Targeted Priorities Prevocational and Part Qualification Program

TPPPQ

Acknowledgement of Country

We recognise the Ongoing Custodians of the lands and waterways where we work and live. We pay respect to Elders past and present as ongoing teachers of knowledge, songlines and stories.

We strive to ensure every Aboriginal and Torres Strait Islander learner in NSW achieves their potential through education.

Overview

- The Targeted Priorities Prevocational and Part Qualifications (TPPPQ) Program is designed to respond to changing economic conditions and the skills needs of NSW by funding the delivery of part qualifications that meet local industry business and community needs.

- Part qualifications funded under this Program are normally no more than six weeks in duration.

- The Program's primary aim is to fund training that:

  ✓ Supports jobseekers, seeking to get the skills they require to gain employment

  ✓ Assists jobseekers to progress to further training e.g. an apprenticeship or traineeship or a full qualification under Smart and Skilled

  ✓ Supports small business by providing a pipeline of skilled workers

  ✓ Helps learners /students obtain an apprenticeship or traineeship through pre-apprenticeship or pre-traineeship training.

- The Program also supports, to a lesser extent, improving the capability of existing workers looking to upskill to meet changing needs at work.

What is a part qualification

A part qualification is also referred to as a short course

It can be

- A nationally accredited skills set.

          OR

- Designed by a provider in consultation with industry groups and/or local employers/communities and/or the Department and/or other relevant stakeholders and is made up of bundles of nationally accredited units of competency and or modules.

  - ✓ A part qualification of this type is often referred to by TS as a locally designed skills group and should consist of between three and six units of competency
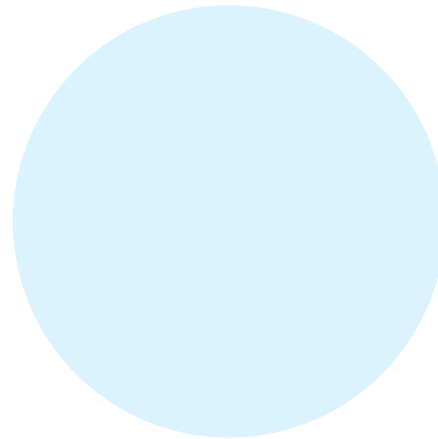
Types of Part Qualifications funded
(i.e. Program Streams under TPPPQ)

There are three targeted areas under this program

Prevocational training

Pre traineeship & pre apprenticeship

Targeted skills

Note: A letter of support from the employer, industry or community organisation may be required to support all of the above

Pre Vocational Training

Prevocational training is targeted at people who:

- May need additional support to get a job or before they undertake a full qualification

- Foundation skills training (literacy numeracy, digital skills)

- Pre-employment skills to make them job ready

- Short taster courses before they undertake a full qualification

Pre-apprenticeship and Pre-traineeship

Pre-apprenticeship and Pre- traineeship training target students seeking an apprenticeship or traineeship. The skill sets consist of introduction units to the industry

For example:

Construction

Work Safely

Use hand Tools

Carry out Measurements and Calculations

White card

Targeted skills

Targeted Skills covers a broad range of vocational training to address the needs of priority industries and priority groups.

It can also assist an individual in gaining the skills they need to improve their career

How does a Provider apply for funding to deliver part qualification training under TPPPQ

Funding for this Program is accessed differently to other Smart and Skilled Programs

To apply for funding, you must submit an online Training Needs Identification (TNI) application

Each application is assessed on its merits and there is no guarantee that your application will be approved for funding

- It is subject to the availability of funding
- Meeting TS identified regional priorities and/or NSW government priorities
- Past performance and program compliance
- Other supply of similar training

Accessing the TNI Application

The application can be accessed and completed on STS online.

Only applications submitted <u>via STS online</u> are considered.

For detailed information on how to access and complete the TNI application, refer to the <u>Training Needs Identification user Guide</u> located in: STS online > Smart and Skilled contract management > Support documents

What you should consider when identifying Part Qualifications

All units of competency (UoC) that the provider is applying for must be listed on their implicit scope and be registered on training.gov.au

The provider should identify a training need and have strong support from:

Industry	Employers	Community organisations	Workforce Australia	Other government agencies (e.g., local government)	Prospective students

Part qualifications focus on key priority industries in each region and there are opportunities for job outcomes

The provider should have a good indication from their conversations with stakeholders that they have a cohort of students ready to enrol

The provider should contact TSNSW to discuss Part Qualifications before TNI applications are submitted. If the regional office is not contacted for each application, it could result in the TNI being delayed or declined.

Submitting a TNI does not guarantee the funding will be approved

Student Eligibility

- For students to be eligible to undertake a part qualification under TPPPQ, they must firstly meet Smart and Skilled eligibility criteria.

- See the Smart and Skilled Student Eligibility Policy for further details.

- Student Eligibility must be confirmed by the Provider

- There may be additional eligibility criteria for each part qualification that is funded.

- This will be specified on the funding agreement (Provider Activity Schedule).

Target groups

You are required to select a target group in your TNI. The target group needs to reflect the program or cohort of students.

- Target groups may be added or deleted as required.

- Target groups will be based on new priorities or programs.

- Please contact your local, regional office if you are unsure about the correct target group.

Funded Priorities for 2023/2024

Funded Priorities for each region will be identified and circulated shortly .

Before submitting a TNI, you must talk with your regional office about priority that will be supported across the Region.

NOTE
there is no list of part qualifications for the TPPPQ program

Stakeholder Engagement

Ensure you have consulted with <u>one</u> or more of the following!

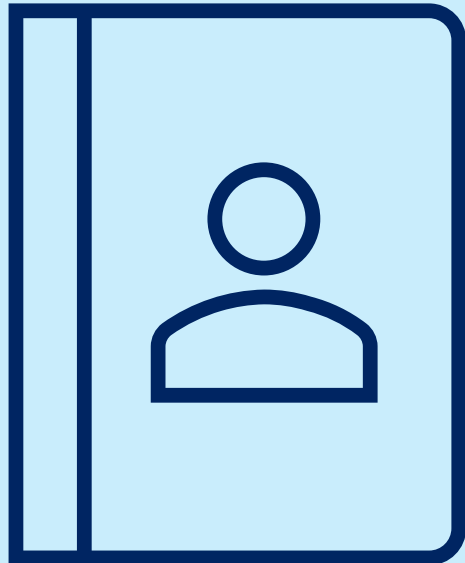| Industry | Employers | Community organisations | Workforce Australia | Other government agencies (e.g., local government) | Prospective students | Training Services NSW Regional offices |

Make sure the selected UoCs reflect the industries, employers, or individual's training needs.

Single unit part qualifications, Licensing, regulatory & refresher training

- Part qualifications that contain a single unit will generally not be funded unless directed by the Department.

- Further details of units that will <u>not</u> be funded as a part qualification can be found in the below link. This is not an exhaustive list.

- [Smart and Skilled Targeted Priorities Prevocational and Part Qualifications Program Provider Guideline](#)

  – This guide also covers information relating to Licensing, regulatory, refresher and mandatory UOCs for jobseekers and Existing workers.

Supporting evidence

Letter of support from employers or partnering organisations are required for all TNIs that include:

- Mandatory work placement units
- Existing workers

Letter of support must be supplied to the Department either with submission of the TNI or prior to the approval of the TNI part qualification and contain the following (but NOT limited to)

- Student names and date of birth (for existing workers)
- Date the letter was written
- Meet the training needs and be specific to the region
- The same letter of support cannot be used for multiple TNI's across multiple regions
- An explanation must be provided with all TNIs on how work placement will be incorporated into the training, where required

Additional supporting evidence

- The Department may ask for additional supporting evidence for a TNI qualification.

- TSNSW may verify the evidence that has been submitted with a TNI application.

- If the evidence is found to be inaccurate the Department may reject the TNI application.

Request changes

- You cannot change the UoCs in the part qualification once the TNI has been submitted and the PAS has been approved.

- If you are requesting an extension on a commencement or completion period, it is strictly limited to a maximum of six weeks.

- If you are seeking an extension, you must demonstrate a strong justification for why the PAS needs to be extended and supply dates for the extension period.

- If there are no enrolments against the PAS, it is unlikely the PAS will be extended.

Note:

The Department will not consider requests to amend dates on an existing PAS after 1 May of each Activity Period.

Extensions beyond the commencement or completion periods specified on the PAS are not guaranteed

Repeated requests for extensions of PAS's issued may impact future applications for funding.
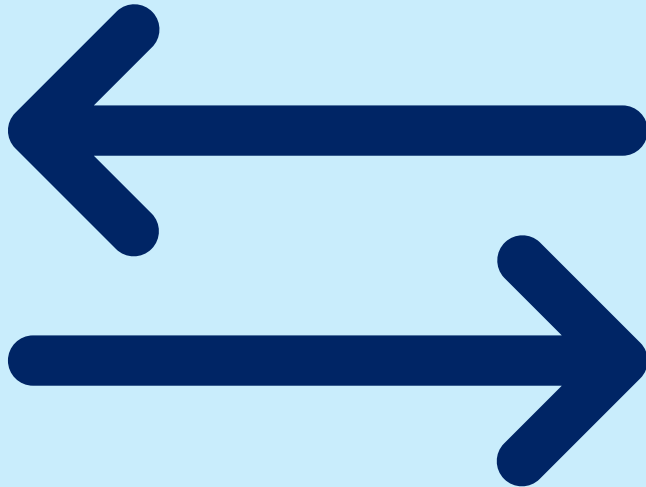
Enrolling Students

When the PAS has been accepted, the Provider can commence enrolling students and undertaking the Notification of Enrolment (NOE) process in the Smart and Skilled Provider Calculator on STS Online.

- **This must be done within the Training Commencement Period given on the PAS on STS Online.**
- You must accept the PAS before enrolling a student and obtaining a Commitment ID

Note: Commitment IDs must be obtained prior to commencement of training. Commitment IDs cannot be obtained after training has commenced or the Training Commencement Period has ended.

The student must commence training in at least one UoC before the end date of the Training Commencement Period on the PAS.
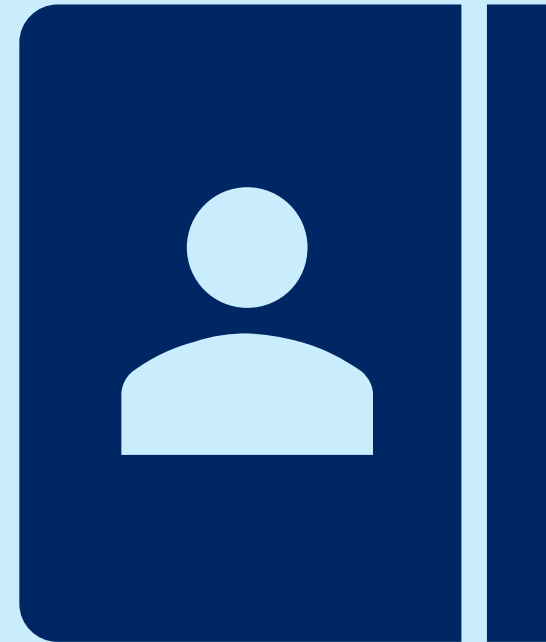
Before submitting a TNI pg. 1

Check:

✓ The UoC is on your implicit scope and registered on training.gov.au

✓ There are no prerequisites.

✓ You have the capacity to deliver the training.

✓ The delivery mode you choose is a true reflection of how the training will be delivered.

✓ You have selected fewer than six UoC (a single UoC TNI will not be accepted).

✓ You have chosen the correct program details.

✓ You have the correct training details.

✓ In general, the maximum number of training places is 25 per TNI; additional training places must be negotiated with TS Regional Office.

✓ You have the correct dates. The proposed training enrolment period is recommended to be a minimum of 30 days but should not exceed 40 days.

✓ You have outlined who was involved with developing the TNI and have a clear training rationale.

Before submitting a TNI pg. 2

Check:

- ✓ The training completion date is within the end date specified on the PAS .

- ✓ That all training can be completed by the end of **May** of each activity period .This allows time for reporting data.

- ✓ You are delivering current UoCs rather than superseded UoCs where possible

- ✓ Once the teach-out period has expired you can no longer report the superseded UoC on STS Online

- ✓ Letters of support from employers or partnering organisations are required for **existing worker** training. Letters of Support should address the need for the upskilling, the industry demand for the part qualification, and the skills gaps that will be addressed by the proposed training. Refer to Section 4.9** of the *Operating Guidelines for the Funding of Part Qualifications under Smart and Skilled*

- ❖ TNIs will not be approved if it is more than 50% of a full qualification, e.g. a full qualification contains 13 UoCs, we will only fund up to 6 UoC's, this would need to be negotiated with your regional office. TPPPQ is not designed to achieve a full qualification.

Assessing the TNI application

We need time to assess and process your application.

- Allow up to 21 days for this process to take place.
- Best practice indicates discussing the planned TNI with TSNSW prior to submitting the TNI, may result in a faster decision.

This means, your TNI must be submitted at least 21 days prior to your planned start date

Example: TNI submitted on the 01/07/23, the Training Enrolment Period should be: 22/07/23 - 23/08/23. Training cannot commence until the TNI is approved.

-We may contact you, the relevant stakeholder or identified employer, to request more information.

-If your TNI is being declined, we will give you a call to let you know why or write the reason in the declined section of the TNI.

-Submitting a TNI is not a guarantee of funding.

Issuing and accepting a PAS

Provider Activity Schedule

- If the TNI application is approved, the Department will email the Provider to advise that an offer of a Provider Activity Schedule (PAS) has been made.

- The email offer will contain instructions on where to access the PAS in STS Online.

- An authorised provider representative must review and accept or decline the PAS by the expiry date specified in the email.

- **The PAS will specify:**

✓ the training that is to be delivered

✓ region where the training will be delivered

✓ number of places that will be subsidised

✓ training commencement period and training end date

✓ base price of training, and

✓ maximum subsidy available for the number of students undertaking the training specified in the PAS. *The maximum subsidy is the maximum payment the Provider will receive for the PAS.

Funding levels, Fees and Pricing

- There is no allocated Financial Caps for this Program.
- All training under this Program is at the Department's discretion and will be assessed on a case-by-case basis.
- Each request for funding is on a case-by-case basis
- Providers should aim to enrol all the student places they have been allocated on their PAS before submitting another TNI.

- Currently, there are no student fees associated with this Program, please refer to the Smart and Skilled Fee Administration Policy for further information*.

- The price is determined once the UoCs are entered into the TNI Application on STS Online form. The base price for the selected UoCs will be displayed at the bottom of the UoCs box.

- Any applicable loadings will be applied when the individual students are enrolled. This cannot be confirmed until the Notification of Enrolment process has been completed.
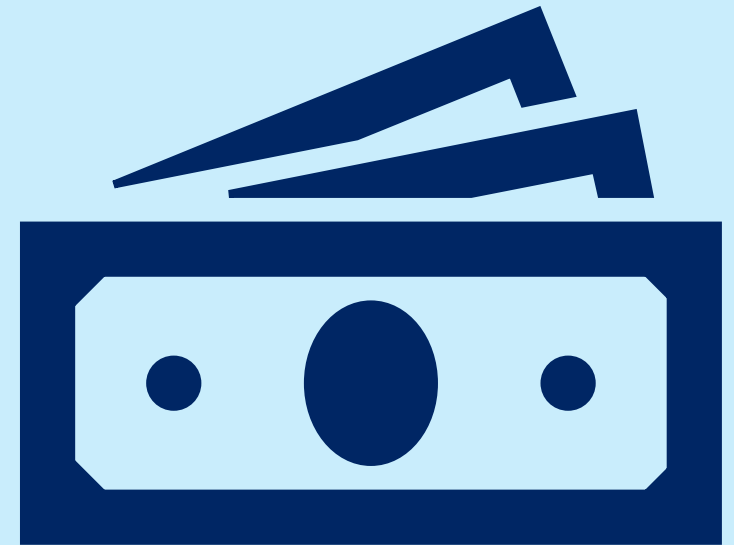
eReporting

- As set out in the Smart and Skilled Contract Terms and Conditions, the eReporting facility in STS Online must be used to report on Training Activity Data, at least once every 28 days.

- It should be noted that some of the details for reporting Training Activity Data for this Program are different from other Smart and Skilled full qualifications programs.

- Refer to the following STS Online user guides for more information:

Smart and Skilled eReporting User Guide v1.5

Smart and Skilled eReporting Technical Specifications and Business Validations User Guide v3.0

Training Outcome Review

- Following the completion of training, Regional Offices may contact providers or send a survey requesting training outcomes. This will occur about six weeks after training is completed.

- If requested, it is a mandatory requirement as per TPPPQ policy outlines.

How do we communicate with providers
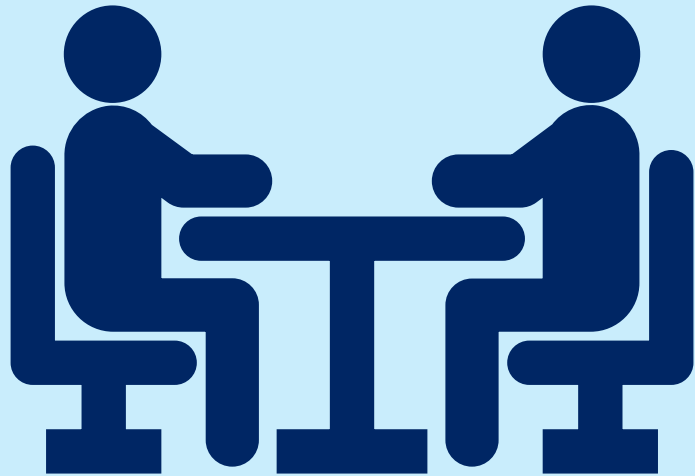
TS also updates, known as Smart and Skilled Updates, regularly, via email to Provider's nominated Representative and uploaded to STS Online, Support Documents section.

Updates are sent to providers when we need to communicate information.

This includes, but not be limited to:-
- Changing program dates and timelines
- Upcoming Provider Webinars
- Qualification price reviews/changes
- Information about full qualifications and part qualifications
- Information about new programs or campaigns
- Any other S&S Contract related matter

To enable Providers to meet their contractual obligations, it is strongly recommended you subscribe to Smart and Skilled Updates.

Reminder

The TPPPQ Policy is a contractually binding document

Each PAS that is issued is contractually binding

Providers must ensure that they comply with these as well as the Smart and Skilled Terms and Conditions and Operating Guidelines

Failure to do so may lead to an event of default

Providers should also read all TPPPQ related guides and guidelines which provide how to advice

TPPPQ - Provider Quick Reference Guide

01 KNOW THIS

- Training is demand-driven and focuses on priority cohorts and industries.
- The program is designed to deliver short courses in a four to six weeks period.
- A TNI Application should contain fewer then 6 UOCs (a single UoC TNI will not be accepted).
- Generally, a TNI should have a maximum of 25 places
- After accepting the PAS, any changes to dates, needs to be negotiated with the regional office that issued your PAS. This will only be done by exception *Note: UoCs cannot be changed
- There are no financial CAPs for this program and no student fees
- Commitment IDs must be obtained prior to commencement of training.
- Eligibility requirements
- Do not enrol students before PAS is offed and accepted

02 CHECK THIS

- The UoC is on your implicit scope and registered on training.gov.au
- The UoC is not due to expire
- There are no prerequisites.
- The delivery mode is correct
- Your dates are correct
- You have a clear training rationale.
- You have identified the learners (If it is existing workers, names and dates of birth will be required)
- You have supplied a support letter from an employer or stakeholder where required
- You have consulted with the relevant stakeholders prior to submitting a TNI
- Licensing UoC information in the Smart and Skilled Targeted Priorities Prevocational and Part Qualifications Operating Guidelines
- If a Unit is suspended training and reporting must be completed before the end date

03 DO THIS

- Create and submit a TNI application through STS Online
- Accept the PAS within the timeframe
- Create a Notification of enrolment for each student
- Commence and train the students within the enrolment period dates outlined in the PAS
- Complete all student training before the training completion date
- Report your training activity data in accordance with the Smart and Skilled Targeted Priorities Prevocational and Part Qualifications Program Provider every 28 days
- Contact your regional office for any PAS amendments
- Accept the PAS offer before you enrol students

04 RESOURCES

- [Smart and Skilled Targeted Priorities Prevocational and Part Qualifications Operating Guidelines and Policy](#)
- [Training Needs Identification User Guide](#)
- [Smart and Skilled eReporting Technical Specifications and Business Validations User Guide v3.0](#)
- [Smart and Skilled eReporting User Guide v1.5](#)
- tsnswcust.service@det.nsw.edu.au
- TSNSW post code list [Locations by postcode (nsw.gov.au)](#)
- TSNSW Regional office contacts [Contact us (nsw.gov.au)](#)

28 days — eReporting must be done at least once every 28 days
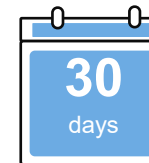
30 days — Proposed training enrolment period should be minimum 30 days

21 days — TNIs must be submitted 21 days prior to planned start date

CHECK LIST

- ☑ Do you have the UoCs on Scope
- ☑ The dates are correct
- ☑ The UoCs are not due to expire
- ☑ You have consulted with relevant stakeholders
- ☑ You have selected fewer then 6 UoCs
- ☑ Maximum 25 places per request

Further support

Customer Service and Operations

tscust.service@det.nsw.edu.au

smartandskilled.application@det.nsw.edu.au

1300 772 104

Regional Provider Support Managers (RPSMs)

A Regional Provider Support Manager is allocated to each Smart and Skilled Provider and is the point of contact to understand your circumstances and to provide tailored advice