australian Apprenticeship.

Participants in receipt of Centrelink benefits who fail to fully participate in GTTPP may be reported to Centrelink for possible action. See Section - 6.4 Mutual Obligation and Section - 6.6 Managing Breaches of Responsibilities by Participants for additional information.

## **6.4 Mutual Obligation**

All individuals aged under 50 years in receipt of Newstart Allowance (NSA) or Youth Allowance are required to have a Preparing for Work Agreement (PfWA). The PfWA sets out the activity test requirements that the individual must meet under the *Social Security Act 1991*. These agreements are renegotiated as the individual's circumstances change to reflect their current participation requirements.

After six months on payments, the individual must undertake additional activities to improve their job search capacity and contribute to the community that supports them. This is known as Mutual Obligation (MO). A range of activities are available to individuals to meet their Mutual Obligation requirements. GTTPP may be an activity under the Education and Training activity for Mutual Obligation.

Where an individual referred to GTTPP is an MO Participant:

the individual is considered to be participating in GTTPP for the duration of the training; and

the individual is not required by Centrelink to undertake MO job search activity for the duration of the GTTPP training.

Other individuals, such as mature age Newstart Allowees and Parenting Payment customers with a youngest child aged 13 or over have participation requirements and/or job search requirements but not Mutual Obligation. These customers also have Participation Agreements rather than PfWAs. Some individuals receiving income support have no activity requirements i.e. Disability Support Pension recipients and Parenting Payment customers with a youngest child aged 12 or under.

It is important that close liaison is maintained with Centrelink to ensure that SkillsPlus Ltd., Providers and Centrelink are aware of MO Participants and Centrelink is kept informed of their participation in GTTPP.

**\*Note:** Different arrangements apply to NSA customers aged 50 or over. The Provider should check with their local Centrelink office if further information is required.

## **6.5 Expectations Relating to Participant Participation**

Expectations relating to Participant participation include, but are not limited to:

- attending interviews/appointments with the Provider, or if unable to attend providing adequate notice and/or explanation;

- attending appointments arranged by the Provider in order to gain an Australian Apprenticeship or, if unable to attend, providing adequate notice and/or explanation;

- taking part in activities set by the Provider, including contributing to the Programme and interacting with other Participants; and

- completing the training.

It is important that Providers ensure potential Participants are advised prior to them commencing GTTPP:

- of SkillsPlus Ltd. and the Provider's expectations in relation to attendance and participation in the Programme;

- that failure to meet these expectations may result in the individual being withdrawn from the Programme and/or if applicable Centrelink being notified of the circumstances; and

- that notification to Centrelink may result in an Activity Test penalty if Centrelink determines they are not meeting the requirements of the Activity Test or their Mutual Obligations.

## **6.6 Managing Breaches of Responsibilities by Participants**

Where SkillsPlus Ltd. or the Provider decides that a Participant's behaviour or attendance is such that:

- they will not benefit from their participation in GTTPP, or

- their continuation in the Programme may adversely impact on the capacity of other Participants to benefit from GTTPP, and

- they have previously been reminded of what is expected of them while completing GTTPP,

that Participant must be withdrawn from the Programme.

The Provider is responsible for taking reasonable steps to ensure Participants are advised when they have been withdrawn from a Programme and the reasons why. The Participant's file should be updated to include enough information to reasonably support the action taken.

## **Participants registered with Centrelink or Job Network Members**

Where SkillsPlus Ltd. or the Provider considers that a Participant who is registered with Centrelink or a JNM has breached their responsibilities, the Provider should notify the Centrelink or JNM contact officer in writing.

The Provider must notify Centrelink within two days of withdrawing any Centrelink or JNM registered Participants by completing the GTTPP Withdrawal Advice Form (see **Attachment F**) and faxing it to the Centrelink or JNM contact officer. The completed form should include enough information to reasonably support the action taken.

The Provider is responsible for taking reasonable steps to ensure Participants are advised when they have been withdrawn from a Programme and the reasons why. Centrelink is responsible for contacting the Participant to discuss their future options and/or determine if an Activity Test penalty applies (where relevant). Centrelink or the JNM may contact the Provider by phone to seek additional information to assist them when making decisions about any further action.

Where the Provider decides that a Participant's attendance or behaviour falls significantly short of expectations but does not warrant withdrawal from the Programme, the Provider may complete the GTTPP Participant Performance Advice Form (see **Attachment G**) and fax it to the local Centrelink or JNM contact officer. A copy of the advice should be given to the Participant at the earliest opportunity, together with a reminder of what is expected of them while completing GTTPP.

## **6.7 Refilling pre-vocational Places**

If a Participant withdraws from the pre-vocational training element of the Programme, the Provider in consultation with SkillsPlus Ltd. should try to refill the place. The decision to proceed with the refill rests with the Provider but must take account of the potential disadvantage for the individual by commencing the Programme after the start date of the pre-vocational training.

A Participant refilling a place must satisfy the eligibility criteria for participation in the Programme.

## **6.8 Use of a GTTPP Participant's Personal Information**

Providers must, prior to commencement of the Programme, advise Participants that:

- ⌚ GTTPP is funded by DEEWR;
- ⌚ the personal information collected about them during their participation in GTTPP:
  - is used for Programme administration and audit and Contract compliance purposes;
  - may be disclosed to and used for these purposes by SkillsPlus Ltd. or the Provider, DEEWR and its contractors, Centrelink, the Australian Department of Family and Community Services (FaCS) and the Australian Department of Employment and Workplace Relations (DEWR), State Training Authorities; and
  - may be disclosed without the Participant's consent where authorised or required by law.

DEEWR may use the information to verify that assistance, including the training, actually took place and outcomes were achieved;

Centrelink uses the information to check eligibility for GTTPP and to ensure that Participants are not referred to another Programme while they are participating in GTTPP; and

DEEWR may contact Participants to obtain their views on the Services provided as part of Programme evaluation, and to gather other relevant information relating to SkillsPlus Ltd.'s contractual obligations.

## **6.9 Participants Under 16 Years of Age**

When dealing with Participants under the age of 16 years, Providers should seek consent to the collection/disclosure of personal information from parents or guardians if they consider that the Participant does not have sufficient understanding or capacity to enable them to fully understand what they are being asked to consent to.

## **6.10 Waiver of Programme Requirements**

In exceptional circumstances DEEWR (via SkillsPlus Ltd.) may, at its discretion, waive the requirement for a Provider to comply with a particular provision of these Programme Guidelines. In all cases the Provider should request the waiver in writing via the SkillsPlus Ltd. GTTPP Programme Manager, setting out the justification and impact. All applications for a waiver of the Programme Guidelines will be considered on a case-by-case basis. The Director, Training Initiatives Section, New Apprenticeships Policy & Programmes Branch, may approve applications to waive the Programme Guidelines for the following reasons:

- allowing the participation of a Participant in more than one pre-vocational course within a two year period;

- allowing the participation of a student under the age of 15 to undertake an Australian School-Based Apprenticeship (as long as prior approval has been sought and granted by the relevant school principal and State Government); or

- agreeing to a training package of less than 150 hours.

## 7. GTTPP Funding

### 7.1 Overview – GTTPP Funding

This section explains the financial arrangements paid under the Programme.

Payments are made to Providers for:

- Commencements; and
- Completions.

See Sections 7.5 – Commencement Payments and Section 7.6 – Completion Payments for definitions of Commencements and Completions.

Payments will be made to Providers by direct electronic funds transfer. Provider bank account details must be provided with invoices.

### 7.2 Use of GTTPP Funding

Providers must meet from their funding all costs associated with the delivery of Services, including:

- Promotional activities, materials and delivery of the Programme Services;
- Provider's staff salaries and on-costs
- Costs associated with accessing and using the GTTPP Management Information System (GTTPPMIS).

**Note: Under no circumstances are Providers to charge Participants any fees or charges, including equipment costs.**

### 7.3 Contract Value

A Provider's maximum Contract value is calculated according to the agreed number of Commencements and Completions. This will be based on a unit price of:

- \$3,080** (inclusive of \$280.00 GST) for pre-vocational Participants; and
- \$2,860** (inclusive of \$260.00 GST) for Australian School-based Apprenticeship Participants.

The actual amount paid to Providers is determined by the number of agreed successful Commencements and Completions achieved.

### 7.4 Commencement Payments

#### *Pre-vocational Commencements*

A payment of **\$1160 (inclusive of \$105.45 GST)** will be paid upon the Participant's Commencement in a pre-vocational training place.

A Participant is considered to have commenced in training if they have completed all the enrolment requirements, attended at least 20 hours of the scheduled training for the course, and evidence of this has been provided to SkillsPlus Ltd.

Only one Commencement payment will be paid per pre-vocational training place.

A further articulation Commencement payment of **\$960 (inclusive of \$87.27 GST)** will be paid when a pre-vocational Participant has commenced in an Australian Apprenticeship that has been formally approved by the relevant State Training Authority and has been placed with a host employer for at least three months, and evidence of this has been provided to SkillsPlus Ltd.

**Note: pre-vocational Participants must articulate into an Australian Apprenticeship within 3 months of completing pre-vocational training to claim the articulation Commencement payment.**

#### ***Australian School-based Apprenticeship Commencements***

A Commencement payment of **\$1,100 (inclusive of \$100.00 GST)** will be paid when a Participant has commenced in an Australian School-based Apprenticeship that has been formally approved by the relevant State Training Authority and has been placed **with a host employer** for at least three months, and evidence of this has been provided to SkillsPlus Ltd.

Taking into account the different types of hosting arrangements for ASBAs, three months could comprise **either** one day per week for 12 weeks, or block placements comprising no less than twelve days.

## **7.5 Completion Payments**

#### ***Pre-vocational Completions***

A payment of **\$960 (inclusive of \$87.27 GST)** will be made for each Participant who:  
has completed the second year of his/her accredited training and employment as specified in the Apprenticeship/Traineeship Training Contract; or

has commenced in an Australian Apprenticeship which has been formally approved by the relevant State Training Authority and has been in training for at least six months at the end of the Contract period

and evidence of this has been provided to SkillsPlus Ltd.

#### ***Australian School-based Apprenticeship Completions***

**A payment of \$1,760 (inclusive of \$160.00 GST)** will be made for each Participant who:

has completed his/her year 12 schooling, and accredited training and employment as specified in the Australian School-based Apprenticeship/Traineeship training Contract and received a statement of attainment of completed units or a qualification issued by the Registered Training Organisation or State Training Authority; or

has commenced in an Australian School-based Apprenticeship which has been formally approved by the relevant State Training Authority and has been in training for at least six months at the end of the Contract period

and evidence of this has been provided to SkillsPlus Ltd.

## **7.6 Conflicts of Interest**

Commencements and Completions are not eligible for payment of funds where a conflict of interest exists, or may be perceived to exist, between Group Training Organisations (or its

management) and the host employer (or its management), unless prior approval is granted by the Department via SkillsPlus Ltd. Examples of conflicts of interest include:

the parties share one or more directors; or

the directors of the Group Training Organisation are also employees of the host employer; or

a director of the Group Training Organisation is a spouse or a relative of a director or any employee of the host employer, or of any of the host employer's related corporations (for example, its holding company or a subsidiary company); or

the Group Training Organisation and the host employer are related corporations; or

the management staff of the host employer are also employed by, or take an active role in the running of, the Group Training Organisation, or vice versa; or

there are concerns that the Group Training Organisation and the host employer are acting in concert to inappropriately exploit or create opportunities or artificial arrangements to receive Australian Government funding.

Providers are not to deal exclusively with a single host employer or training Provider for the New Apprentices funded under this Programme, unless prior approval is granted by the Department via SkillsPlus Ltd.

For the purposes of eligibility and incentives an employee will be deemed to be in a continuous employment relationship where a business either:

changes its name or ownership; or

takes over the functions and/or employees of another business under outsourcing or contracting arrangements.

## **7.7 Tax Invoices**

Providers must submit a correctly rendered Tax Invoice (including GST) to SkillsPlus for payments when Commencements and Completions have been achieved.

It is the Provider's responsibility to ensure that Commencement and Completion data entered onto GTTPPMIS is up to date and accurate, in order for payment to be made.

When Providers submit invoices to SkillsPlus, SkillsPlus is responsible for making claims on GTTPPMIS. The Provider is not to enter any claims.

## **7.8 Refilling pre-vocational Places**

As per Section 7.5 – Commencement Payments, only one Commencement is payable per pre-vocational training place. Where a place is refilled the Participant refilling the place must attend a minimum of 20 hours of the scheduled training and the Provider must ensure that the Participant details are placed on GTTPPMIS as soon as practicable after the 20 hours has been completed.

The Provider will only be paid one Commencement fee for this placement and will receive the subsequent articulation Commencement and Completion payments if the refill Participant completes the requirements for these payments.

## **7.9 Participant Fees, Costs and Financial Assistance**

Under no circumstances are Providers to charge Participants or any other party (including Job Network Members) any fees or charges, including equipment costs, for the provision of the Services.

The Department will not provide any direct financial assistance to Participants under this Programme.

## **7.10 Payments to Providers**

The Commonwealth is not liable to make any payments to Providers. Providers will be paid by SkillsPlus Ltd., pursuant to their contractual arrangements with SkillsPlus Ltd.

## **7.11 Withheld, Deferred or Suspended Payments**

Providers' payments may be withheld, deferred or suspended for reasons including:

- progress is deemed to be unsatisfactory against the project outcomes;
- other contractual requirements as defined have not been met.

Deferred payments may be made at a later date once the necessary requirements have been met, such as when satisfactory reports are provided and satisfactory progress or contract deliverables are achieved.

## **7.12 Debt Recovery**

In all instances where SkillsPlus Ltd. identifies that overpayments or incorrect payments have occurred as a result of the Provider's actions or underperformance, SkillsPlus Ltd. will recover these payments from the Provider.

Situations where this may occur include:

- when a Provider accidentally claims another Commencement payment for a refilled pre-vocational training place when the original Commencement payment had already been claimed and paid for; and

- when a Provider claims Commencement and Completion payments where a conflict of interest exists, see Section 7.7 – Conflicts of Interest.

## **8. Performance Management**

### **8.1 Overview- Performance Management**

Providers are accountable to SkillsPlus Ltd. for meeting their contractual requirements under their Contract (and the Programme Guidelines) with SkillsPlus Ltd., including:

- providing quality, relevant pre-vocational trade training in-line with contractual obligations and the Programme Guidelines;

- achieving Commencements for the contracted number of both pre-vocational Participants and/or Australian School-based Apprenticeships;

- ensuring the successful Completion of training by both pre-vocational Participants and/or Australian School-based Apprenticeships in accordance with contractual obligations; and

- endeavouring to maximise the outcomes for each Participant in the Programme;

- maintaining Participant information files, including copies of individual Apprenticeship/Traineeship Training Contracts and documentary evidence of Participant eligibility.

### **8.2 Monitoring Mechanism**

SkillsPlus Ltd. is responsible for ensuring Providers deliver the Services required under their Contract, and taking action to manage underperformance when required. Activities undertaken by SkillsPlus to monitor Providers' performance and compliance may include:

- assessing performance data on the GTTPPMIS;

- undertaking site visits to verify compliance with Contract requirements and Programme Guidelines;

- monitoring irregularities in the delivery of the Programme eg bulk sign-ups or limiting the type of training offered to Participants;

- contacting Participants and host employers to verify participation and outcomes;

- reviewing supporting documentation for outcomes; and

- assessing the Provider's complaints-handling arrangements and the matters dealt with.

The Provider must allow SkillsPlus Ltd and Departmental representatives or nominees full and free access to personnel employed by the Provider for all accounts, records, documents and papers of the Provider relating directly or indirectly to the Contract, including records held by banking or other institutions.

It is expected that SkillsPlus staff will make a minimum of two monitoring visits to each Provider over the life of the Contract. Departmental staff may also carry out monitoring visits to selected Providers.

Providers must ensure that access to premises and documentation relevant to the Programme is made available for the purposes of such visits.

Providers can download their own performance information, including Participant details and outcomes from the GTTPPMIS.

**Attachment A** – the GTTPPMIS User Guide provides instructions on how to download these details.

### **8.3 Access to Records**

Departmental officers will have full access to all financial and other records relevant to the Programme that are held by Providers, including records held by banking or other institutions. This includes access by Departmental investigation officers, Programme management and audit staff, see Section 10.4 – Record Keeping Requirements and Legislation and Section 10.5 – Privacy Act.

### **8.4 Audit and Investigations Group**

Officers of the Department's Audit and Investigations Group may monitor Providers. Departmental representatives or nominees must be allowed full and free access to all accounts, records, documents and papers relating directly or indirectly to the Contract, that the Providers hold or have access to, including records held by banking or other institutions.

## 9. Contractual Arrangements

### 9.1 Overview – Contracting Structure

The Contract with related Schedules and Attachments is the legal agreement between SkillsPlus Ltd. and the Provider. The Contract details the obligations and responsibilities of the Department, SkillsPlus Ltd. and the Provider.

### 9.2 Forms and Documents

The following is a list of forms and documents used for Programme activities. These are available electronically on the GTTPPMIS under the Services link.

GTTPP Internet System (GTTPPMIS) User Guide – a practical user guide for GTTPPMIS **(Attachment A)**.

GTTPPMIS Access Request Form - this form is used by Providers to request access to create and maintain GTTPP Programme and Participant records on GTTPPMIS **(Attachment B)**.

GTTPP Referral Form **(Attachment C)**

GTTPP Commencement Advice Form **(Attachment D)**

GTTPP Completion Advice Form **(Attachment E)**

GTTPP Withdrawal Advice Form **(Attachment F)**

GTTPP Participant Performance Advice Form **(Attachment G)**

Information Privacy Principles – which prescribes the rules for handling personal information **(Attachment H)**.

There are also a number of forms and documents that have been developed by SkillsPlus for use within this Programme. They are listed below, and are also available on the SkillsPlus website, under the GTTPP link.

GTTPP Provider Application Form

GTTPP Provider Guidelines

GTTPP Participant Eligibility Checklist

GTTPP Milestone Dates

GTTPP Provider Flowchart

GTTPP File Checklist for Providers

GTTPP File Notes Guidelines

ASCO4 Trades List

# 10. Legislative Requirements

## 10.1 Overview – Legislative Requirements

This section provides details on some legislative requirements applicable to the administration of the Programme. Providers are responsible for obtaining their own legal advice on the legislative and other requirements impacting on their participation in the Programme and should rely on the following as a guide only.

## 10.2 Discrimination Legislation

Government agencies, including the Department, the Department of Employment and Workplace Relations, Centrelink, SkillsPlus Ltd., Providers and Job Network Members are subject to Acts which prohibit discriminatory practices:

*Racial Discrimination Act 1975;*

*Sex Discrimination Act 1984;*

*Disability Discrimination Act 1992; and*

*Human Rights and Equal Opportunity Commission Act 1986.*

The Department has a legal responsibility to ensure its Participants receive assistance in an environment free from discrimination and must ensure that Providers are aware of, and comply with, anti-discrimination legislation.

## 10.3 Participants' Confidentiality

Participants' personal information is to be collected, stored, accessed, used and disclosed in accordance with the *Privacy Act 1988*.

**Note:** The *Crimes Act 1914* and *The Criminal Code* provide severe penalties for the unlawful disclosure of information.

## 10.4 Record Keeping Requirements and Legislation

Providers must keep a paper file on each Programme Participant. This file is to be made available to the Department and SkillsPlus Ltd., when requested, for independent verification, and must be kept for a period of seven years.

The Participant file must contain all relevant documentation relating to the Participant, including but not limited to:

- the Apprenticeship/Traineeship Training Contract;
- all GTTPP Participant forms if applicable, see Section 9.2 – Forms and Documents;
- statement of attainment; and
- documentary evidence to support the outcome claims.

As Providers are subject to the Department's regulatory audit and evaluation processes, they must keep adequate records to verify the provision of Services. Adequate, in this case, means sufficient to justify all claims for payment, including full records relating to Commencements and Completions.

The *Archives Act 1983* requires that records are stored in a secure place and disposed of in the appropriate manner. All documentation about Participants, contracts, payments and placement details must be attached to the appropriate file.

The *Archives Act 1983* governs the preservation and use of Australian records. *The Privacy Act 1988*, *Freedom of Information Act 1982*, *Public Service Act 1999*, *Crimes Act 1914* and *The Criminal Code* also place important controls on the use, disclosure and alteration of information contained in records.

*The Archives Act 1983* [subsection 3(1)] gives a wide definition of an Australian record as "a document [written or printed] or any object [in any form or medium] that is, or has been, kept by reason of any information it contains or matter that it contains or can be obtained from it by reason of its connection with any event, person, circumstance or thing".

## **10.5 Privacy Act**

*The Privacy Act 1988* provides for the protection of personal information in relation to its collection, storage, access, use and disclosure. Personal information is information or an opinion (including information or an opinion forming part of a database), whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

The *Privacy Act 1988* applies to information collected for the purposes of employment and training strategies. When handling personal information received as part of GTTPP, Providers are contractually required to comply with the Information Privacy Principles contained in section 14 of the *Privacy Act 1988*.

Under the *Privacy Act 1988*, you cannot disclose personal information to third parties unless:

- the individual concerned was told at the time the information was collected, that disclosure to a nominated party would be made; or
- the individual has consented to the disclosure; or
- the disclosure is authorised or required by law; or
- there is a reasonable basis for believing that the disclosure is necessary to avoid a serious and imminent threat to the life or health of an individual; or
- the disclosure is necessary to protect public revenue or for law enforcement purposes, in which case a record of the release for that purpose is made.

Providers must advise a Participant from whom they are collecting personal information, why that personal information is being collected, under what power or Act the information is being collected and to whom the personal information is likely to be disclosed.

The Provider is responsible for ensuring the original of the completed form is kept on the Participant's file.

A privacy notice should be included on all forms collecting personal information which Providers ask Participants to complete. The following is an example of a privacy notice and can be adapted for use by Providers.

Information on this form is collected in order to [insert details]. The authority to collect this information is contained in [insert relevant details]. The information collected may

be passed to [insert details]. In other instances information on this form can be disclosed without your consent where authorised or required by law.

**Note:** *The Crimes Act 1914* provides severe penalties for the unlawful disclosure of information.

## **10.6 Participants Under 16 Years of Age**

When dealing with Participants under the age of 16 years of age, Providers should seek consent to the collection/disclosure of personal information from parents or guardians if they consider that the Participant does not have sufficient understanding or intelligence to enable them to fully understand what they are being asked to consent to.

## **10.7 Privacy Complaints**

Complaints about breaches of privacy should be referred to the Principal Government Lawyer, Litigation and External Review Section in the Procurement, Assurance and Legal Group in the Department. Privacy complaints can be made directly to the Federal Privacy Commissioner (the contact number is 1300 363 922), however the Federal Privacy Commissioner prefers that the Department be given an opportunity to deal with the complaint in the first instance.

## **10.8 Freedom of Information**

All documents created or held by the Department with regard to the GTTPP are subject to *the Freedom of Information Act 1982* ('the FOI Act'). The FOI Act extends as far as possible the right of the Australian community to access information in the possession of Government Departments.

Unless a document falls under an exemption provision, it will be made available to the general public if requested under the FOI Act. All FOI requests are to be referred to the Director of the Litigation and External Review Section in the Procurement, Assurance and Legal Group in the Department. Decisions regarding requests for access will be made by an authorised officer in accordance with the requirements of the FOI Act.

Documents may be confidential because of their commercial content. For a commercial document to be exempt from disclosure under the FOI Act it must be given and received in confidence and be inherently confidential. Generally tender documents would fall into that category.

## **10.9 Insurance**

Providers are required to indemnify SkillsPlus Ltd. and the Commonwealth as specified in the Contract.

The Provider is required to provide and maintain insurance coverage, including public liability, as specified in the Contract. Insurance must be valid for the full period of the Contract, including the time that Participants are actively undertaking GTTPP training or activities leading to an Australian Apprenticeship or other outcome.

The insurance coverage required of Providers is:

workers' compensation insurance for an amount required by the relevant State or Territory legislation; and

public liability insurance (i.e. insurance that covers a Provider's liability arising out of negligent acts or omissions that cause personal injury to other people or damage to the property of another person or organisation) for an amount of not less than \$10,000,000 (ten million dollars)

professional indemnity insurance for \$1,000,000 (one million dollars) or more per claim.

# 11. Definition of Terms

## Australian Apprenticeships

An umbrella term for the national apprenticeship and traineeship arrangements which came into effect on 1 January 1998. The main characteristics of New Apprenticeships include a Contract of Training between employer and apprentice or trainee, public funding and support for employers, choice of training provider, a wider range of occupations and industries than previously, competency-based training using national training packages, apprenticeships and traineeships in schools, and a continued role for Group Training Organisations.

## Australian School-based Apprenticeships

Australian School-based Apprenticeships are a formal, structured employment and training arrangement endorsed by the school and subject to a registered Apprenticeship/Traineeship Training Contract and Training Plan and a relevant industrial instrument. Australian School-based Apprenticeships are characterised by a structured pattern of work engagement, school and training where the training is part of and contributes to a student's education.

Participation in an Australian School-based Apprenticeship is open to any student who is enrolled in a registered school in years 11 and 12 and is aged 15 or above.

Young people in Australian School-based Apprenticeships are both full time students and part time employees. They have the same employment and training requirements as other Australian Apprentices.

The pattern of work, training and study for an Australian School-based Apprenticeship should balance:

- learning needs of individual students;
- workplace needs of employers;
- school and State/Territory Higher School Certificate requirements; and
- Registered Training Organisation training delivery requirements.

Information on the National Guidelines for Australian School-based Apprenticeships is available at <http://www.anta.gov.au/publication.asp?qslD=528>.

## Australian Qualifications Framework

Australian Qualifications Framework - the nationally agreed recognition arrangements for the vocational education and training sector. The Australian Qualifications Framework is based on a quality assured approach to the registration of training organisations seeking to deliver training; assess competency outcomes; and issue Australian Qualifications Framework qualifications and/or statements of attainment.

Further information about the Australian Qualifications Framework is available from [www.aqf.edu.au](http://www.aqf.edu.au).

## **Broker**

SkillsPlus Ltd., the entity contracted to the Commonwealth to manage the delivery and administration of the Programme through a network of Providers.

## **Commencement**

### ***Pre-vocational***

Participants are considered to have commenced training if they have completed all enrolment requirements and have attended at least 20 hours of scheduled training. A participant refilling a place must also attend for a minimum of 20 hours of scheduled training to count as a Commencement.

A further articulation Commencement is considered to have commenced when a pre-vocational Participant has commenced in an Australian Apprenticeship which has been formally approved by the relevant State Training Authority and have been placed with a host employer for at least three months.

### ***Australian School-based Apprenticeship***

Participants are considered to have commenced in an Australian School-based Apprenticeship which has been formally approved by the relevant State and Territory Training Authority and have been placed with a host employer for at least three months.

## **Commonwealth**

The Commonwealth of Australia, including, but not limited to, where the context so admits, the Commonwealth as represented by the Department.

## **Completion**

### ***Pre-Vocational***

Participants are considered to have completed the Programme when they have completed the second year of their accredited training and employment as specified in the Apprenticeship/Traineeship Training Contract; or have commenced in an Australian Apprenticeship which has been formally approved by the relevant State and Training Authority and have been in training for at least six months at the end of the Programme period.

### ***Australian School-based Apprenticeship***

Participants are considered to have completed an Australian School-Based Apprenticeship when they have completed their year 12 schooling and accredited training and employment as specified in the Australian School-based Apprenticeship/Traineeship training Contract, and received a statement of attainment of completed units or a qualification issued by the Registered Training Organisation or State Training Authority; or have commenced in an Australian School-based Apprenticeship which has been formally approved by the relevant State Training Authority and been in training for at least six months at the end of the Contract period.

## **Contract**

The agreement between Providers and SkillsPlus Ltd. regarding the provision of Services for the Group Training in the Trades Programme.

## **DEEWR**

The Australian Government Department of Education, Science and Training, also referred to as 'the Department' in these Programme Guidelines.

## **Group Training Organisations**

Group Training Organisations undertake the employer responsibilities for the quality and continuity of the apprentices' and trainees' employment and training.

The training provided through GTTPP is nationally recognised under the Australian Qualification Framework and is based on labour market needs, and is linked to an Australian Apprenticeship pathway.

Group Training Organisations who are sub-contracted to provide Services under GTTPP must comply with the National Standards for Group Training Organisations.

## **GST**

Has the meaning as given in section 195-1 of the *A New Tax System (Goods and Services Tax) Act 1999*.

## **GTTPP Management Information System (GTTPPMIS)**

DEEWR's online management system which assists with the management of the GTTPP.

## **Information Privacy Principles**

Has the meaning given in Section 6 of the *Privacy Act 1988 (Cth)*.

## **Job Network**

Job Network - a national network of around 109 private and community organisations dedicated to finding jobs for unemployed people, particularly the long term unemployed.

## **Job Network Member**

A member organisation of the Job Network as defined above.

## **Job Placement Organisation**

Job Placement Organisations provide an employer-focused recruitment service that meets the recruitment needs of employers and provides the opportunity for eligible job seekers to gain employment through access to a large number of diverse vacancies.

## **Material**

Includes documents, equipment, software, goods, information and data stored by any means.

## **Mutual Obligation**

When Participants have been receiving income support for six months they are required to meet additional Activity Test requirements while they continue to look for work. This is called Mutual Obligation and is based on the proposition that unemployed Participants supported financially by the community should actively seek work; constantly strive to improve their competitiveness in the labour market and give something back to the community that supports them.

## **MOFs**

Mutual Obligation Facilitators - Centrelink officers who liaise with sponsors, providers and community groups to support the work of the Customer Service Centre staff in referring and placing Participants into Mutual Obligation approved activities.

## **National Standards for Group Training Organisations**

Means the standards which provide a nationally consistent framework for the provision of group training services.

## **Nationally Recognised Training**

Training and assessment products and services meeting the requirements agreed under the National Training Framework.

## **National Skill Shortages**

Skill shortages exist when employers are unable to fill or have considerable difficulty in filling vacancies for an occupation, or specialised skill needs within that occupation, at current levels of remuneration and conditions of employment, and reasonably accessible locations.

Shortages are typically for specialised and experienced workers, and can coexist with relatively high unemployment overall or in the occupation. An occupation may be assessed as a shortage even though not all specialisations are in shortage. Occupations may be in shortage in particular geographical areas and not in others. Skill shortages generally involve skills that require a significant period of training and/or expertise.

Further information about skill shortages is available from:

the DEEWR National Skill Shortages Strategy website at <http://www.getatrade.gov.au/skillshortages.htm>; and

the Department of Employment and Workplace Relations (DEWR) website at <http://www.workplace.gov.au/Workplace/WPDisplay/>.

## **National Training Framework**

The system of vocational education and training that applies nationally. It is made up of the Australian Qualifications Framework and nationally endorsed training packages.

## **Participant**

Individuals who meet the Programme eligibility criteria, are properly enrolled, and participate in the training.

## **Personal Information**

Has the meaning given in the Privacy Act.

## **Privacy Act**

The *Privacy Act 1998*.

## **PfWA**

Preparing for Work Agreements - contracts that Participants sign upon registration with Centrelink. Participants in receipt of either Newstart Allowance or Youth Allowance are required

to enter into a PfWA. The PfWA is an activity agreement and is enforceable under the Social Security Act 1991.

## **Pre-vocational training**

Training preparing Participants for the world of work, including counselling on career choices, training in general work skills and habits, and supported work experience. GTTPP pre-vocational training must have a mix of technical skills, i.e. specific units of competency from the national training package for which a statement of attainment can be achieved and generic skills to make Participants job ready or ready to commence in an Australian Apprenticeship. It should centre on providing basic skills for a particular industry and general work practices such as communication, time management, organisational skills, teamwork and occupational health and safety. The training must be delivered by Registered Training Organisations, be accredited and recognised by employers nationally.

## **(the) Programme**

Refers to the Group Training in the Trades Programme.

## **Programme Guidelines**

The Group Training in the Trades Programme Guidelines.

## **Provider**

The entity delivering the training under a contractual arrangement with a Broker, (or if a Broker, under a contractual arrangement with the Department) and includes the Provider's employees, agents and sub-contractors. Providers must be Group Training Organisations or Registered Training Organisations.

## **Region**

The geographical boundary specified by the Department, in which the Programme is delivered. A total of 12 mutually exclusive Regions have been identified.

The Regions are:

In New South Wales:

- Sydney
- Hunter and North Coast
- Balance of NSW

In Victoria:

- Melbourne
- Balance of Victoria

In Queensland:

- Brisbane, including South East Corner
- Balance of Queensland

In Western Australia:

- Western Australia

In South Australia

- South Australia

In Tasmania:  
Tasmania.

In the Northern Territory  
Northern Territory

In the Australian Capital Territory  
Australian Capital Territory

### Registered Training Organisation

An organisation registered by a State and Territory Training Authority to deliver training and/or conduct assessments and issue nationally recognised qualifications in accordance with the Australian Qualifications Framework.

Registered Training Organisations who are sub-contracted to provide Services under GTTPP must comply with the Standards for Register Training Organisations.

## Services

The training and all those activities which promote, support and facilitate the delivery of training.

## Service Areas

Each Region is made up of a number of Service Areas according to boundaries specified by the Department. The Service Areas are:

### In Sydney

Central Coast and Hawkesbury  
Blue Mountains, Outer West and Macarthur  
Fairfield, Liverpool  
Canterbury, Bankstown and St George, Sutherland  
Inner West and Inner City, Eastern Suburbs  
Central West, North Shore and Northern Beaches

### In Hunter and North Coast

Tweed, Richmond and North Coast  
Grafton, Coffs Harbour and Kempsey  
Hastings, Taree, Hunter and Upper Hunter  
Lower Hunter

### In Balance of NSW

Gwydir Namoi, North East and Keepit  
Central Eastern, Patterson, Central Western, Central Murrumbidgee and Hume  
Far West, Oxley, Orana, Parkes, Murray Darling and Sturt  
Southern Highlands, Wollongong and Southern Suburbs  
Shoalhaven, Southern Tablelands and Eurobodalla  
Queanbeyan, Snowy, and Lower South Coast

### In Melbourne

South West and West  
North West and North  
East

Inner East and South  
South East and Peninsula

In Balance of Victoria

Sunraysia, Mid Murray and Bendigo  
Grampians, Western District and Eureka  
Geelong and Hampden  
Goulburn Valley, Ovens and Kiewa  
East Gippsland and West and South Gippsland

In Brisbane, including South East Corner

Sunshine Coast and Redcliffe, Caboolture  
South West Brisbane, South East Brisbane and North Brisbane  
Ipswich, Logan and Gold Coast

In Balance of Queensland

Western Downs, Warwick, Toowoomba and Gympie  
Bundaberg and Fraser Coast  
Cairns, Torres Strait and Tablelands  
Mount Isa, Townsville and Emerald  
Mackay, Rockhampton and Gladstone

In Western Australia

Perth  
East Kimberley, West Kimberley, Karratha, East Pilbara, Mid West and Gascoyne, &  
Christmas/Cocos Islands  
Goldfields, Esperance and Midlands Wheatbelt  
Dale, South West and Lower Great Southern

In South Australia

Adelaide  
Port Augusta, Port Pirie, Port Lincoln, Whyalla & Ceduna  
Riverland, Gawler, Kadina, Murraylands, South East, Southern Adelaide Hills and  
Fleurieu/Kangaroo Island

In Tasmania

West and North West Tasmania  
Launceston  
Hobart

In the Northern Territory

Darwin  
Top End, Katherine, Tennant Creek and Alice Springs

In the Australian Capital Territory

All of the Australian Capital Territory

## **Standards for Registered Training Organisations**

Means the standards, which provide a nationally consistent framework for the provision of training.

Copies of the Standards for Registered Training Organisations can be found at <http://www.anta.gov.au/publication.asp?qsID=726>.

## **Tax Invoice**

Has the meaning as given in section 195-1 of the *A New Tax System (Goods and Services Tax) Act 1999*.

## **Training in the Trades**

Training in the Trades encompasses all trades provided for under Section 4 – Tradespersons and Related Workers of the ABS publication “ASCO: Australian Standard Classification of Occupations” (ABS: Canberra, 2nd edition, 1997). This publication can be accessed via the following link:

<http://www.abs.gov.au/Ausstats/abs@.nsf/0/b70d48ab5acc56feca25692600235a67>

## **Training Packages**

Integrated set of nationally endorsed standards, guidelines and qualifications for training, assessing and recognising people’s skills, developed by industry to meet the training needs of an industry or group of industries. Training packages consist of core-endorsed components of competency standards, assessment guidelines and qualifications, and optional non-endorsed components of support materials such as learning strategies, assessment resources and professional development materials.

## **12. Attachments** (available at <https://gttpp.DEEWR.gov.au>)

**Attachment A:** GTTPPMIS User Guide

**Attachment B:** GTTPPMIS Access Request Form

**Attachment C:** GTTPP Referral Form

**Attachment D:** GTTPP Commencement Advice Form

**Attachment E:** GTTPP Completion Advice Form

**Attachment F:** GTTPP Withdrawal Advice Form

**Attachment G:** GTTPP Participant Performance Advice Form

**Attachment H:** Information Privacy Principles