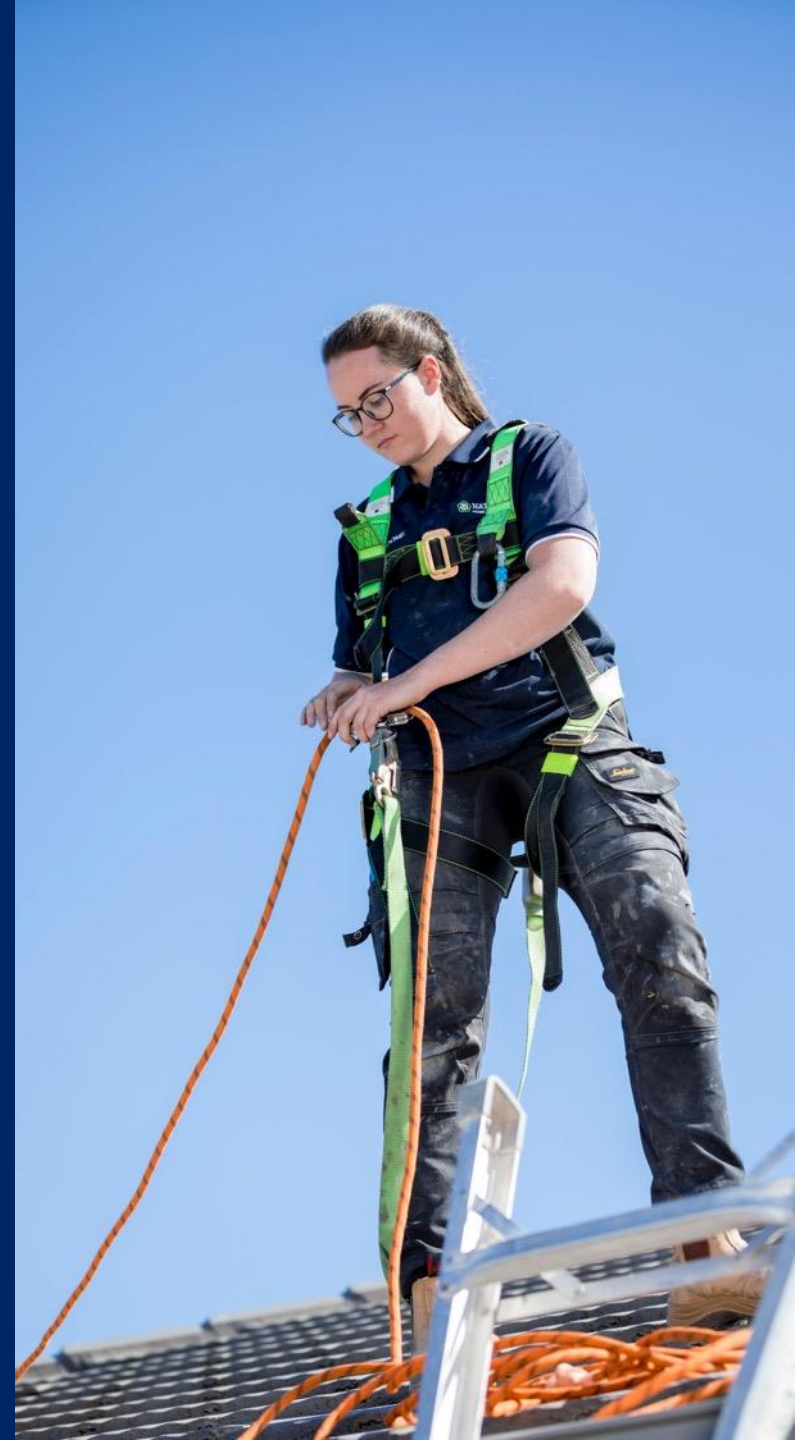NSW Department of Education

Participated in Subsidised Training

A Guide to this defined term

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R/Manager Quality Assurance

26 July 2023

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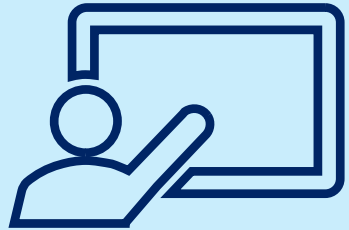
We strive to ensure every Aboriginal and Torres Strait Islander learner in NSW achieves their potential through education.

Contents

Purpose of today's session

To assist Smart and Skilled Providers to:

- understand the meaning of **"Participated in Subsidised Training"**

- meet obligations to accurately report Training Activity Data under the Smart and Skilled Contract.

** The information in this session relates to the current 2023-24 Smart and Skilled Contract.

For Training Activity Data submitted under previous Smart and Skilled Contracts, Providers should refer to the relevant Smart and Skilled Contract for the relevant definitions and obligations.

What is 'Participated in Subsidised Training'?

Under *Schedule 1: Dictionary and Interpretation* in the Smart and Skilled Terms and Conditions, **Participated in Subsidised Training** means:

- the Enrolled Student has interacted and participated in the Subsidised Training with a trainer/assessor and/or student/learner management system in a manner that exceeds induction, mere attendance and/or accessing training materials; *and*

- the Provider has documented this interaction and participation.

Participate, Participation and **Participating** have corresponding meanings to the above definition throughout the Smart and Skilled Contract.

Breakdown of the definition of 'Participated in Subsidised Training'

☞ **Enrolled Student** – a student who is eligible to received Subsidised Training as determined by either the Smart and Skilled Student Eligibility Policy or the School Based Apprenticeships and Traineeships Student Eligibility Policy and: (a) for whom the Provider has completed the Notification of Enrolment Process; (b) for whom the Provider has been issued a Commitment ID; and (c) that has enrolled with the Provider in the Approved Qualification the subject of the Commitment ID.

☞ **Interacted and participated** – (from common dictionary meaning):

- E.g.: interaction is communication or direct involvement with someone/something, i.e. a two-way process

- E.g.: participation is the action of taking part in something.

Breakdown of the definition of 'Participated in Subsidised Training' *cont'd*

☞ **Subsidised Training** – is defined in clause 2(a) of the Smart and Skilled Terms and Conditions and is **Training** and **Assessment** delivered by the Provider to Enrolled Students under any Smart and Skilled Program or the School Based Apprenticeships and Traineeships Program.

☞ **Training** – the delivery of vocational education and training by way of an accredited tertiary education course which is defined as a vocational education and training program being a structured approach to the development and attainment of one or more competencies for a particular AQF qualification to meet the requirements of Training Packages or, where there is no Training Package, a sequence of Training consisting of one or more modules from an accredited vocational education and training course. **Training** also means non-accredited, local courses developed by registered training organisations, or courses developed by industry, enterprise, community education or professional bodies to meet an identified training need which is vocational in intent.

Breakdown of the definition of 'Participated in Subsidised Training' *cont'd*

☞ **Assessment** – the process of collecting evidence and making judgements on whether competency has been achieved to confirm that an Enrolled Student can perform to the standard expected in the workplace, as specified in a training package or VET accredited course.

☞ **Trainer/assessor** and/or **student/learner management system** – (as used in VET):

- E.g.: under the *Standards for Registered Training Organisations (RTOs) 2015,* Trainers are persons who provide training in accordance with Clauses 1.13, 1.14 and 1.16 and Assessors are persons who assess a learner's competence in accordance with Clauses 1.13 to 1.16.

- E.g.: student/learner management system (SMS or LMS) is a software application for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, materials or learning and development programs.

Breakdown of the definition of 'Participated in Subsidised Training' *cont'd*

☞ in a manner that <u>exceeds</u> **induction, mere attendance** and/or **accessing training materials**:

- E.g.: **induction** is usually when a course structure, delivery and/or content is explained
- E.g.: **mere attendance** is the act of a student being present in a training delivery situation
- E.g.: **accessing training materials** is receiving/accessing materials in person, by post or online
- **Exceeds:** the interaction and participation in Subsidised Training with a trainer/assessor or student/learner management system must <u>exceed</u> the above three.

☞ The Provider has **documented** this interaction and participation:

- The Provider must collect and maintain records that capture the interaction and participation.
- The records must meet all of the requirements of the Operating Guidelines and identify the Unit of Competency (UoC), module or subject, the Enrolled Student and the date.

Examples of **acceptable** evidence of 'Participated in Subsidised Training'

The table in paragraph 17.8 of the Operating Guidelines requires that documented evidence that demonstrates the Enrolled Student has interacted and participated in Subsidised Training in the relevant UoC with a trainer/assessor or student/learner management system in a manner that **exceeds induction, mere attendance or accessing training materials** must be kept.

Workbook of an Enrolled Student containing relevant learning text for the UoC, with at least one written response to a question in that text by the Enrolled Student that is marked and/or contains feedback from a trainer/assessor

Quiz completed by an Enrolled Student in face-to-face training based on the UoC content delivered *(e.g., to revise key points learned in the session)* that is marked and/or contains feedback from a trainer/assessor

Record or document created by a trainer/assessor where the trainer/assessor has documented a verbal question asked and the answer provided in an interaction with the Enrolled Student regarding the UoC content in a training session

Examples of **acceptable** evidence of 'Participated in Subsidised Training' *cont'd*

Recording of a training session that shows the Enrolled Student asking a question and being answered by the trainer, or the trainer asking a question and the Enrolled Student providing an answer, regarding the UoC content being delivered (includes questions asked and answered in the chat function of a lesson delivered via video-conferencing technology)

Extract from an online learning system that shows an Enrolled Student's response to an online question asked during the Enrolled Student's progression through the UoC material; the online system should also capture other details such as date, time, duration of log in, and IP address of the computer.

Record of the Enrolled Student's completed assessment, such as: (1) knowledge assessment for the UoC, e.g., written answers to written questions that have been marked by the assessor; or (2) practical assessment for the UoC, e.g., observation report detailing the Enrolled Student's performance marked by the assessor.

Examples of **unacceptable** evidence of 'Participated in Subsidised Training'

Enrolment form completed by the Enrolled Student

UoC session plan, training plan or assessment guide

UoC commencement declaration signed by the Enrolled Student and/or the trainer/assessor

Email(s) sent to the Enrolled Student requesting the Enrolled Student to log on or commence

Attendance sheet signed by the Enrolled Student

Language, Literacy and Numeracy (LLN) test or some other pre-enrolment quiz completed by the Enrolled Student

Examples of **unacceptable** evidence of 'Participated in Subsidised Training' *cont'd*

Induction checklist or other evidence related to the Enrolled Student having had the course structure, delivery and/or content explained

Record supporting the Enrolled Student receiving training materials in person, via email or in the post (e.g., receipt declaration signed by the Enrolled Student, email or postal record)

Completed pre-learning quiz undertaken during induction or prior to the start of training to determine the Enrolled Student's knowledge of the UoC before training begins

Log-in record from an online learning platform that shows the date and time(s) of the Enrolled Student's log-in but does not capture the Enrolled Student interacting with or responding to the UoC learning material

Video recording of a classroom session or recorded virtual training session that shows the Enrolled Student was in the classroom or in the virtual session attending passively

The Enrolled Student's record supporting independent research or study by the Enrolled Student that does not capture interaction with a trainer/assessor or student/learner management system or a UoC workbook.

When to report UoC Outcome Code 70 (Continuing enrolment)

- **UoC Outcome Code 70 (Continuing Enrolment)** should be reported when the Enrolled Student has Participated in Subsidised Training in the UoC and no other UoC Outcome Achievement has occurred.

- Until a Provider has collected and maintains records that meet the definition of **Participated in Subsidised Training** for a UoC, the UoC Outcome Code 70 (Continuing enrolment) must **not** be reported for that Enrolled Student in relation to that UoC.

- **UoC Outcome Code 85 (Not yet started)** is to be used if the student has enrolled in the UoC but Training has not yet commenced.

When to report UoC Outcome Code 70 (Continuing enrolment) *cont'd*

- The concern that a Commitment ID may expire is **not a valid reason** to submit the UoC Outcome Code 70 (Continuing enrolment) without holding the required records that the Enrolled Student Participated in Subsidised Training.

- To avoid Commitment ID expiry, Providers should:
  - set a realistic Planned Start Date
  - if required, modify the Planned Start Date in STS Online to a date up to 4 weeks later, within the same Activity Period (this can only be done once)
  - contact the Customer Service and Operations team regarding whether an extension to the Commitment ID expiry date is possible.

When to report UoC Outcome Code 40 (Withdrawn)

- UoC Outcome Code 40 (Withdrawn) is used where an Enrolled Student has **Participated in Subsidised Training** for the UoC and has withdrawn before completing all Training and Assessment (as specified in the relevant Training Package).

- The Provider must ensure the required records are collected and maintained to support that the Enrolled Student Participated in Subsidised Training for the relevant UoC before this UoC Outcome Code is submitted.

- If the required records have not been collected and maintained, the UoC **Outcome Code 85 (Not yet started)** must be reported for the UoC.

# How Credit Transfer relates to Participated in Subsidised Training

- To report a UoC as Credit Transfer, the Provider must collect and maintain records to support the Credit Transfer, such as a Testamur or Statement of Attainment, showing the UoC was previously completed and satisfies all requirements of the current UoC.

- Where the Provider holds the required records, the Provider should submit the **UoC Outcome Code 60 (Credit Transfer)** for the UoC.

- Records for Credit Transfer **do not** support Participation in Subsidised Training. UoC Outcome Code 70 (Continuing enrolment) must **not** be submitted for Credit Transfer.

How Recognition of Prior Learning relates to Participated in Subsidised Training
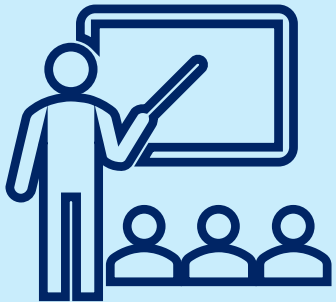
- **UoC Outcome Code 51 (Recognition of Prior Learning – granted)** is used where the Enrolled Student has successfully undertaken a Recognition Process to satisfy all the requirements of the Unit of Competency (as specified in the relevant Training Package).

- Once the Provider determines that a Recognition Process is suitable for a UoC, the Provider will start collecting evidence and undertaking assessment.

- Where the assessment for the UoC meets the definition of **Participated in Subsidised Training**, the Provider may submit the UoC Outcome Code 70 (Continuing enrolment) for the UoC.

How Recognition of Prior Learning relates to Participated in Subsidised Training *cont'd*
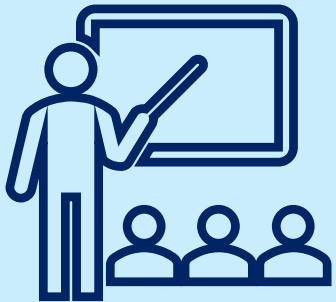
- Where the definition of Participated in Subsidised Training has **not been met** by the records collected through the Recognition of Prior Learning process, the UoC Outcome Code **85 (Not yet started)** should be submitted for the UoC.

- Once the Recognition Process has been successfully completed and the Provider has collected and maintains the supporting records, the UoC Outcome Code 51 (Recognition of Prior Learning – granted) should be submitted for the UoC.

Refunds arising from inaccurate Training Activity Data

The UoC Outcome Codes 40 (Withdrawn), 51 (Recognition of Prior Learning – granted), 60 (Credit Transfer) and 70 (Continuing enrolment) can trigger or contribute to UoC Outcome Achievement Stages and may result in payment of Subsidies (and Loadings, if applicable).

If a UoC Outcome Achievement Stage has been met and payment instalment has been made and a Provider does not have the acceptable evidence to support the payment, the Training Activity Data submitted is inaccurate and the Provider must notify the Department. The Provider can make the necessary refund arrangement to repay the monies the Provider is not entitled to.

Who to Contact

- For enquiries regarding evidence requirements under the Smart and Skilled Contract:

    Please email Quality Assurance at
    TS.Monitoring@det.nsw.edu.au

- For enquiries regarding eReporting:

    Please contact Customer Service and Operations on 1300 772 104 or at TSNSWCust.Service@det.nsw.edu.au

- To report a payment that was received due to inaccurate Training Activity Data:

    Please email Reconciliation and Appeals on
    TSNSW.Reconciliation@det.nsw.edu.au

Further support options

Strategic Relationship Managers

Your first point of contact is your Strategic Relationship Manager (SRM). The SRM will have an ongoing relationship with your organisation that helps them understand your circumstances and to provide tailored advice. If you require support relating to adjusting your Approved Qualifications Activity Schedules including Financial Caps or the TPPPQ program, contact your SRM.

Regional Provider Support Managers

From July 2023, a new approach for managing provider strategic relationships is being implemented, with lead SRM roles (known as Regional Provider Support Managers) established across the state (1 in each region). These are full time roles, dedicated to SRM duties and supporting regional SRMs.

Customer Service and Operations

For assistance with managing any aspect of your Smart and Skilled Contract or STS Online, such as systems access and/or functionality, reporting or other technical matters please contact Customer Service and Operations
Call 1300 772 104 or
Email TSNSWCust.Service@det.nsw.edu.au

Training Services NSW Regional Offices

If you have any queries relating to Apprenticeships and Traineeships, please contact your organisation's local Training Services NSW Regional Office on phone number 13 28 11.