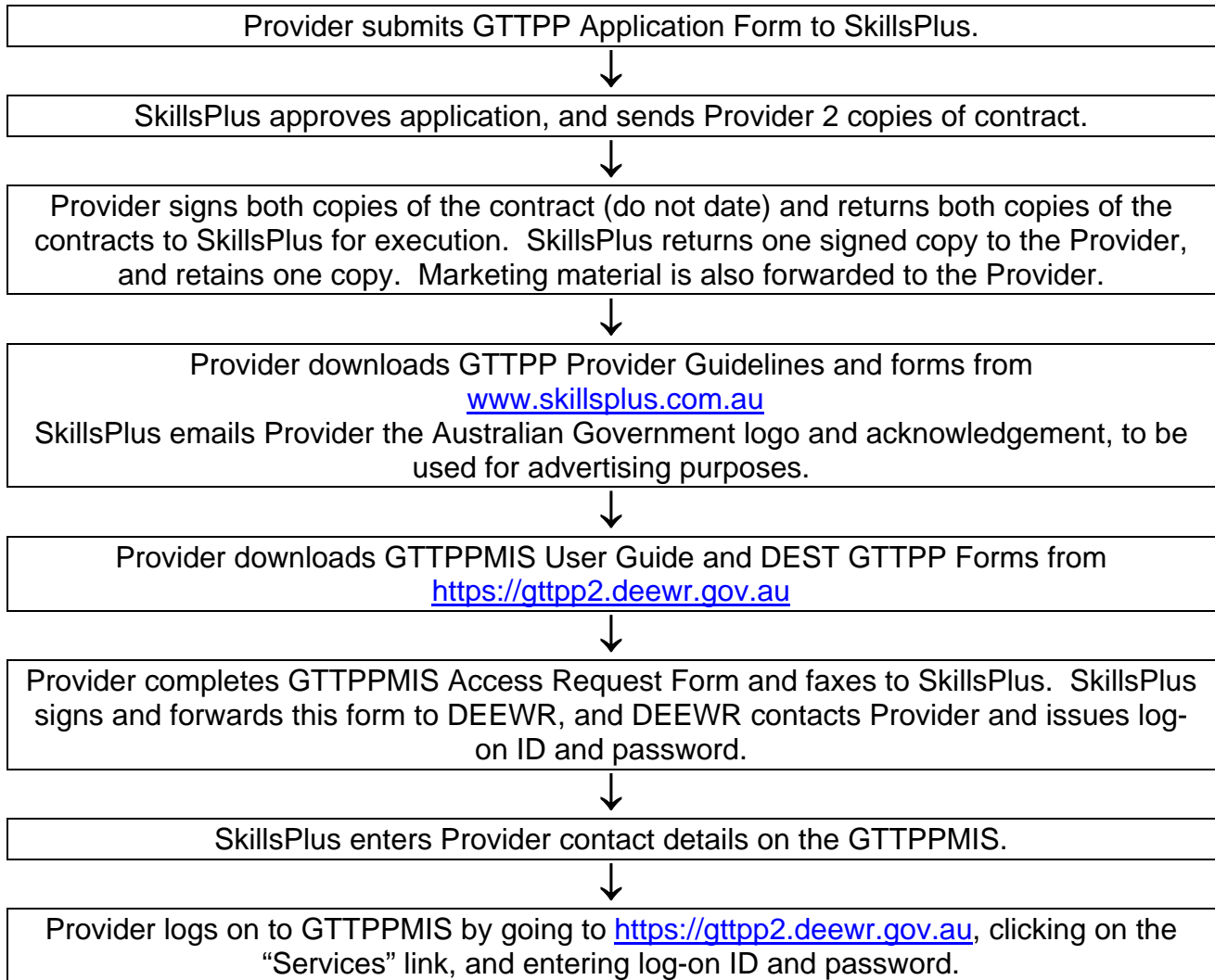
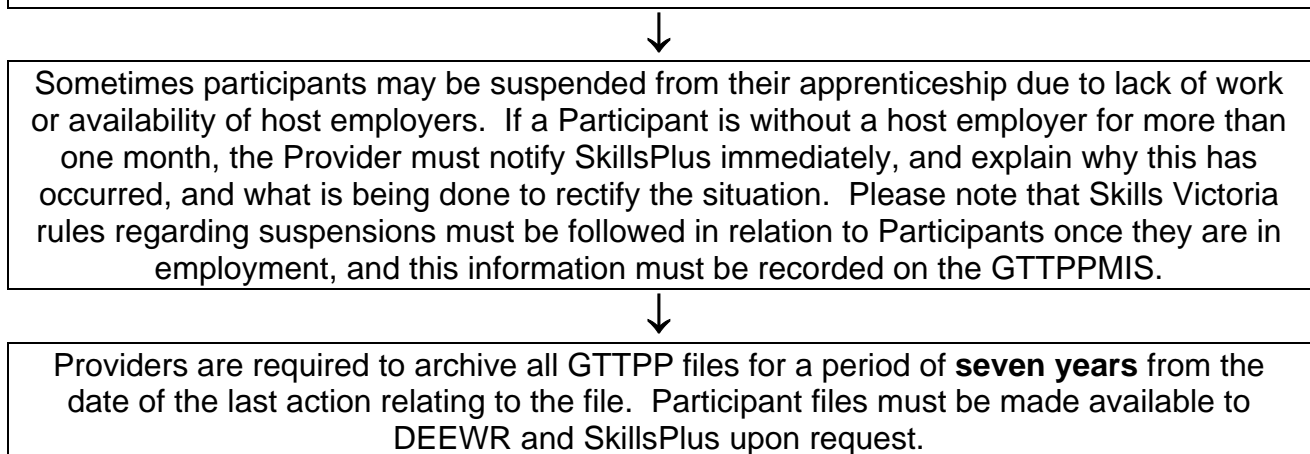




GTTPP Provider Procedure Flow Chart



GENERAL



PRE-VOCATIONAL COURSES

Provider forwards detailed training delivery plan to SkillsPlus for approval.

Provider enters course onto GTTPMIS. If there are any issues with accessing GTTPMIS, call the Help Desk on 1300 782 295.

Provider creates advertising material to promote the programme, using the Australian Government logo provided by SkillsPlus.

Provider forwards advertising material to gttp@skillsplus.com.au for approval. Allow 5 working days for turnaround, as the material has to be approved by DEEWR (Providers may be asked to make changes to the material).

Provider promotes the programme.

SkillsPlus conducts a Pre-Course Monitoring Visit with the Provider approximately three weeks before the course commences.

Provider interviews suitable applicants who are genuinely interested in gaining an Australian Apprenticeship in the trades.

If applicants are already registered with Centrelink, the Provider must contact Centrelink and ask them to assess the applicant's eligibility for GTTPP. Vicki Damala, who is a Mutual Obligation Facilitator at Centrelink, can assist with participants from the following areas:

East
Inner East and South
SE and Peninsula
Gippsland

Her contact details are:

Vicki Damala

Phone: 9241 0944

Fax: 9241 0697

Vicki.v.damala@centrelink.gov.au

For all other regions, the Provider should contact the relevant local Centrelink office, brief them on the programme, and refer participants to them.

If you have any problems with this process, please let SkillsPlus know as soon as possible, and we will assist you.

If applicants are deemed eligible/suitable, each applicant must complete and sign a Participant Eligibility Checklist. Fax to SkillsPlus for approval.

Provider receives approval from SkillsPlus for applicants. Provider selects Participants, and creates an individual file for each one.



It is recommended that the Provider issues an enrolment letter to each successful applicant, and puts a copy on file. The enrolment letter should state the course name and dates, and stipulate that the participant is considered to be studying full-time, and doing a minimum of 20 hours of training per week.



If the Provider has enrolled Participants who are in receipt of income support from Centrelink, they must ensure that Centrelink exempts the participants from having to complete other Mutual Obligation activities that may conflict with their participation in GTTPP.

If Vicki Damala has checked the participant's application, she will automatically do this. For all other participants, refer them back to their local Centrelink office using the GTTPP Referral Form (Attachment C) prior to commencement of training. It is recommended that the participant be told to take their enrolment letter with them.



Provider inducts Participants. Distribute a copy of the Information Privacy Principles (Attachment H from DEST website) to every participant, and thoroughly explain OH&S and grievance procedures during the induction. The Provider must have a Complaints Register in place to handle any complaints during the programme. SkillsPlus programme coordinator calls Provider on first day to check on proceedings.



Provider enters Participant details onto GTTPPMIS within 5 working days. Accuracy is crucial, as Participant records cannot be deleted from the system.



Provider provides the relevant Centrelink contact with the names of Participants who commence GTTPP using the Commencement Advice Form (Attachment D). This must be faxed within seven days of the start of training.
Provider also must advise any other referral agencies about relevant participants commencing the programme.



Once Participants have **completed 20 hours of training**, the Provider must forward SkillsPlus a copy of the attendance records that clearly reflect this, and an invoice for commencements.

Please note that the invoice must be GST inclusive.

Providers must not enter claims on the GTTPPMIS; SkillsPlus is responsible for this process.



If Participants withdraw from the programme, the Provider must **fax the GTTPP Withdrawal Advice Form (Attachment F) to the relevant Centrelink Officer within 5 working days, and also update the GTTPPMIS within this timeframe.**
The Provider is also required to notify other relevant referral agencies.



If a Participant fails to meet their responsibilities within the programme, the Provider must fax a Participant Performance Advice Form (Attachment G) to the relevant Centrelink Officer, and also notify SkillsPlus and any other relevant referral agency.



SkillsPlus conducts a Mid-Course Monitoring Visit. Participants and staff must be available to speak to the SkillsPlus programme coordinator.



Once Participants have completed their training, Provider **advises the relevant Centrelink Officer within 5 working days using the Completion Advice Form (Attachment E), and updates the GTTPMIS participant records within the same timeframe.**



Provider must arrange for Participants to commence Australian Apprenticeships within 12 weeks of training completion date. Ensure that relevant Participants inform Centrelink that they have commenced in an Australian Apprenticeship. Enter Host Employer details into GTTPMIS, and link to participant record **within 5 working days** of commencement of employment.



Provider monitors Participants effectively, and documents this process in their files (can be hard copy or electronic). SkillsPlus programme coordinator contacts Provider regularly to discuss recruitment, placement and progress.



Three months after the sign-up of each participant, Provider forwards the following information to SkillsPlus, together with an invoice for Articulation Payment:

- a) A signed copy of the Claim form for First Commonwealth Incentive Payment OR a letter signed by the host employer stating the participant is currently working with them, and when they commenced work (a template is available from SkillsPlus) OR other evidence as negotiated with SkillsPlus; and
- b) The participant's OTTE registration letter OR a printout from Delta showing the enrolment.

Please note that the invoice must be GST inclusive.

Providers must not enter claims on the GTTPMIS; SkillsPlus is responsible for this process.



Provider continues to monitor Participants regularly, and document all contact in their files. Individual participant files must be made available to SkillsPlus upon request. SkillsPlus Programme coordinator contacts relevant Provider Field Officer regularly to discuss progress of participants. SkillsPlus Programme coordinator visits Provider at least twice a year to discuss progress of each participant.



When the Participant has completed the second year of his/her accredited training and employment, Provider enters completion details on GTTPMIS by entering programme end date. Provider obtains evidence from host employer stating that this is the case, forwards a copy of the documentation to SkillsPlus, and an invoice for Completion Payment. The invoice must be GST inclusive.

Providers must not enter claims on the GTTPMIS; SkillsPlus is responsible for this process.