# FUNDED ACTIVITIES AGREEMENT – STL QUALIFICATIONS

# FACT SHEET: INTRODUCTION TO CONTRACTING

To deliver accredited training under subsidised arrangements in South Australia, Registered Training Organisations (**RTOs**) must hold an executed Funded Activities Agreement (**FAA**) and a Funded Activities Annexure (Attachment 4 – STL Qualifications) with the Minister for Education, Training and Skills.

This fact sheet explains key obligations under the FAA for contracted RTOs. It is important that you read your FAA thoroughly, to understand the contract obligations specific to your organisation.

## System Access and Logins

Contracted RTOs need to ensure staff have access and are familiar with relevant Department systems, including Skills and Employment Portal, STELA, and ATLAS. To request a new login or to amend your existing access (including disable an access for staff no longer with you), refer to the following forms:

* [Skills and Employment Portal – User Maintenance Form](https://providers.skills.sa.gov.au/Resources/Access-our-systems/Help-with-using-the-Skills-and-Employment-Portal)
* [STELA – Apply for access to STELA](https://providers.skills.sa.gov.au/Resources/Access-our-systems/Help-with-using-STELA)
* [ATLAS – Help with using ATLAS](https://providers.skills.sa.gov.au/Resources/Access-our-systems/Help-with-using-ATLAS) (for enrolments subsidised through Training Contracts).

## Marketing, Promotion and Publicity

Your organisation will be promoted as a subsidised RTO under the [Course Search](https://providers.skills.sa.gov.au/Get-Started/Subsidised-Training-List) section on the [Supporting Skilled Careers](https://providers.skills.sa.gov.au/Get-Started/Subsidised-Training-List) website. You can market yourself as a subsidised RTO in accordance with [the](https://providers.skills.sa.gov.au/DesktopModules/Bring2mind/DMX/API/Entries/Download?Command=Core_Download&EntryId=915&language=en-US&PortalId=1&TabId=911) FAA, and display SA Government logos as per [logo use instructions](https://protect-au.mimecast.com/s/3PhsCk8v4GSrZy9tDm_zq?domain=providers.skills.sa.gov.au) and the [Branding Guidelines](https://protect-au.mimecast.com/s/WGZLClxw4JHADwxfLFqKK?domain=providers.skills.sa.gov.au).

Contracted RTOs must clearly identify participant course fees and incidental fees on external-facing documents, including websites. Marketing material should also include information about eligibility criteria for concession pricing relevant to the [JobTrainer](https://providers.skills.sa.gov.au/Deliver/JobTrainer) program. This helps prospective participants make an informed decision.

## Participant Eligibility and Entitlement

Access to a subsidised training place is available to participants that meet [eligibility and entitlement criteria](https://providers.skills.sa.gov.au/Deliver/Student-eligibility-for-subsidised-training). Subsidised training may be subject to course conditions or only available to certain participants, such as those undertaking Training Contracts or VET for School Students. Refer to the current [Subsidised Training List](https://providers.skills.sa.gov.au/Get-Started/Subsidised-Training-List) for information on courses and any conditions that are applicable. You can also calculate subsidies and customise and export data. The [Training Fee Framework](https://providers.skills.sa.gov.au/Deliver/Training-Fee-Framework) provides further information on subsidy rates, including delivery location loadings and concession reimbursements.

Courses displayed on the [Subsidised Traineeship and Apprenticeship List (STAL)](https://providers.skills.sa.gov.au/Get-Started/Subsidised-Training-List) will be subsidised if the participant is undertaking an approved Training Contract. [ATLAS](https://providers.skills.sa.gov.au/Resources/Access-our-systems/Help-with-using-ATLAS) is an online database that allows you to monitor and manage Training Contracts where applicable.

All participants must complete the [Participant Agreement Form](https://providers.skills.sa.gov.au/Resources/Provider-toolkits/Skilling-South-Australia-Projects). This form validates the participant eligibility and authorises the Department to collect relevant information. You are not required to submit the completed Participant Agreement Form to the Department, but you must retain the signed form.

## Upfront Assessment of Need

As a contracted RTO, you must conduct an Upfront Assessment of Need (UAN) for all prospective participants seeking access to a subsidised training place, **prior** to every enrolment and **after** confirming the participant’s eligibility and entitlement. Various [UAN resources](https://protect-au.mimecast.com/s/YeAwC4QZ0lhmG2giO22ev?domain=providers.skills.sa.gov.au) are available to assist. As part of UAN, RTOs are required to:

* use the Core Skills Profile for Adults (CSPA) online literacy and numeracy assessment tool, and
* establish a Learner Support Services (LSS) Agreement with a LSS provider.

New contracted RTOs will need to contact a UAN mentor for help in understanding and implementing the UAN process. For more information and to find UAN mentors and LSS providers, read the [Learner Support Services Fact Sheet](https://providers.skills.sa.gov.au/Deliver/Upfront-Assessment-of-Need).

## Creation of Participant Profile and Training Account

To access subsidised training for an eligible participant, you must use the [Skills & Employment Portal](https://protect-au.mimecast.com/s/2mxDC6X1JnU1x6zUmKlR_?domain=portal.statedevelopment.sa.gov.au) (**S&E Portal**) to:

1. locate an existing Participant Profile (or create a new one); and
2. create a Training Account, which establishes a budget allocation.

A Training Account is required for all courses (including qualifications, national skill sets, local skill sets or skill clusters). Make sure to create Training Accounts for each eligible participant **prior** to commencing delivery of any subsidised training\*, as any training commenced prior to the creation of a Training Account will **not** be eligible for payment.

As part of the [JobTrainer](https://providers.skills.sa.gov.au/Deliver/JobTrainer) program, from 15 October 2020 contracted RTOs must offer low fee training to participants that are eligible for a concession as outlined in the [Training Fee Framework](https://providers.skills.sa.gov.au/Deliver/Training-Fee-Framework). For further information on concession eligibility and how to complete a Training Account under JobTrainer, see [Frequently Asked Questions](https://providers.skills.sa.gov.au/Deliver/JobTrainer).

**User Guides** are available [here](https://providers.skills.sa.gov.au/Resources/Access-our-systems/Help-with-using-the-Skills-and-Employment-Portal) for various S&E Portal functionality, including:

* How to log into the S&E Portal;
* How to create Participant Profile and Training Account;
* Maintaining and closing Training Accounts; and
* Data collection, View Claims and Payments.

*\* Note that prior to creation of a Training Account, a student record must exist in the RTO’s Student Management System (an external system or STELA) to obtain the ‘RTO Student ID’, a field required for Training Account creation.*

## AVETMISS data reporting in STELA

Contracted RTOs are required to submit AVETMISS compliant data to the Department’s system (**STELA**) within 30 days of a participant completing any subsidised accredited training activity. For information on AVETMISS reporting in South Australia, see [‘Help with using STELA](https://providers.skills.sa.gov.au/Resources/Access-our-systems/Help-with-using-STELA)’. If you require further assistance, contact the STELA Helpdesk by phoning 1800 673 097 or by emailing [STELAHelpDesk@sa.gov.au](mailto:STELAHelpDesk@sa.gov.au).

## Claims and Payment for Accredited Training

To successfully generate a claim for payment during the Department’s monthly payment run, contracted RTOs must ensure that AVETMISS participant data (submitted via STELA) matches details contained in the associated Training Account. Claims are based on STELA data as at close of business on the second Friday of each month (unless otherwise notified). No extensions can be granted to this deadline, so RTOs are strongly advised to report activity a day or more prior to the cut-off date to allow sufficient time for correcting any errors.

Following the Department’s monthly assessment, you can use the S&E Portal to download reports showing claims paid successfully. Error Reports (also available for download through the S&E Portal) provide RTOs with a summary of data issues for correction. It is recommended that all RTOs review their Error Reports thoroughly at least once per month and rectify any errors.

## Subcontracting arrangement

Under [the](https://providers.skills.sa.gov.au/DesktopModules/Bring2mind/DMX/API/Entries/Download?Command=Core_Download&EntryId=915&language=en-US&PortalId=1&TabId=911) FAA, contracted RTOs are allowed to engage with more than one third party to deliver training, however they must seek written permission from the Minister **prior to** engaging with any third-party to deliver any subsidised training activities. A subsidy **will not be paid** for any funded training activities delivered by the RTO’s subcontractor/s **prior to** the Minister approving the subcontracting arrangement. The [Subcontracting Fact Sheet](https://providers.skills.sa.gov.au/Resources/Forms-and-publications/Subsidised-training) explains how to apply for permission from the Minister.

## Record-keeping

The FAA requires contracted RTOs to retain complete and accurate records for the full term of the FAA and at least five (5) years after its expiry, or such longer period required by law. Evidence to be retained in electronic or hardcopy form includes (but is not limited to): records of pre-enrolment interviews and other meetings held with the student; training attendance records; assessment materials; RPL or credit transfer processes; and any training activity under subcontracting arrangements.

Record-keeping requirements under the FAA are as important as your obligations under the *National Standards for RTOs 2015,* so please ensure that your policies and procedures reflect all FAA requirements. If you deliver training to subsidised trainees/apprentices, please refer to [South Australian Skills Standard 14](https://skillscommission.sa.gov.au/legislative-framework/regulations-and-standards/south-australian-skills-standards) for additional record-keeping requirements that apply.

## Online application for future funding

You may [apply for new funded activities](https://protect-au.mimecast.com/s/6lgbCmOx4KtAGozfVp4MM?domain=providers.skills.sa.gov.au) online. Any successful applications will result in a new Funded Activities Annexure to reflect the details of the additional funding arrangement.

## Notification of changes

The FAA requires you to keep the Department informed of particular changes within your organisation. Please convey such notices in writing, or seek further information, by emailing [SkillsContracts@sa.gov.au](mailto:SkillsContracts@sa.gov.au).

## Support and Assistance

If you require any assistance, please feel free to contact the relevant team below:

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| **Types of enquiries / Systems** | **Phone Number** | **Email Address** |
| FAA requirements,  Skills and Employment Portal,  Claims and Payments | 1800 673 097 and ask for Contract Administration team | [SkillsContracts@sa.gov.au](mailto:SkillsContracts@sa.gov.au) |
| STELA (AVETMISS reporting) | 1800 673 097 | [STELAHelpdesk@sa.gov.au](mailto:STELAHelpdesk@sa.gov.au) |
| Online application for future funding | 1800 673 097 | [DIS.skills@sa.gov.au](mailto:DIS.skills@sa.gov.au) |
| Apprenticeship or Traineeship Training Contracts | 1800 673 097 | [DIS.skills@sa.gov.au](mailto:DIS.skills@sa.gov.au) |