



# REQUEST

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**REQUEST TITLE:**

**2023-2025 JOBS AND SKILLS WA TRAINING PROGRAMS**

**REQUEST NUMBER:**

**TWDV0349/2022**

**CLOSING TIME:**

**4:00 PM, Friday, 5 August 2022 Western Australia**

**PUBLIC AUTHORITY:**

**VET (WA) MINISTERIAL CORPORATION**

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# **PART A – PROCUREMENT PROCESS INFORMATION**

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## **1. INTRODUCTION**

### **1.1. Definitions**

Unless the context requires otherwise, terms which are defined in the following have the same meaning when used in this Request document:

- The Process Terms and Conditions June 2022 Version 1.0 (Process Terms and Conditions);
- The General Provisions (Condition of Contract) June 2022 Version 1.0 (General Provisions);
- The Business Rules January 2022, Version 1.0 (Business Rules); and
- The Application Guide June 2022 Version 1.0

### **1.2. Background**

The Vocational Education and Training (WA) Ministerial Corporation (the Corporation), represented by the Department of Training and Workforce Development invite private registered training providers to apply for one or more of the Preferred Provider Panels. These panels are structured to deliver qualifications that meet the State's priorities.

Contracted training places will be allocated to Service Providers on Preferred Provider Panels on an annual basis.

### **1.3. Scope of this Procurement**

This procurement will establish the following preferred provider panels:

- Apprenticeships
- Traineeships
- Priority Industry Training (PIT) – Existing Workers
- Participation – Work Readiness
  - Job Seeker
- Participation – Equity
  - Aboriginal and Torres Strait Islander people
  - Culturally and Linguistically Diverse
  - People with Disabilities
  - Youth at Risk

In addition, Service Providers appointed through this process may also seek to deliver Foundation Skills courses; Course in Applied Vocational Study Skills (CAVSS) and Underpinning Skills for Industry Qualification (USIQ) in conjunction with the funded qualifications where applicable.

#### **1.4. Existing Service Providers**

Service Providers currently contracted for training delivery to the Corporation are referred to as 'Existing' Service Providers.

Existing Service Providers are being dealt with separately to this Request. However, please be advised that once the Request process is finalised, this Request document will become part of the Contractual Framework for both Existing and New Service Providers.

Existing Service Providers only wishing to continue their membership of their existing panel(s) are **not** required to take any action during this Request process unless advised by the Corporation.

Existing Service Providers that are currently **not** contracted to deliver a particular training program with the Corporation and wish to apply are required to address the requirements Parts D, E, F, G, or H of this Request.

A list of Existing Service Providers can be found on the TAMS RTO Portal at <https://tamsrtoportal.dtwd.wa.gov.au/> under the announcement titled "Existing Service Providers"

#### **1.5. Ineligible Service Providers**

The following Service Providers are ineligible to respond to this Request:

- Western Australian TAFE Colleges.
- Service Providers that are not, at the closing time of this Request, registered with the Regulator and scoped for at least one eligible qualification in any of the programs.

#### **1.6. Eligible Students**

Unless otherwise specified, students from enrolment categories listed in Clause 1.3.6 of the Business Rules will not be funded through Contracts that result from this Request. Students undertaking qualifications through Contracts that result from this Request must commence training within the contracted year.

#### **1.7. Payment Tables**

The Corporation will establish and maintain a payment table with set rates for each program that lists the qualifications available for public funding. The Corporation reserves the right to add or remove qualifications to these tables under Clause 9.1 of the General Provisions.

##### **Note:**

- The 2022 payment tables have been attached to this Request and lists the qualifications that will be available for public funding for 2023.
- The complete 2023 payment tables including replaced/new qualifications will be published in November 2023.
- In some instances there may be a delay between qualifications being endorsed nationally and the Corporation approving the new qualifications for funding. In these instances the Service Provider will only be offered the superseded qualification to select. If the superseded qualification has been removed by the Regulator from the Service Provider's scope they will need to liaise with the Regulator to get that qualification reinstated on their scope.

## **2. REQUEST FRAMEWORK**

### **2.1. Structure of the Request Document**

This Request document is divided into the following sections:

- Part A - Procurement Process Information
- Part B - Contract
- Part C - Common Criteria for all programs
- Part D - Request Requirements for the Apprenticeship program
- Part E - Request Requirements for the Traineeship program
- Part F - Request Requirements for the PIT program (Existing Worker)
- Part G - Request Requirements for the Participation – Work Readiness program
- Part H - Request Requirement for the Participation – Equity program
- Appendix 1 – WAIPS – Workforce Template

### **2.2. Request Documentation on Tenders WA**

The documentation package for the Request posted on the Tenders WA website includes the following documents:

- The Request for 2023-2025 Jobs and Skills WA Training Programs (TWDV0349/2022);
- Process Terms and Conditions;
- The General Provisions;
- Business Rules; and
- Application Guide.

### **2.3. Function of the Request document**

The Request document provides Service Providers with information that includes:

- Service Provider eligibility;
- The scope of the training services to be procured through the Request; and
- The format and content of the electronic Response Form.

### **2.4. Access to the Response through TAMS RTO Portal**

The Response is in an electronic format that can only be accessed through TAMS RTO Portal at: <https://tamsrtoportal.dtwd.wa.gov.au/>

If the Service Provider is not registered to access TAMS RTO Portal, the 'Access Application Form' can be obtained at <https://tamsrtoportal.dtwd.wa.gov.au/apply/>. When completing the form please tick "New account" and "TAMS Manager".

Note there is a three (3) working day delay in obtaining TAMS RTO Portal logins so Service Providers are advised to ensure that they request the logins as soon as possible.

**Failure to obtain a login is not grounds for an extension or an appeal.**

## **2.5. Structure of the Response**

New and Existing Service Providers must complete and lodge the Application by **4pm (WST) Friday 5 August 2022**.

## **3. CONTRACT FRAMEWORK**

### **3.1. Contractual Framework**

From this Request, the Contract comprises the following documents:

- This Request;
- Process Terms and Conditions;
- The General Provisions;
- Business Rules;
- The Service Provider's Offer(s) submitted in the electronic Response via TAMS RTO Portal; and
- The Letter of award, and any subsequent variations, provided by the Corporation.

Provisions as to the formation of the Contract and rules to be applied in the event of inconsistency between any of the documents constituting the Contract are contained in the General Provisions.

### **3.2. General Provisions**

The Terms and Conditions in the General Provisions will apply to all services that result from this Request unless otherwise specified in the Contract documents.

### **3.3. Business Rules**

The Business Rules is a separate document which applies to all services that result from this Request unless otherwise specified in the Contract documents. It describes the operational requirements and processes for the purchase of Training Services under the Corporation.

### **3.4. Process Terms and Conditions**

The Process Terms and Conditions is a separate document which is deemed to be incorporated in this Request. It sets out definitions of terms used in this Request and additional terms and conditions for the Procurement Process.

### **3.5. The Letter of Award**

The Letter of Award is the formal acceptance by the Corporation of all or part of the Response to the Request as defined in Clause 2.2.1 of the General Provisions.



## 4. PROCUREMENT PROCESS

### 4.1. Evaluation Criteria

- (a) In assessing the Response the Corporation will:
  - (i) Require the Response to meet all relevant Mandatory Compliance Requirements as set out in the Response Form;
  - (ii) Assess Responses against the Qualitative Criteria set out in the Response; and
  - (iii) Take into account the information provided in response to the Disclosure Requirements in the Response and any other information available to the Corporation concerning the Service Provider or the Offer, including information of the kind referred to in Clause 4.1(e) of the Process Terms and Conditions Document.
- (b) Any Response which fails to satisfy any of the Mandatory Compliance Requirements will be deemed non-compliant and will not be considered further.
- (c) The Corporation reserves the right to reject any Response that does not properly address any of the Compliance and Disclosure requirements and/or other requirements contained in this Request.

## 5. LODGEMENT OF RESPONSES

### 5.1. Lodgement Details

- (a) Service Providers can only lodge a Response by completing and lodging the electronic Response through TAMS RTO Portal at: <https://tamsrtoportal.dtwd.wa.gov.au/>  
Service Providers must be registered to lodge a Response through TAMS RTO Portal.
- (b) Service Provider's must answer questions, provide information and attach any documents required to complete the Response.
- (c) Service Providers must ensure that any documents required as attachments in the electronic Response are uploaded accordingly.

### 5.2. Form and Content of Responses

In completing the Response, the Service Provider must:

- (a) Complete all required sections of the Response;
- (b) Take into consideration all the Terms and Conditions set out in the Contract documents; and
- (c) Not assume that the Corporation has knowledge of the Service Provider, its activities, experience or any previous services undertaken by the Service Provider for the Corporation.

### 5.3. Requested Delivery Items (RDI)

The Service Provider must only request RDIs for:

- A trade category, in one region and in one qualification for the Apprenticeship program. Note one RDI can be submitted for each trade category;
- A trade category in one qualification for the Traineeship program. Note one RDI can be submitted for each trade category;
- One qualification in one region for Existing Workers for the Priority Industry Training (PIT) program;
- One qualification in one region for Job Seekers for the Participation – Work Readiness Program; and/or
- One qualification in one region for a target group for the Participation – Equity program. Note one RDI can be submitted for each target group.

#### Note:

- If a Service Provider does not apply for RDIs in accordance with the instructions above, and applies for multiple RDIs within the same trade category, target group or program, only the first RDI submitted will be assessed.
- Once appointed to a 2023 Preferred Provider Panel, additional qualifications or regions for that program can be sought through a contract variation from 1 February 2023.

### 5.4. Request Deadline (Closing Time)

The deadline for lodgement of Responses is the Closing Time set out on the front page of this document.

### 5.5. Late Lodgement

Late lodgements will not be accepted.

Further conditions regarding the lodgement of Responses (including late lodgement) are set out in the Process Terms and Conditions Document.

**Note:** Electronic Response lodgement is not a lodgement by email.

The electronic lodgement process can take significant time and the Service Provider should allow for this because if full transmission of the Response is not received by the Corporation by the closing time, the Response will be deemed a late lodgement.

### 5.6. Preview of Lodgement Content

The Service Provider should use the Preview summary of the Response to carefully review the information that the Service Provider has entered in the electronic Response to check and ensure it is accurate and complete before the Response is lodged.

### 5.7. Opportunities for new Panel appointments in 2023

Service Providers who are successful in obtaining a place on one of the Preferred Provider Panels through this Request process can seek additional Panel memberships in the contracted year.

## 6. OTHER DETAILS

### 6.1. Offer Validity Period

The Validity Period for offers contained in Responses to this Request is for a period of six (6) months from the closing date of the Request as shown on the front page of this document.

### 6.2. Non Mandatory Briefing

A non-mandatory Request briefing session will be held on **Monday 18 July 2022** between **10am and 12 noon (WST)** during the request advertisement period.

The purpose of the briefing session will be to outline and clarify the basis and details of the proposed contractual framework.

The briefing has been designed to be delivered on-line via TEAMS and Service Providers can participate using the following [link](#)

- <https://msteams.link/3BNL>

Enquiries regarding the briefing session are to be e-mailed to [Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

### 6.3. Corporation Representatives for this Request

The Corporation Representatives are persons authorised to deal with enquiries in connection with this Request and all communication in relation to this Request should be directed to the Corporation Representatives.

The Corporation Representatives in relation to this Request are, at the date of issue of this Request, the persons named below.

#### General/Technical Enquiries:

Name: Sanju Manji  
Title: A/ Manager Private Training Markets (Contracts)  
Tel: 08 6551 5356  
E-mail: [Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

#### Technical Enquiries:

Name: Lynette Baillard  
Title: Senior Information Analyst  
Tel: 08 6551 5938  
E-mail: [Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

#### Apprenticeship Program Enquiries:

Name: Rob Neve  
Title: Senior Project Officer  
Telephone: 08 6551 5067  
E-mail: [Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

#### Traineeship Program Enquiries:

Name: Rob Neve  
Title: Senior Project Officer  
Telephone: 08 6551 5067  
E-mail: [Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

#### Priority Industry Training (Existing Workers) Program Enquiries:

Name: Colette Desvaux  
Title: Senior Project Officer  
Telephone: 08 6551 5313  
E-mail: [Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

#### Participation - Work Readiness Program Enquiries:

Name: Colette Desvaux  
Title: Senior Project Officer  
Telephone: 08 6551 5313  
E-mail: [Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

#### Participation - Equity Program Enquiries:

Name: Colette Desvaux  
Title: Senior Project Officer  
Telephone: 08 6551 5313  
E-mail: [Training.Markets@dtwd.wa.gov.au](mailto:Training.Markets@dtwd.wa.gov.au)

## **PART B CONTRACT DETAILS**

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### **1. CONTRACT MANAGEMENT**

#### **1.1. Corporation**

The Corporation is the VET (WA) Ministerial Corporation.

#### **1.2. Contract Management**

a) Details of the Corporation's Representative

Name: Peter Henson  
Title: Associate Director Training Markets (Private Training Providers)  
Address: Department of Training and Workforce Development, Optima Centre,  
16 Parkland Road Osborne Park WA 6017  
Email: [Peter.Henson@dtwd.wa.gov.au](mailto:Peter.Henson@dtwd.wa.gov.au)

b) Reporting

The various reporting requirements set out in the Business Rules apply to this Request.

c) Performance Measures

The performance criteria set out in Clause 1.8.2 of the Business Rules apply to this request.

#### **1.3. Terms of the Contract**

The initial term will commence on the date to be specified in the Letter of Award ending on 31 December 2023.

A Contract that results from this Request will be allocated training places annually. Students undertaking qualifications or skill sets through awarded contract must commence training within the contracted year.

#### **1.4. Extension of the Term of the Agreement**

The Contract includes two (2) extension options of one (1) calendar year each, exercised at the sole discretion of the Corporation. Some of the key factors considered when exercising the extension option include available budget, identified State training demands and the Service Providers' performance.

#### **1.5. Duration of Prequalification status**

The prequalification status awarded to a Service Provider will remain for a period of three (3) years subject to annual performance reviews and at the absolute discretion of the Corporation.

## 1.6. Insurances

The insurance requirements set out in Clause 1.9 of the Business Rules apply to this request.

Unless otherwise specified by the Corporation, the Service Provider must have and maintain the following insurances:

### Public and Product<sup>1</sup> Liability insurance

Public and products liability insurance covering the legal liability of the Service Provider and the Service Provider's Personnel arising out of the Products and / or Services it provides for an amount of:

1. not less than **\$20 million** for any one occurrence;
2. unlimited in the number of occurrences happening in the period of insurance for public liability; and
3. limited in the annual aggregate to **\$20 million** for products liability.

### Workers' compensation insurance

Workers' compensation insurance in accordance with the provisions of the *Workers' Compensation and Injury Management Act 1981* (WA), including cover for common law liability for an amount of not less than **\$50 million** for any one occurrence in respect of workers of the Service Provider. The insurance policy must be extended to cover any claims and liability that may arise with an indemnity under section 175 (2) of the *Workers' Compensation and Injury Management Act 1981*.

### Professional Indemnity insurance

Professional indemnity insurance covering the legal liability of the Service Provider and the Service Provider's Personnel and Associates under the Contract, arising out of any act, negligence, error or omission made or done by or on behalf of the Service Provider, or any subcontractor in connection with the Contract for a sum of **\$5 million** for any one claim and in the annual aggregate, with a provision of one automatic reinstatement of the full sum insured in any one period of insurance.

Professional indemnity insurance required under this clause must include:

- a) fraud and dishonesty;
- b) defamation;
- c) infringement of intellectual property rights;
- d) loss of or damage to documents and data; and
- e) breach of Australian Consumer Law.

**Note:** Any policy of insurance taken out by the Service Provider must be with a reputable and solvent insurer acceptable to the Corporation who conducts insurance business in Australia and is authorised in Australia to operate as an insurance company.

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<sup>1</sup> Product means anything (after it has ceased to be in the possession or control of the Insured) manufactured, constructed, erected, assembled, installed, grown, extracted, produced or processed, treated, altered, modified, repaired, serviced, bottled, labelled, handled, sold, supplied, distributed, imported, or exported by or on behalf of the Insured, including any packaging or containers thereof, including the design, formula or specification, direction markings, instructions, advice or warnings given or omitted to be given in connection with such products and anything which by law the insured is deemed to have manufactured in the course of the Business including discontinued products.

## 1.7. Mandatory Briefing

The Contract is subject to the condition that the successful Service Provider attends a mandatory briefing session to be held on **Tuesday 7 February 2023**. The briefing will outline the Service Providers obligations with the Corporation under the 2023-2025 Jobs and Skills WA Training Programs contract. Service Providers once appointed to a panel(s) will be formally invited to the briefing.

## 2. SIGNIFICANT CONTRACT CONDITIONS

The Service Provider must ensure that they pay attention to the following Clauses from the General Provisions referenced in this part as they contain important Contract requirements.

### 2.1. Panel Arrangement

Clause 3.4 of the General Provisions applies.

### 2.2. Quality Standards and Policies

The Quality Standards and Policies required under Clause 4.2 of the General Provisions apply to this Request.

### 2.3. Funded Training List

As referred to in Clause 9.1 of the General Provisions, the Corporation may, with at least 30 days' notice being provided, specify that No New Enrolments are to be accepted for a given qualification on the Funded Training List.

### 2.4. Police Clearance

The requirements in Clause 22.4 of the General Provisions apply to this Request.

### 2.5. Working with Children

The requirements in Clause 22.5 of the General Provisions apply to this Request.

### 2.6. Western Australian Industry Participation Strategy (WAIPS)

This reporting is a requirement of the Western Australian Industry Participation Strategy (WAIPS). Guidance on the WAIPS may be found at [www.jtsi.wa.gov.au](http://www.jtsi.wa.gov.au)

#### 2.6.1. WAIPS Workforce Reporting

- (a) The Service Provider must submit to the Corporation a report as to the matters covered by the Workforce Report (as detailed in Appendix 1):
  - i. in every year of the Term, in respect of that year (**Annual Report**); and
  - ii. upon the expiry of Term, in respect of the whole Contract Term (**Final Report**), in accordance with this clause.
- (b) Each report submitted under clause (a) must use the form of, and must address the matters outlined in, the Workforce Report Template which is at Appendix 1.
- (c) Subject to subclause d), the Service Provider must submit:
  - i. an Annual Report to the Corporation no later than two weeks after the anniversary of the Contract Commencement Date, or on such other date each year as is notified by the Corporation to the Service Provider; and
  - ii. a Final Report no later than two months after the expiry of the Contract Term.

- (d) Where the Term is 12 months or less, only one report from the Service Provider is required, being the Final Report, which the Service Provider must submit within two months after the expiry of the Term.
- (e) The Workforce Report must be endorsed and verified as being true and correct by the Service Provider's Chief Executive Officer, Managing Director or equivalent.

### **3. CONTRACT ALLOCATIONS**

#### **3.1. Note for all programs**

Successful Service Providers are guaranteed an initial allocation of training places per panel. Allocation of training places will be made in accordance with the business rules.

The details of the panel arrangement will be contained in a schedule listing the Contracted Program of Study (CPS) for each awarded training program (qualification/region). Each CPS will contain an allocation of training places for the provider.

A provider may request an increase in the allocated places for any CPS through the Corporation's variation process described in Clause 1.3 of the Business Rules. In addition, the Service Provider may also be able to apply for additional qualifications/regions/target group/trade category (where applicable) through the variation process. The Service Provider may request appointment to additional panels through the online application process in 2023.



## **PART C – COMMON CRITERIA FOR ALL PROGRAMS**

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Only New Service Providers are required to respond to this Part of the Request.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available at <https://www.dtwd.wa.gov.au/vet-jswa#how-do-i-manage-my-contract>

### **1. COMMON CRITERIA DETAILS**

#### **1.1. Purpose of Common Criteria**

The purpose of the Common Criteria is to allow new Service Providers to submit Responses to Mandatory Compliance and Disclosure Requirements that apply to all Preferred Provider Panels.

New Service Providers must complete the Common Criteria before they can access the sections in the electronic Response for the specific programs.

Note: Access should be automatic once the Common Criteria sections are successfully completed and submitted. If the New Service Provider cannot access the specific programs, they should contact the Corporation immediately at [training.markets@dtwd.wa.gov.au](mailto:training.markets@dtwd.wa.gov.au).

#### **1.2. Validation by other State or Territory training authorities**

By lodging a Response to the Request, the Service Provider gives permission to the Corporation to validate information provided in the Response or any subsequent Offer with other State or Territory training authorities.

#### **1.3. Provision of Regulatory Decisions from Regulator (ASQA, TAC or VRQA)**

By lodging a Response to the Request, the Service Provider gives permission to the Regulator [Australian Skills Quality Authority (ASQA), Training Accreditation Council (TAC) or Victorian Registration and Qualifications Authority (VRQA)] to release the Service Providers regulatory decisions and provide copies of relevant notices/documentation to the Corporation as required.

#### **1.4. Provision of training activity data from NCVET**

By lodging a Response to the Request, the Service Provider gives permission to NCVET to release the Service Provider's 2019, 2020 and 2021 Total VET activity data to the Corporation.

#### **1.5. Insurances**

The Service Provider must have in place all insurances specified in Part B Clause 1.6 of this Request before any Contract resulting from this Request is issued.

#### **1.6. Compliance with terms and conditions of the Contract**

By lodging a Response, the Service Provider is deemed to have consented to comply with the Terms and Conditions including, without limitation, the Request document, the General Provisions, Business Rules and the Process Terms and Conditions.

## **1.7. Consent to Consider the Equal Opportunity Legislation**

By lodging a Response, the Service Provider is deemed to have consented to give consideration to equal opportunity legislation and promote substantive equality in its practices and service delivery ensuring services are sufficiently tailored to meet the needs of Western Australia's diverse community including individuals and groups from Aboriginal and other ethnic backgrounds.

## **2. MANDATORY REQUIREMENTS**

The Service Provider must meet all of the following mandatory requirements:

### **2.1. Registered Training Organisation**

The Service Provider must be a private Registered Training Organisation (RTO) that is registered to deliver training in Western Australia by ASQA, TAC or VRQA.

### **2.2. Australian Business Number (ABN)**

The Service Provider must be registered with an ABN on the Australian Business Register.

### **2.3. Permission to Release or Validate Service Provider Data**

The Service Provider must give permission for the Commonwealth and State or Territory Training Authority, the Regulator (ASQA, TAC or VRQA) and NCVET to release data related to the Service Provider as defined below in Clauses 3.2.1 to 3.2.3.

### **2.4. Qualification Scope**

The Service Provider must have current scope with the relevant Regulator (ASQA, TAC or VRQA) for the delivery of the qualifications requested through this Request.

### **2.5. Eligible Qualifications**

The requested qualification(s) must be listed on the Corporation's current Payment Table.

## **3. COMPLIANCE AND DISCLOSURE REQUIREMENTS**

### **3.1. Compliance Requirements**

#### **3.1.1. General Conditions and Business Rules**

The Service Provider must confirm it will comply with the General Conditions and Business Rules outlined in this Request.

**Service Provider to complete disclosure requirements in section 3.2 below.**

### **3.2. Disclosure Requirements**

#### **3.2.1. Regulatory Disclosures**

- (a) Provide the date of the Service Providers last Regulator audit.
- (b) Are there any conditions currently imposed on the Service Provider by the Regulator (ASQA, TAC or VRQA)?

If the answer is 'yes' upload a copy of relevant notices/documentation from the Regulator.

- (c) Have any conditions, sanctions or written directions been applied or are pending to the Service Provider by the Regulator (ASQA, TAC or VRQA) in the past three (3) years?

If the answer is 'yes' upload a copy of relevant notices/documentation from the Regulator.

- (d) Has any Regulator audit or Evidence review found the Service Provider to have a level of non-compliance higher than minor non-compliance prior to the audit being finalised in the past three (3) years? This includes audit outcomes following any response/rectification period.

If the answer is 'yes' upload a copy of the report that documents the audit findings both prior to and following any rectification, as well as any compliance decisions made by the Regulator.

- (e) Has any Executive Officer<sup>2</sup> of the Service Provider been employed with another RTO in the past three (3) years where that RTO, voluntarily withdrew their registration or had their registration cancelled by the Regulator?

If the answer is 'yes', provide the names of the Executive Officers and the RTO where they were employed.

Refer to the Executive Officer definition as stated in the General Provisions

### **3.2.2. Contractual Disclosures**

- (a) In the past three (3) years has the Service Provider held a contract to deliver training with the Commonwealth or other State or Territory training authorities?

If the answer is 'yes', provide details.

- (b) Does the Service Provider and/or its Executive Officer(s) have any contractual issues active or pending with the Commonwealth or other State or Territory training authorities?

If the answer is 'yes', provide details.

- (c) In the past three (3) years has the Service Provider and/or its Executive Officer(s) had any contracts for the provision of training held with Commonwealth or State or Territory training authorities suspended, terminated or cancelled?

If the answer is 'yes', provide details.

- (d) Is the Service Provider acting as an agent or trustee for another organisation or person?

If the answer is 'yes', provide details

- (e) Is the Service Provider acting jointly or in association with another organisation or person?

If the answer is 'yes', provide details.

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<sup>2</sup> Refer to the Executive Officer definition as stated in the General Provisions

- (f) Does the Service Provider have all insurances specified in the Request?  
If the answer is 'yes', please upload these documents under the Insurance Compliance Tab.

If the answer is 'no', please outline the reasons why and whether the Service Provider will be prepared to obtain the required insurances if awarded a Contract. Note that a Contract will only be issued once evidence of all specified insurances are provided to the Corporation.

- (g) List the full name of all Directors of the Service Provider, their Directors Identification number as recorded on the Commonwealth's Australian Business Registry Service (ABRS) website and their status. Where a Director does not yet have an identification number state N/A.

For example Ms Anna Green 036 123 123 123 12 Active

Note: Under Commonwealth legislation all Directors of the Service Provider must have an Identification number registered on the ABRS website by 30 November 2022. The Department will not issue a 2023 contract until this requirement is met.

### 3.2.3. Financial Disclosures

- (a) Has legal action been taken against the Service Provider and/or its Executive Officers (whether successful or not) within the last three (3) years?

If the answer is 'yes', provide details

- (b) Has the Service Provider and/or its Executive Officers experienced any prior business failure, liquidation (winding up/receivership/administration)?

If the answer is 'yes', provide details

- (c) Have any of the Service Provider organisation's Executive Officers' or the legally responsible officer been declared bankrupt or had the status 'undischarged bankrupts' under the *Bankruptcy Act 1966 (Cwlth)*?

If the answer is 'yes', provide details

- (d) Does the Service Provider currently have a shared ownership or operational structure with, and/or any financial interests in, other RTOs operating in or outside of Western Australia?

If the answer is 'yes', provide the RTOs legal name and national RTO code from TGA (training.gov.au).

Note – Failure to disclose all related entities will invalidate the Service Providers Request response.

- (e) Does the Service Provider currently have capacity to offer the Commonwealth VET Student Loans?

If the Service Provider does not currently have capacity to offer VET Student Loans, does the Service Provider intend to apply for the capacity to offer the Commonwealth VET Student Loans?

- (f) Does the Service Provider or any of its Executive officers have any conflict of interest or perceived conflict of interest in submitting a Response to this Request?

If the answer is 'yes', provide details.

- (g) Has any Executive officer of the Service Provider or the legally responsible officer ever had any criminal conviction(s) or adverse Australian Competition and Consumer Commission (ACCC) finding(s)?

If the answer is 'yes', provide details.

- (h) Is the Service Provider part of an organisation that also holds an Australian Apprenticeship Support Network (AASN) provider contract or a Commonwealth contract that funds training services?

If the answer is 'yes', provide details.

### 3.2.4. Organisational Disclosures

- (a) Is the Service Provider a member of the Independent Tertiary Education Council Australia (ITECA)?
- (b) Is the Service Provider an Aboriginal or Torres Strait Islander owned business?
- (c) Is the Service Provider registered as a Not for Profit organisation through the Australian Charities and not for profit commission?
- (d) State the name of the student management system the Service Provider uses (for non-commercial systems state in-house)
- (e) Is the Service Provider or a Related RTO<sup>3</sup> currently contracted by the Commonwealth to deliver the programs listed below?
- Transitions to Work;
  - Parents Next;
  - Community Development Program;
  - Youth Jobs PaTH;
  - Career Transition Assistance; or
  - Other (if yes, provide details)

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<sup>3</sup> Refer to the Related RTO definition as stated in the General Provisions

## **PART D REQUEST REQUIREMENTS FOR APPRENTICESHIP PROGRAM**

New Service Providers who wish to apply for a Contract to deliver apprenticeships with the Corporation are required to respond to this program application.

Existing Service Providers currently **not** contracted to deliver apprenticeships with the Corporation and wishing to apply are required to address the requirements in this part of the Response.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available at <https://www.dtwd.wa.gov.au/vet-jswa#how-do-i-manage-my-contract>

### **1. APPRENTICESHIP PROGRAM DETAILS AND CONDITIONS**

#### **1.1. ELIGIBLE SERVICE PROVIDERS**

- 1.1.1. The electronic Response will only allow access to the Apprenticeship part of the Response to Service Providers that are:
- (a) Existing Service Providers, for another program or existing apprenticeship providers seeking a new trade category; or
  - (b) New Service Providers that have completed the Common Criteria in the electronic Response Form.
- 1.1.2. Eligible Service Providers may seek to deliver apprenticeship training through this Request where the Service Provider:
- (a) Has current scope for one or more of the qualifications offered in the Response; and
  - (b) Is seeking to enter the apprenticeship training market by offering to deliver one or more apprenticeship qualifications.

Service Providers must first select a trade category and then select the region before selecting the qualification that is being offered to be delivered.

#### **1.2. SCHOOL BASED APPRENTICESHIPS**

Service Providers may seek to deliver apprenticeship qualifications as School Based Apprenticeships (SBA).

#### **1.3. APPRENTICESHIP PAYMENT TABLE**

The Apprenticeship Payment Table contains the current list of funded apprenticeships and the funding available per apprentice in each of the State's ten delivery regions.

The Apprenticeship Payment Table can be accessed on the Corporation's website <http://stars.dtwd.wa.gov.au/paymenttable/default.aspx>

Once on the website click the Apprenticeship payment table link to access available qualifications.

#### **1.4. PAYMENT RATES**

Payment for Apprenticeship Qualifications is based on the rates shown in the Apprenticeship Payment Table. The Corporation periodically reviews the rates payable for apprenticeship delivery.

## 1.5. STUDENT ELIGIBILITY

Student eligibility for the Apprenticeship Program is defined in the Business Rules. Refer to Clause 3.1 of the Business Rules for details.

Students undertaking qualifications through Contracts that result from this Request must commence training within the contracted year.

## 1.6. ALLOCATION OF APPRENTICESHIP TRAINING PLACES

Initially, New Service Providers on the Apprenticeship preferred provider panels will have access to 15 training places per apprenticeship; per region. Refer to Clause 1.3.1 of the Business Rules for details on applying for additional places once contracted.

## 1.7. PREFERRED PROVIDER PANEL

Details of Existing Service Providers appointed to the Preferred Provider Panel for Apprenticeships will be listed on the Corporation's website at <https://stars.dtwd.wa.gov.au/cpl/>

It is the responsibility of the Existing Service Provider to ensure that their contact details listed on the Panel are correct and to update the details as and when required to ensure they remain current. A guide to maintaining the Preferred Provider Panel is available at <https://www.dtwd.wa.gov.au/vet-jswa#how-do-i-manage-my-contract>

This list is used by the Australian Apprenticeship Support Network (AASN) providers and will be available for employers to select their preferred private provider for the training delivery component of the Apprenticeship.

## 1.8. SUBCONTRACTING ARRANGEMENTS

If the Service Provider intends to engage another person or organisation as a subcontractor in connection with the supply of the Services they will be required to provide the name of the organisation(s) or individual(s) who will be subcontracted in their application response.

Refer to Clause 29.3 in the General Provisions for more information on subcontracting arrangements.

## 2. APPRENTICESHIP PROGRAM QUALITATIVE CRITERIA

For this program, Service Providers must only request one Requested Delivery Item (RDI) for evaluation as per Part A, Section 5.3 of this Request.

For this program an RDI is a request for one trade category, in one region and in one qualification. Note one RDI can be submitted for each trade category.

### Note:

- If a Service Provider does not apply for RDIs in accordance with the instructions above, and applies for multiple RDIs within the same trade category only the first RDI submitted will be assessed.
- Once appointed to a 2023 Preferred Provider Panel, additional trade categories, regions and qualifications can be sought through a contract variation from 1 February 2023.
- Service Providers are required to respond to ALL the questions contained under the three qualitative criteria.
- Do not provide links containing further information as these will not be assessed

- Responses to each question will be limited to the upload capacity and there is no requirement to upload additional information.

## 2.0. SERVICE PROVIDER OVERVIEW

Provide a brief overview of your organisation's history and the services currently offered. Please note that while the information provided will not be scored it will provide a context to the responses contained in the qualitative questions for this program.

### 2.1. DEMONSTRATED UNDERSTANDING OF THE MARKET

- 2.1.1. List the key stakeholders and describe the relationship you have and/or will put into place with them to establish and maintain your understanding of industry's current and future training needs in the region for the qualification requested.

*Include relationships beyond those employers that the Service Provider is currently working with and explain how the engagement with these stakeholders has/will add value to your training and assessment strategies.*

- 2.1.2. Provide a brief outline of the key strategies that you will use to engage with your existing employer networks and new employers to encourage them to employ apprentices in this region.

### 2.2. DEMONSTRATED CAPACITY TO DELIVERY TRAINING

- 2.2.1. For the region in which you are applying to deliver the qualification requested, list the **training facilities** that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours.

*Indicate whether the training facilities are owned or leased by the Service Provider. Where the Service Provider is using the facilities of the employer, detail the contingencies you have put in place to ensure the facilities continue to be available.*

*Training Facilities include training rooms and specialised equipment.*

- 2.2.2. For the region in which you are applying to deliver the qualification requested, list the **training resources** that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours.

*Training Resources include libraries, on-line tools.*

- 2.2.3. For the region in which you are applying, list the **number of trainers** that you have, to deliver the qualification requested within Western Australia indicating whether they are employed by the service provider or contractors.

- 2.2.4. For the region in which you are applying to deliver the qualification requested, list the **support services** that you have or can make available to students indicating whether they are available during and/or outside of work hours.

*Support Services include goods or services made available to the student by the Service Provider that will assist them to overcome barriers to access, participate and complete the training.*

- 2.2.5. Describe the strategies you will put in place where the numbers of students requesting publicly funded training exceed your existing capacity to deliver training in that region.

### 2.3. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS

- 2.3.1. Provide a brief description of your proposed training program for the qualification requested and how it will be developed, implemented and managed over the course of the apprenticeship.



*Include which key industry bodies were consulted in the development of the program, if any and whether any risks were identified in the implementation of the program and how they will be mitigated.*

- 2.3.2. Within your current infrastructure, how many students can you service in the region, for the qualification requested?
- 2.3.3. What is the proposed training staff to student ratio for the proposed training program for the qualification requested?
- 2.3.4. What is the expected duration of the proposed training program for the qualification requested?
- 2.3.5. For your standard training program of the qualification requested, what are the anticipated actual (not nominal) hours of 'On the Job' training conducted by the Service Provider's trainer in the workplace?
- 2.3.6. For your standard training program of the qualification requested, what are the anticipated actual (not nominal) hours of 'Off the Job' face to face training conducted by the Service Provider's trainer?

*Provide a breakdown of Theory and Practical training.*

*Face to Face training includes Skype and live video conferencing*

- 2.3.7. For your standard training program of the qualification requested, how many hours of self-paced learning do you expect the student to commit to and how many Service Provider trainer hours will be required to support/manage this learning?
- 2.3.8. For your standard training program of the qualification requested, what training will the employer provide and how will this be used when assessing a student's competence?
- 2.3.9. For your standard training program of the qualification requested how will the Service Provider ensure the employer has the capacity to service all the requirements of the qualification?
- 2.3.10. Indicate the number of times you will visit each apprentice's workplace each year including:
  - who will undertake the visit;
  - the estimated time of each visit; and
  - what would be undertaken at the visit specific to the employer and the apprentice.
- 2.3.11. Detail the arrangements you propose to put into place to keep the employer informed of the apprentice's progress in the qualification requested during their training contract.
- 2.3.12. Outline your strategies for monitoring and supporting a students' progression over the course of the qualification and specific strategies for those students who are:
  - Struggling with the learning and assessment requirements of the qualification.
  - Falling behind in their training program due to work related or personal reasons.
- 2.3.13. State the total number of students that you have trained in WA in the past 18 months and in each state/territory for the qualification requested.

*For each state/territory that you are scoped for, provide a breakdown detailing course commencements, completions, withdrawals and "in training" numbers for the qualification requested.*

*Where no training has been delivered in WA or state/territory, list the state and write N/A.*

## **PART E REQUEST REQUIREMENTS FOR TRAINEESHIP PROGRAM**

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New Service Providers who wish to apply for a Contract to deliver traineeships with the Corporation are required to respond to this program application.

Existing Service Providers currently **not** contracted to deliver traineeships with the Corporation and wish to apply are required to address the requirements in this part of the Response.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available at <https://www.dtwd.wa.gov.au/vet-jswa#how-do-i-manage-my-contract>

### **1. TRAINEESHIP PROGRAM DETAILS AND CONDITIONS**

#### **1.1. ELIGIBLE SERVICE PROVIDERS**

1.1.1. The electronic Response will only allow access to the Traineeship part of the Response to Service Providers that are:

- (a) Existing Service Providers, for another program, seeking to add traineeship delivery; or
- (b) New Service Providers that have completed the Common Criteria in the electronic Response Form.

1.1.2. Eligible Service Providers may seek to deliver traineeship training through this Request where the Service Provider:

- (a) Has current scope for one or more of the qualifications offered in the Response; and
- (b) Is seeking to enter the traineeship training market by offering to deliver one or more traineeship qualification.

Service Providers must first select a trade category and then select the qualification that is being offered to be delivered.

#### **1.2. SCHOOL BASED TRAINEESHIPS**

Service Providers may seek to deliver a Traineeship qualification as a School Based Traineeships (SBT).

#### **1.3. TRAINEESHIP PAYMENT TABLE**

The Traineeship Payment Table contains the current list of funded Traineeships and the funding available per trainee in each of the State's ten delivery regions.

The Traineeship Payment Table can be accessed on the Corporation's website <https://stars.dtwd.wa.gov.au/paymenttable/PaymentTableTship.aspx>

Once on the website click the Traineeship payment table link to access available qualifications.

#### **1.4. PAYMENT RATES**

Payment for Traineeship Qualifications is based on the rates shown in the Traineeship Payment Table. The Corporation periodically reviews the rates payable for traineeship delivery.

## 1.5. STUDENT ELIGIBILITY

Student eligibility for the Traineeship Program is defined in the Business Rules. Refer to Clause 5.1 of the Business Rules for details.

Students undertaking qualifications through Contracts that result from this Request must commence training within the contracted year.

## 1.6. ALLOCATION OF TRAINEESHIP TRAINING PLACES

Initially, New Service Providers on the Traineeship preferred provider panels will have access to 15 training places per Traineeship trade category. Refer to Clause 1.3.1 of the Business Rules for details on applying for additional places once contracted.

## 1.7. PREFERRED PROVIDER PANEL

Details of Existing Service Providers that have been appointed to the Preferred Provider Panel for Traineeships will be listed on the Corporation's website at <https://stars.dtwd.wa.gov.au/cpl>

It is the responsibility of the Service Provider to update the qualifications and delivery locations on the Panel and to ensure that the contact details listed are correct. A guide to maintaining the Traineeship Panel is available at <https://www.dtwd.wa.gov.au/vet-jswa#how-do-i-manage-my-contract>

This list is used by the Australian Apprenticeship Support Network (AASN) providers and will be available for employers to select their preferred private provider for the training delivery component of the Traineeship.

## 1.8. SUBCONTRACTING ARRANGEMENTS

If the Service Provider intends to engage another person or organisation as a subcontractor in connection with the supply of the Services, they will be required to provide the name of the organisation(s) or individual(s) who will be subcontracted in their application response.

Refer to Clause 29.3 in the General Provisions for more information on subcontracting arrangements.

## 2. TRAINEESHIP PROGRAM QUALITATIVE CRITERIA

For this program, Service Providers must request one Requested Delivery Item (RDI) for evaluation as per Part A, Section 5.3 of this Request.

For this program an RDI is a request for one trade category, in one qualification. Note one RDI can be submitted for each trade category.

### Note:

- If a Service Provider does not apply for RDIs in accordance with the instructions above, and applies for multiple RDIs within the same trade category only the first RDI submitted will be assessed.
- Once appointed to a 2023 Preferred Provider Panel, additional trade categories and qualifications can be sought through a contract variation from 1 February 2023.
- Service Providers are required to respond to ALL the questions contained under the three qualitative criteria.
- Do not provide links containing further information as these will not be assessed
- Responses to each question will be limited to the upload capacity of that question and there is no requirement to upload additional information.

## 2.0. SERVICE PROVIDER OVERVIEW

Provide a brief overview of your organisation's history and the services currently offered. Please note that while the information provided will not be scored it will provide a context to the responses contained in the qualitative questions for this program.

### 2.1. DEMONSTRATED UNDERSTANDING OF THE MARKET

- 2.1.1. List the key stakeholders and describe the relationship you have and/or will put into place with them to establish and maintain your understanding of industry's current and future training needs in the region for the qualification requested.

*Include relationships beyond those employers that the Service Provider is currently working with and explain how the engagement with these stakeholders has/will add value to your training and assessment strategies.*

- 2.1.2. Provide a brief outline of the key strategies that you will use to engage with your existing employer networks and new employers to encourage them to employ trainee's in this region.

### 2.2. DEMONSTRATED CAPACITY TO DELIVERY TRAINING

- 2.2.1. For the region in which you are applying to deliver the qualification requested, list the **training facilities** that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours.

*Indicate whether the training facilities are owned or leased by the Service Provider. Where the Service Provider is using the facilities of the employer, detail the contingencies you have put in place to ensure the facilities continue to be available.*

*Training Facilities include training rooms and specialised equipment.*

- 2.2.2. For the region in which you are applying to deliver the qualification requested, list the **training resources** that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours.

*Training Resources include libraries, on-line tools.*

- 2.2.3. For the region in which you are applying, list the **number of trainers** that you have, to deliver the qualification requested within Western Australia indicating whether they are employed by the service provider or contractors.

- 2.2.4. For the region in which you are applying to deliver the qualification requested, list the **support services** that you have or can make available to students indicating whether they are available during and/or outside of work hours.

*Support Services include goods or services made available to the student by the Service Provider that will assist them to overcome barriers to access, participate and complete the training.*

- 2.2.5. Describe the strategies you will put in place where the numbers of students requesting publicly funded training exceed your existing capacity to deliver training in that region.

### 2.3. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS

- 2.3.1. Provide a brief description of your proposed training program for the qualification requested and how it will be developed, implemented and managed over the course of the traineeship.

*Include which key industry bodies were consulted in the development of the program, if any and whether any risks were identified in the implementation of the program and how they will be mitigated.*

- 2.3.2. Within in your current infrastructure, how many students can you service in the region, for the qualification requested?
- 2.3.3. What is the proposed training staff to student ratio for the proposed training program for the qualification requested?
- 2.3.4. What is the expected duration of the proposed training program for the qualification requested?
- 2.3.5. For your standard training program of the qualification requested, what are the anticipated actual (not nominal) hours of 'On the Job' training conducted by the Service Provider's trainer in the workplace?
- 2.3.6. For your standard training program of the qualification requested, what are the anticipated actual (not nominal) hours of 'Off the Job' face to face training conducted by the Service Provider's trainer?

*Provide a breakdown of Theory and Practical training.*

*Face to Face training includes Skype and live video conferencing*

- 2.3.7. For your standard training program of the qualification requested, how many hours of self-paced learning do you expect the student to commit to and how many Service Provider trainer hours will be required to support/manage this learning?
- 2.3.8. For your standard training program of the qualification requested, what training will the employer provide and how will this be used when assessing a student's competence?
- 2.3.9. For your standard training program of the qualification requested how will the Service Provider ensure the employer has the capacity to service all the requirements of the qualification?
- 2.3.10. Indicate the number of times you will visit each trainee's workplace each year including:
- who will undertake the visit;
  - the estimated time of each visit; and
  - what would be undertaken at the visit specific to the employer and the trainee.
- 2.3.11. Detail the arrangements you propose to put into place to keep the employer informed of the trainee's progress in the qualification requested during their training contract.
- 2.3.12. Outline your strategies for monitoring and supporting a students' progression over the course of the qualification and specific strategies for those students who are:
- Struggling with the learning and assessment requirements of the qualification.
  - Falling behind in their training program due to work related or personal reasons.
- 2.3.13. State the total number of students that you have trained in WA in the past 18 months and in each state/territory for the qualification requested.
- For each state/territory that you are scoped for, provide a breakdown detailing course commencements, completions, withdrawals and "in training" numbers for the qualification requested.*

*Where no training has been delivered in WA or state/territory, list the state and write N/A.*

## **PART F REQUEST REQUIREMENTS FOR THE PIT PROGRAM**

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New Service Providers who wish to apply for a Contract to deliver Priority Industry Training (PIT) with the Corporation are required to respond to this program application.

Existing Service Providers currently **not** contracted to deliver PIT with the Corporation and wish to apply are required to address the requirements in this part of the Response.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available at <https://www.dtwd.wa.gov.au/vet-jswa#how-do-i-manage-my-contract>

### **1. PIT PROGRAM DETAILS AND CONDITIONS**

#### **1.1. PROGRAM OVERVIEW AND SCOPE**

The Priority Industry Training (PIT) program focuses on making available a range of qualifications that address priority industry needs of the State through a non-employment based training pathway.

The PIT program is for Existing Workers (employed) only.

If funded, the qualifications offered may be delivered in any region throughout WA.

**Note:** Once the Service Provider has been appointed to the PIT Preferred Provider Panel they will have an opportunity, subject to scope, to deliver skill sets within the contracted year.

#### **1.2. ELIGIBLE SERVICE PROVIDER**

1.2.1. The electronic Response will only allow access to the PIT part of the Response to Service Providers that are:

- (a) Existing Service Providers, for another program, seeking to add PIT delivery, or
- (b) New Service Providers that have completed the Common Criteria in the electronic Response Form.

1.2.2. Eligible Service Providers may seek to deliver PIT through this Request where the Service Provider:

- (a) Has current scope for one or more of the qualifications offered in the Response; and
- (b) Is seeking to enter the PIT training market by offering to deliver one or more PIT qualifications.

Service Providers must first select the region and then the qualification they are offering to be delivered.

#### **1.3. PRIORITY INDUSTRY TRAINING PAYMENT TABLE**

The PIT program Payment Table contains the current list of funded qualifications, and the funding available per training place in each of the State's ten delivery regions.

The PIT Payment Table can be accessed on the Corporation's website <http://stars.dtwd.wa.gov.au/paymenttable/default.aspx>

Once on the website, click the PIT payment table link to access available qualifications.

#### 1.4. PAYMENT RATES

Payment for PIT program qualifications are based on the rates shown in the PIT Payment Table. The Corporation periodically reviews the rates payable for PIT delivery.

#### 1.5. STUDENT ELIGIBILITY

Student eligibility for the PIT Program is defined in the Business Rules. Refer to Clause 6.1 of the Business Rules for details.

Students undertaking qualifications through Contracts that result from this Request must commence training within the contracted year.

#### 1.6. ALLOCATION OF PIT TRAINING PLACES

Initially, New Service Providers on the PIT preferred provider panel will have access to 60 training places for qualifications, and 100 training places for skill sets, in total across all regions. Refer to Clause 1.3.1 of the Business Rules for details on applying for additional places once contracted.

#### 1.7. PREFERRED PROVIDER PANEL

Details of Existing Service Providers that have been appointed to the PIT Preferred Provider Panel for either target group will be listed on the Corporation's website at <https://stars.dtwd.wa.gov.au/cpl/>

It is the responsibility of the Service Provider to ensure that their contact details listed on the Panel are correct and to update the details as and when required to ensure they remain current. A guide to maintaining the Preferred Provider Panel is available at <https://www.dtwd.wa.gov.au/vet-jswa#how-do-i-manage-my-contract>

#### 1.8. SUBCONTRACTING ARRANGEMENTS

If the Service Provider intends to engage, another person or organisation as a subcontractor in connection with the supply of the Services they will be required to provide the name of the organisation(s) or individual(s) who will be subcontracted in their application response.

Refer to Clause 29.3 in the General Provisions for more information on subcontracting arrangements.

## 2. PIT PROGRAM QUALITATIVE CRITERIA

For this program, Service Providers must only request one Requested Delivery Item (RDI) for evaluation as per Part A, Section 5.3 of this Request.

For this program an RDI is one qualification in one region for Existing Workers.

#### Note:

- If a Service Provider does not apply for RDIs in accordance with the instructions above, and applies for multiple RDIs within the program, only the first RDI submitted will be assessed.
- RDIs for skill sets **will not** be considered through this-Request process.
- Once appointed to a 2023 Preferred Provider Panel, additional trade categories, regions and qualifications can be sought through a contract variation from 1 February 2023.
- Service Providers are required to respond to ALL the questions contained under the three qualitative criteria.
- Do not provide links containing further information as these will not be assessed

- Responses to each question will be limited to the upload capacity of that question and there is no requirement to upload additional information.

## 2.0. SERVICE PROVIDER OVERVIEW

Provide a brief overview of your organisation's history and the services currently offered. Please note that while the information provided will not be scored it will provide a context to the responses contained in the qualitative questions for this program.

### 2.1. DEMONSTRATED UNDERSTANDING OF THE EXISTING WORKERS MARKET

- 2.1.1 List the key stakeholders and describe the relationship you have and/or will put into place with them to establish and maintain your understanding of industry's current and future training needs in the region for the qualification requested.

*Include stakeholders beyond the employers that the Service Provider is currently working with and explain how the engagement with these stakeholders has/will add value to your training and assessment strategies.*

- 2.1.2 Provide a brief outline of the key strategies that you will use to engage with your existing employer networks and new employers to encourage them to upskill their employees in the requested region.

### 2.2. DEMONSTRATED CAPACITY TO DELIVER TRAINING TO EXISTING WORKERS

- 2.2.1 For the region in which you are applying to deliver the qualification requested, list the training facilities that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours.

*Indicate whether the training facilities are owned or leased by the Service Provider. Where the Service Provider is using the facilities of the employer, detail the contingencies you have put in place to ensure the facilities continue to be available*

*Training Facilities include training rooms and specialised equipment.*

- 2.2.2 For the region in which you are applying to deliver the qualification requested, list the **training resources** that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours.

*Training Resources include libraries, on-line tools.*

- 2.2.3 For the region in which you are applying, list the **number of trainers** that you have to deliver the qualification requested within Western Australia indicating whether they are employed by the service provider or contractors.

- 2.2.4 For the region in which you are applying to deliver the qualification requested, list the **support services** that you have or can make available to students indicating whether they are available during and/or outside of work hours.

*Support Services include goods or services made available to the student by the Service Provider that will assist them to overcome barriers to access, participate and complete the training.*



2.2.5 Describe the strategies you will put in place where the numbers of students requesting publicly funded training exceed your existing capacity to deliver training in that region.

### **2.3. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS**

2.3.1 Provide a brief description of your proposed training program for the qualification requested and how it will be developed, implemented and managed.

*Include which key industry bodies were consulted in the development of the program, if any and whether any risks were identified in the implementation of the program and how they will be mitigated.*

2.3.2 Within in your current infrastructure, how many students can you service in the region, for the qualification requested?

2.3.3 What is the proposed training staff to student ratio for the proposed training program for the qualification requested?

2.3.4 What is the expected duration of the proposed training program for the qualification requested?

2.3.5 For your standard training program of the qualification requested, what are the anticipated actual (not nominal) hours of face to face training conducted by the Service Provider?

*Face to Face training includes Skype and live video conferencing*

*Provide a breakdown of Theory and Practical training.*

2.3.6 For your standard training program of the qualification requested, how many hours of self-paced learning do you expect the student to commit to and how many Service Provider trainer hours will be required to support/manage this learning?

2.3.7 How will you incorporate RPL in your standard training program of the qualification requested?

2.3.8 Outline your strategies for monitoring and supporting a students' progression over the course of the qualification and specific strategies for those students who are:

- Struggling with the learning and assessment requirements of the qualification.
- Falling behind in their training program due to work related or personal reasons.

2.3.9 State the total number of students that you have trained in WA in the past 18 months and in each state/territory for the qualification requested.

*For each state/territory that you are scoped for, provide a breakdown detailing course commencements, completions, withdrawals and "in training" numbers for the qualification requested.*

*Where no training has been delivered in WA or state/territory, list the state and write N/A.*

## **PART G REQUEST REQUIREMENTS FOR PARTICIPATION - WORK READINESS PROGRAM**

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New Providers that wish to apply for a contract to deliver the Participation - Work Readiness program with the Corporation are required to respond to this program application.

Note: Existing Providers delivering under the 2022 PIT Jobseeker program will be automatically allocated to the Participation - Work Readiness program.

Existing Providers currently **not** contracted to deliver the Participation – Work Readiness program with the Corporation and wish to apply are required to address the requirements in this part of the Response.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available at <https://www.dtwd.wa.gov.au/vet-jswa#how-do-i-manage-my-contract>

### **1. PARTICIPATION – WORK READINESS PROGRAM DETAILS AND CONDITIONS**

#### **1.1. PARTICIPATION – WORK READINESS PROGRAM OVERVIEW**

The Participation program aims to assist people to become job ready so they can participate fully in the workplace. The program is divided into two sub-programs, Participation-Work Readiness and Participation- Equity.

The Participation – Work Readiness program focuses on providing institutional based training to under employed or under employed<sup>4</sup> people who are ready to work, but who are seeking relevant skills and experience to access meaningful work.

The Participation Work Readiness program is for Job Seekers only.

**Note:** Once the Service Provider has been appointed to the Participation Work Readiness Preferred Provider Panel they will have an opportunity, subject to scope, to delivery skill sets within the contracted year.

#### **1.2. ELIGIBLE SERVICE PROVIDERS**

- 1.2.1. The electronic Response will only allow access to the Participation – Work Readiness program part of the Response to Service Providers that are:
  - (a) Existing providers, for another program seeking to add Participation – Work Readiness program delivery; or
  - (b) New Providers that have completed and lodged the Common Criteria in the electronic Response Form.
- 1.2.2. Eligible Service Providers may seek to deliver Participation – Work Readiness program training through this Request if the service provider:
  - (a) Has current scope for one or more of the qualifications offered in the response; and
  - (b) Is seeking to enter the Participation – Work Readiness training market by offering to deliver one or more Participation – Work Readiness qualifications.

Service Providers must first select the region and qualification they are offering to be delivered.

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<sup>4</sup> Under employed is an individual working less than 20 hours a week with one or across multiple employers.

### **1.3. PAYMENT TABLE**

The Participation – Work Readiness program Payment Table contains the current list of funded qualifications and the funding available per student in each of the State’s ten delivery regions.

The Participation – Work Readiness Payment Table can be accessed on the Corporation’s website <http://stars.dtwd.wa.gov.au/paymenttable/default.aspx>

Once on the website click the Participation – Work Readiness payment table link to access available qualifications.

### **1.4. PAYMENT RATES**

Payment for Participation – Work Readiness program qualifications are based on the rates shown in the Participation – Work Readiness program Payment Table. The Corporation periodically reviews the rates payable for program delivery.

### **1.5. STUDENT ELIGIBILITY**

Student eligibility for the Participation – Work Readiness Program is defined in the Business Rules. Refer to clause 7.2.1 of the Business Rules for details.

Students undertaking qualifications through Contracts that result from this Request must commence training within the contracted year.

### **1.6. ALLOCATION OF TRAINING PLACES**

Initially, the New Service Providers on the Participation – Work Readiness preferred provider panel will have access to 120 training places for qualifications, and 100 training places for skill sets, in total across all regions. Refer to Clause 1.3.1 of the Business Rules for details on applying for additional places once contracted.

### **1.7. PREFERRED PROVIDER PANEL**

Details of service providers that have been appointed to the Preferred Provider Panel for Participation – Work Readiness will be listed on the Corporation’s website at <https://stars.dtwd.wa.gov.au/cpl/>

It is the responsibility of the Service Provider to ensure that their contact details listed on the Panel are correct and to update the details as and when required to ensure they remain current. A guide to maintaining the Preferred Provider Panel is available at <https://www.dtwd.wa.gov.au/vet-jswa#how-do-i-manage-my-contract>

### **1.8. SUBCONTRACTING ARRANGEMENTS**

If the Service Provider intends to engage, another person or organisation as a subcontractor in connection with the supply of the Services they will be required to provide the name of the organisation(s) or individual(s) who will be subcontracted in their application response.

Refer to Clause 29.3 in the General Provisions for more information on subcontracting arrangements.

## **2. PARTICIPATION – WORK READINESS PROGRAM QUALITATIVE CRITERIA**

For this program, Service Providers must only request one Requested Delivery Item (RDI) for evaluation as per Part A, Section 5.3 of this Request.

For this program, an RDI is a request for one qualification in one region for Job Seekers.

## Note:

- If a Service Provider does not apply for RDIs in accordance with the instructions above, and applies for multiple RDIs within the program, only the first RDI submitted will be assessed.
- RDIs for skill sets **will not** be considered through this-Request process.
- Once appointed to a 2023 Preferred Provider Panel, additional trade categories, regions and qualifications can be sought through a contract variation from 1 February 2023.
- Service Providers are required to respond to ALL the questions contained under the three qualitative criteria.
- Do not provide links containing further information as these will not be assessed.
- Responses to each question will be limited to the upload capacity to that question and there is no requirement to upload additional information.

## 2.0. SERVICE PROVIDER OVERVIEW

Provide a brief overview of your organisation's history and the services currently offered. Please note that while the information provided will not be scored it will provide a context to the responses contained in the qualitative questions for this program.

### 2.1. DEMONSTRATED UNDERSTANDING OF THE JOB SEEKERS TARGET GROUP

- 2.1.1 List the key stakeholder and describe the relationship you have and/or will put into place with them to establish and maintain your understanding of industry's current and future training needs in the region for the qualification requested.

*Include existing and new stakeholders and explain how the engagement with these stakeholders has/will add value to your training and assessment strategies.*

- 2.1.2 Describe your experience over the past two (2) years in providing training to Job Seekers.

### 2.2. DEMONSTRATED CAPACITY TO DELIVER TRAINING TO THE JOB SEEKERS TARGET GROUP

- 2.2.1 For the region in which you are applying to deliver the qualification requested, list the **training facilities** that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours.

*Indicate whether the training facilities are owned or leased by the Service Provider. Where the facilities are leased, detail the contingencies you have put in place to ensure the facilities continue to be available.*

*Training Facilities include training rooms and specialised equipment.*

- 2.2.2 For the region in which you are applying to deliver the qualification requested, list the **training resources** that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours.

*Training Resources include libraries, on-line tools.*

- 2.2.3 For the region in which you are applying to deliver the qualification requested, list the **number of trainers** that you have within Western Australia indicating whether they are employed by the Service Provider or contractors.

- 2.2.4 Provide brief details of specific staff members who are particularly experienced or qualified in working with Job Seekers that will be involved in delivering training and/or supporting the student in their training program.

- 2.2.5 For the region in which you are applying to deliver the qualification requested, list the **support services** that you have or can make available to students indicating whether they are available during and/or outside of work hours.

*Support Services include goods or services made available to the student by the Service Provider that will assist them to overcome barriers to access, participate and complete the training.*

- 2.2.6 Describe the strategies you will put in place where the numbers of students requesting publicly funded training exceed your existing capacity to deliver training in that region.

### **2.3. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS**

- 2.3.1 Provide a brief description of your proposed training program for the qualification requested and how it will be developed, implemented and managed.

*Include which key industry bodies were consulted in the development of the program, if any and whether any risks were identified in the implementation of the program and how they will be mitigated.*

- 2.3.2 Within your current infrastructure, how many students can you service in the region, for the qualification requested?

- 2.3.3 What is the proposed training staff to student ratio for the proposed training program for the qualification requested?

- 2.3.4 What is the expected duration of the proposed training program for the qualification requested?

- 2.3.5 What is the expected number of days of training per week for the proposed training program for the qualification requested?

- 2.3.6 For your standard training program of the qualification requested, what are the anticipated actual (not nominal) hours of face to face training conducted by the Service Provider?

*Face to Face training includes Skype and live video conferencing.*

*Provide a breakdown of Theory and Practical training.*

- 2.3.7 For your standard training program of the qualification requested, how many hours of self-paced learning do you expect the student to commit to and how many Service Provider trainer hours will be required to support/manage this learning?

- 2.3.8 Outline your strategies for monitoring and supporting a students' progression over the course of the qualification and specific strategies for those students who are:

- Struggling with the learning and assessment requirements of the qualification.
- Falling behind in their training program due to work related or personal reasons.

- 2.3.9 State the total number of students that you have trained in WA in the past 18 months and in each state/territory for the qualification requested.

*For each state/territory that you are scoped for, provide a breakdown detailing course commencements, completions, withdrawals and "in training" numbers for the qualification requested.*

*Where no training has been delivered in WA or state/territory, list the state and write N/A.*

## PART H – REQUEST REQUIREMENTS FOR PARTICIPATION – EQUITY PROGRAM

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New Providers that wish to apply for a contract to deliver the Participation - Equity program with the Corporation are required to respond to this program application.

Existing Providers currently **not** contracted to deliver the Participation – Equity program with the Corporation and wish to apply are required to address the requirements in this part of the Response.

Responses are to be provided using the on-line application process. Instructions on how to complete the Response are provided in the Application Guide available at <https://www.dtwd.wa.gov.au/vet-jswa#how-do-i-manage-my-contract>

### 1. PARTICIPATION – EQUITY PROGRAM DETAILS AND CONDITIONS

#### 1.1. PARTICIPATION - EQUITY PROGRAM OVERVIEW

The Participation program aims to assist people to become job ready so they can participate fully in the workplace. The program is divided into two sub-programs, Participation-Work Readiness and Participation- Equity.

The Participation - Equity Program has a targeted approach to recruiting Students from the eligible target groups by using input from selected organisations that have a case-based management role with one or more of the groups. “Approved Participation Referral Agents” are only those organisations listed on the Participation Referral Agent List published on <http://www.dtwd.wa.gov.au/vet-jswa> at the time of recruitment.

Training Providers may not recruit ASBT students. The School Sector Committee comprising representatives from the three schools sectors: public; independent and Catholic, will allocate places, in consultation with their schools.

The Participation – Equity program focuses on providing assistance and institutional based training to unemployed and under employed<sup>5</sup> people who have barriers accessing mainstream training to become job ready, so they can participate fully in the workforce.

The Participation Equity program consist of the following target groups:

- Aboriginal and Torres Strait Islanders;
- Culturally and Linguistically Diverse;
- People with Disabilities,
- Youth at Risk;

**Note:** Once the Service Provider has been appointed to the Participation - Equity Preferred Provider Panel they will have an opportunity, subject to scope, to delivery skill sets within the contracted year.

#### 1.2. ABORIGINAL SCHOOL BASED TRAINING (ASBT)

The ASBT program delivers specific qualifications to Aboriginal and Torres Strait Islander school aged students in Years 10 – 12. Only Service Providers that are appointed to the Participation – Equity Aboriginal and Torres Strait Islander Panel will be eligible to deliver training under the ASBT program. Appointment to the ASBT Panel will be via an invitation by the Corporation and this will be managed outside of this request process.

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<sup>5</sup> Under employed is an individual working less than 20 hours a week with one or across multiple employers.

### **1.3. ELIGIBLE SERVICE PROVIDERS**

- 1.3.1. The electronic Response will only allow access to the Participation - Equity program part of the Response to Service Providers that are:
- (a) Existing providers, for another program seeking to add Participation - Equity program delivery or new target group respectively; or
  - (b) New Providers that have completed and lodged the Common Criteria part of the Request in the electronic Response Form.
- 1.3.2. Eligible Service Providers may seek to deliver Participation - Equity program training through this Request if the Service Provider:
- (a) Has current scope for one or more of the qualifications offered in the response; and
  - (b) Is seeking to enter the Participation – Equity training market by offering to deliver one or more Participation – Equity qualifications.

Service Providers must first select the target group, then the region and qualification they are offering to be delivered.

### **1.4. PAYMENT TABLE**

The Participation - Equity program Payment Table contains the current list of funded qualifications and the funding available per student in each of the State's ten delivery regions.

The Participation - Equity Payment Table can be accessed on the Corporation's website <http://stars.dtwd.wa.gov.au/paymenttable/default.aspx>

Once on the website click the Participation - Equity payment table link to access available qualifications.

### **1.5. PAYMENT RATES**

Payment for Participation – Equity program qualifications are based on the rates shown in the Participation – Equity program Payment Table. The Corporation periodically reviews the rates payable for program delivery.

### **1.6. STUDENT ELIGIBILITY**

Student eligibility for the Participation – Equity Program is defined in the Business Rules. Refer to clause 7.3.1 of the Business Rules for details.

Note: Individuals referred from a Commonwealth 'Transition to Work' program provider cannot be claimed under this program.

Students undertaking qualifications through Contracts that result from this Request must commence training within the contracted year.

### **1.7. ALLOCATION OF TRAINING PLACES**

Initially, the New Service Providers on the Participation – Equity preferred provider panel will have access to 60 training places for qualifications, and 100 training places for skill sets, in total across all regions. Refer to Clause 1.3.1 of the Business Rules for details on applying for additional places once contracted.

## 1.8. PREFERRED PROVIDER PANEL

Details of service providers that have been appointed to the Preferred Provider Panel for Participation – Equity will be listed on the Corporation's website at <https://stars.dtwd.wa.gov.au/cpl/>

It is the responsibility of the Service Provider to ensure that their contact details listed on the Panel are correct and to update the details as and when required to ensure they remain current. A guide to maintaining the Preferred Provider Panel is available at <https://www.dtwd.wa.gov.au/vet-jswa#how-do-i-manage-my-contract>

## 1.9. SUBCONTRACTING ARRANGEMENTS

If the Service Provider intends to engage, another person or organisation as a subcontractor in connection with the supply of the Services they will be required to provide the name of the organisation(s) or individual(s) who will be subcontracted in their application response.

Refer to Clause 29.3 in the General Provisions for more information on subcontracting arrangements.

## 2. PARTICIPATION – EQUITY PROGRAM QUALITATIVE CRITERIA

For this program, Service Providers must only request one Requested Delivery Item (RDI) for evaluation as per Part A, Section 5.3 of this Request.

For this program an RDI is one qualification in one region for a target group. Note one RDI can be submitted for each target group.

### Note:

- If a Service Provider does not apply for RDIs in accordance with the instructions above, and applies for multiple RDIs within the same target group, only the first RDI submitted will be assessed.
- RDIs for skill sets **will not** be considered through this-Request process.
- Once appointed to a 2023 Preferred Provider Panel, additional trade categories, regions and qualifications can be sought through a contract variation from 1 February 2023.
- Service Providers are required to respond to ALL the questions contained under the three qualitative criteria.
- Do not provide links containing further information as these will not be assessed.
- Responses to each question will be limited to the upload capacity of that question and there is no requirement to upload additional information.

## 2.0. SERVICE PROVIDER OVERVIEW

Provide a brief overview of your organisation's history and the services currently offered. Please note that while the information provided will not be scored it will provide a context to the responses contained in the qualitative questions for this program.

### 2.1. DEMONSTRATED UNDERSTANDING OF THE TARGET GROUP

- 2.1.1 List the key stakeholders and describe the relationship you have and/or will put into place with them to establish and maintain your understanding of the requested target group's training needs in the region for the qualification requested.

*Include existing and new stakeholders and explain how the engagement with these stakeholders has/will add value to your training and assessment strategies.*



2.1.2 Describe your experience over the past two (2) years in providing training to the requested target group.

## **2.2. DEMONSTRATED CAPACITY TO DELIVER TRAINING TO THE TARGET GROUP**

2.2.1 For the region in which you are applying to deliver the qualification requested, list the training facilities that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours.

*Indicate whether the training facilities are owned or leased by the Service Provider. Where the facilities are leased, detail the contingencies you have put in place to ensure the facilities continue to be available.*

*Training Facilities include training rooms and specialised equipment.*

2.2.2 For the region in which you are applying to deliver the qualification requested, list the **training resources** that you have or can access within Western Australia indicating whether they are available during and/or outside of work hours.

*Training Resources include libraries, on-line tools.*

2.2.3 For the region in which you are applying to deliver the qualification requested, list the **number of trainers** that you have within Western Australia indicating whether they are employed by the Service Provider or contractors.

2.2.4 Provide brief details of specific staff members who are particularly experienced or qualified in working with the requested target group that will be involved in delivering training and/or supporting the student in their training program.

2.2.5 For the region in which you are applying to deliver the qualification requested, list the **support services** that you have or can make available to students indicating whether they are available during and/or outside of work hours.

*Support Services include goods or services made available to the student by the Service Provider that will assist them to overcome barriers to access, participate and complete mainstream training.*

2.2.6 Describe the strategies you will put in place where the numbers of students requesting publicly funded training exceed your existing capacity to deliver training in that region.

## **2.3. DEMONSTRATED TRAINING AND DELIVERY ARRANGEMENTS**

2.3.1 Provide a brief description of your proposed training program for the qualification requested and how it will be developed, implemented and managed.

*Include which key industry bodies were consulted in the development of the program, if any and whether any risks were identified in the implementation of the program and how they will be mitigated.*

2.3.2 Within your current infrastructure, how many students can you service in the region, for the qualification requested?

2.3.3 What is the proposed training staff to student ratio for the proposed training program for the qualification requested?

2.3.4 What is the expected duration of the proposed training program for the qualification requested?

2.3.5 What is the expected number of days of training per week for the proposed training program for the qualification requested?

2.3.6 For your standard training program of the qualification requested, what are the anticipated actual (not nominal) hours of face to face training conducted by the Service Provider?

*Face to Face training includes Skype and live video conferencing.*

*Provide a breakdown of Theory and Practical training.*

2.3.7 For your standard training program of the qualification requested, how many hours of self-paced learning do you expect the student to commit to and how many Service Provider trainer hours will be required to support/manage this learning?

2.3.8 Outline your strategies for monitoring and supporting a students' progression over the course of the qualification and specific strategies for those who are:

- Struggling with the learning and assessment requirements of the qualification.
- Falling behind in their training program due to personal reasons.

2.3.9 State the total number of students that you have trained in WA in the past 18 months and in each state/territory for the qualification requested.

*For each state/territory that you are scoped for, provide a breakdown detailing course commencements, completions, withdrawals and "in training" numbers for the qualification requested.*

*Where no training has been delivered in WA or state/territory, list the state and write N/A.*

**APPENDIX 1 – WAIPS PARTICIPATION PLAN REPORTING TEMPLATE**

**CONTRACTOR AND CONTRACT DETAILS**

**CONTRACTOR DETAILS:**

(a) Name of Contractor: .....

(b) Person responsible for this document: .....

(c) Contact phone number: .....

(d) Contact email: .....

(e) Business Website: .....

(f) Business Address: .....

**CONTRACT DETAILS:**

(a) Contract Title .....

(b) Contract Number .....

(c) Contract Authority / Customer .....

(d) Contract Commencement Date .....

(e) Contract Value or Estimated Contract Value at award (AUD): .....

(f) Expenditure to Date (AUD) .....

(g) Report Date: .....

## SECTION A

### SECTION A: IMPORTANT NOTE

All table cells need to be completed. Enter a numerical value or NA for the elements that are Not Applicable. Insert additional rows where necessary.

#### 1. CONTRACTOR / SUBCONTRACTOR WORKFORCE

##### a). ACTUAL WORKFORCE

Please provide the actual workforce (excluding apprentices and trainees) directly employed in delivering this Contract.

Workforce	WA (Metro)			WA (Regional)			Other Australian States, Territories and New Zealand	Overseas
	M	F	O	M	F	O		
Gender	M	F	O	M	F	O	All	All
Totals								

Gender - M = Male F = Female O = All other individuals categorized, either by themselves or by society, as neither male nor female. All = all genders combined.

##### b). ACTUAL APPRENTICES AND TRAINEES

Please provide the actual number of apprentices and trainees directly employed in delivering this Contract.

Apprentices Trainees	WA (Metro)			WA (Regional)			Other Australian States, Territories and New Zealand	Overseas
	M	F	O	M	F	O		
Gender	M	F	O	M	F	O	All	All
Totals								

Gender - M = Male F = Female O = All other individuals categorized, either by themselves or by society, as neither male nor female. All = all genders combined.

#### 2. CONTRACT SPEND DIVISION

Please provide the actual percentage of spend by jurisdiction at this reporting stage:

**Important:** All table cells need to be completed. Enter a percentage numerical value or NA for the elements that are Not Applicable. The sum of all jurisdictions needs to equal 100%.

	WA (Metro %)	WA (Regional %)	Australian and New Zealand %	Overseas %
Estimated				
Achieved				

**3. LIAISON WITH GOVERNMENT**

Did you liaise with the Industry Link Advisory Service or Local Content Advisers on local industry participation issues?

**CONTRACTOR TO COMPLETE:**

**Declaration**  
I, \_\_\_\_\_, being an authorised person, declare that the information in this WAIPS Workforce Report to the best of my knowledge is true, accurate and complete

**Signature:** .....

**Position:** Provide position title

**Date:** [Click here to enter a date.](#)

**Definition of terms**

**Apprentices:** People undertaking an approved structured employment based training program (apprenticeship) under a registered training contract that leads to a nationally recognised qualification.

**Metro:** The Metropolitan area is bounded by the City of Wanneroo and the City of Swan in the North, the Shires of Mundaring, Kalamunda and the City of Armadale in the East and the Town of Kwinana and the City of Rockingham in the South.

**Panel Contract:** (may also be referred to as a panel arrangement) a contractual arrangement with more than one supplier to supply goods and/or services. Often a standing offer with agreed rates but without guaranteed volumes.

**Regional:** The Western Australian regional area is all those parts of Western Australia which are located outside of the Metro area.

**Trainees:** People undertaking an approved structured employment based training program (traineeship) under a registered training contract that leads to a nationally recognised qualification.

**Workforce:** Means the total number of workers (head count not FTEs) directly employed on a Contract. This encompasses full-time, part-time, casual employees, apprentices and trainees, workers engaged through labour hire arrangements and other employer supported employment initiatives such as cadetships and internships.