



Enterprise Training Program – Frequently asked questions for registered training organisations

The following key questions may be asked of any registered training organisation (RTO) who offers to deliver training to an enterprises employees under the Enterprise Training Program (ETP).

General

- Can you provide a list of organisations that you have previously provided this training to, and a contact that we can speak to, to confirm program outcomes?

Skill needs of employees

If the specific skill(s) needed by staff are known

- Can you provide a list of the relevant qualification/s and unit/s of competency that we are able to select from, and explain how these will address our skills needs?
- Please provide a list of staff who will be providing the training, along with a summary of their experience.
- If you are unable to meet all our skill needs are you aware of other RTOs on the ETP panel that we could engage?

If the specific skill(s) needed by staff are not known

- Can you assist us to assess the skill(s) requirements of our organisation?
- Having completed this skills assessment, can you provide a list of the relevant qualifications/units of competency we are able to select from and how these will address the skill needs identified?

For all training programs

If the specific skill(s) needed by staff are known

- How will the training, and any supporting materials, be customised to my organisation?
- How will the delivery of the training be scheduled, to minimise impact on our service delivery?
- How will the training be delivered to ensure our employees achieve the required level of competence?
- Can you provide a detailed training plan, including:
 - where the training will be delivered;
 - by whom the training will be delivered (background and experience);
 - what training will be included; and
 - the outcome (e.g. certification, statement of attainment)?
- What happens if the training is not completed?
- If we are not satisfied with the quality of training provided, how will that be addressed?

Costs

- What fees will we be required to pay, as an enterprise?

Under the ETP, the enterprise is obliged to pay a percentage of the total cost of the training program.

Where the training is delivered in the Perth, Peel and South West regions that percentage is 20%; Goldfields-Esperance, Great Southern, Mid West and Wheatbelt regions is 15%; and Gascoyne, Pilbara and Kimberley regions is 10%.

Where the qualification or skill set (units from that qualification) are a nominated *Lower Fees Local Skills* (LFLS) qualification the enterprises' contribution will be capped at the LFLS fee rate defined in the current *Fees and Charges Policy*. Where the qualification/skill set is not a LFLS qualification the enterprises' contribution is as listed above.

- How and when will we be required to pay these fees?
- What happens with the payment of these fees, if the training is not completed or we are not happy with what has been provided?

Responsibilities

- What are my responsibilities as an employer under the ETP?

Under the ETP, employers will be required to:

- pay a percentage of fees as defined under 'Costs';
- sign a declaration as part of the application for funding submitted by the RTO;
- establish and sign a Memorandum of Understanding (MoU) with the RTO in relation to the training program that is being requested for public funding;
- release staff to undertake the approved training (in accordance with the MoU); and
- engage in the evaluation of the program undertaken by the Department of Training and Workforce Development (the Department).

- What are the responsibilities of the employees undertaking the training?

Under this program, employees will be required to undertake the training as directed by the enterprise in consultation with the RTO.

- What are the responsibilities of an RTO under the ETP?

Under the ETP, the RTO's responsibilities are to:

- make the application for funding to the Department, in consultation with the enterprise;
- sign a declaration as part of the application for funding;
- establish and sign an MoU with the enterprise in relation to the training program that is being requested for public funding;
- deliver and assess the enterprise's staff in the approved training in accordance with the MoU;
- collect the required fees from the enterprise for the approved training, and retain receipts of said payments for audit purposes; and
- engage in the evaluation of the program undertaken by the Department.

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