



## How to Complete a CSPA Interpretation Report Fact Sheet

### Table of Contents

Before you get started .....	1
Section 1 – Assessor Details .....	1
Section 2 – Training Provider Details .....	2
Section 3 – Individual’s details.....	2
Section 4 – Jobseeker Details.....	2
Section 5a – Qualification details.....	2
Section 5b – Snapshot Reading and Numeracy Indicator Results .....	3
Section 6 – Literacy and Numeracy Comprehensive Assessment Results.....	3
Section 7 - Recommendations .....	4
Section 8 – Additional Comments.....	5
Submitting the form.....	5

### Before you get started

To complete the CSPA Interpretation Report you will need to have on hand the Learning and Support Report, LaNCA Report and if the individual is a jobseeker the Employment Service Provider Referral form. Ensure the details for the individual match exactly between all these documents to ensure the CSPA Interpretation Report is accurately completed.

Also ensure that the course of action selected in the CSPA Interpretation Report reflects the expectations for how a LaNCA is interpreted as outlined in Section 7.3.2 of the UAN Guidelines.

Training providers can save the content they have entered and return to complete the form later by selecting the ‘save’ option instead of the ‘submit’ option

### Section 1 – Assessor Details

#### Q1.1 and Q1.2

Enter the name of the specialist who is completing the Interpretation Report

#### Q1.3

Enter the name of the organisation who employs the specialist. This can be different to identified in Section 2.

#### Q1.4

Enter the email address for the specialist. The submitted Interpretation Report will be sent to this email address.

#### Q1.5

A secondary email address can be added. The submitted Interpretation Report will also be sent to this email address.



## Section 2 – Training Provider Details

### Q2.1

Enter the RTO National Training information (NTIS) Code

### Q2.2

Enter the organisation's name.

### Q2.3

Enter the email address of the designated UAN officer in the organisation. The submitted Interpretation Report will be sent to this email address.

## Section 3 – Individual's details

Ensure that these details are entered in the Interpretation Form exactly as they appear in the training provider's documentation.

### Q3.1 and Q3.2

Enter the name of the individual whose LaNCA is being interpreted. Ensure the spelling matches exactly to what appears in the training provider's documentation.

### Q3.3

Enter the date of birth. Ensure numbers are not transposed and are exactly as they appear in the training provider's documentation.

### Q3.4

If you know the individual's WorkReady ID select yes and then enter the number at Q3.4.1. Otherwise select no and continue.

### Q3.5

If you know the individual's Unique Student Identifier (USI) select yes and then enter the number at Q3.5.1. Otherwise select no and continue.

## Section 4 – Jobseeker Details

### Q4.1

If the jobseeker is eligible for the Skills for Education and Employment (SEE) Program select yes. If not select no. This information is contained in the Employment Services Referral Form.

## Section 5a – Qualification details

### Q5a.1

If the individual is a job seeker eligible for SEE and the response to Q5a.1 is yes, then a message will appear that they are ineligible to access a foundation skills qualification. No further questions will open in the on-line form as an interpretation is not warranted. If the form is submitted incomplete it will be ineligible for a CSPA Interpretation Report payment claim.

If the response to Qa.1 for a job seeker eligible for SEE is no, proceed to question 5a.2.

If the individual is not a job seeker respond no and proceed to question 5a.2.

### Q5a.2

Enter either the foundation skills qualification details or vocational qualification code.



Q5a.3

Enter the qualification name.

Q5a.4

Select the qualification AQF level.

If the qualification is foundation skills or a Certificate IV or higher level proceed to Section 6 Literacy and Numeracy Comprehensive Assessment Results which will automatically open.

If the qualification is a Certificate II or III level Q5b Snapshot Reading and Numeracy Indicator Results proceed to Q5b which will automatically open.

## Section 5b – Snapshot Reading and Numeracy Indicator Results

Q5b.1 and Q5b.2

If the response to either Q5b.1 and/or Q5b.2 is yes, then proceed to Section 6 Literacy and Numeracy Comprehensive Assessment Results.

If the response to both questions is no, then an interpretation is not warranted, and no further questions will open in the on-line form. If the form is submitted incomplete it will be ineligible for a CSPA Interpretation Report payment claim.

## Section 6 – Literacy and Numeracy Comprehensive Assessment Results

In this section the logic in the form will ensure that a foundation skill need has been identified in relation to the type of qualification, AQF level, required minimum ACSF Exit Levels and the individual's ACSF Exit Levels for each foundation skill area. If access to foundation skills is not warranted the form will not open Section 7. If the interpretation is submitted incomplete it will be ineligible for a CSPA Interpretation Report payment claim.

### Reading

Q6.1 and Q6.1.2

If reading was assessed respond yes and proceed to Q6.1.3. If it was not, respond no and proceed to Q6.2.

Q6.1.3 and Q6.1.4

If the qualification required a higher minimum ASCF Exit Level for reading than set by the Department select what that level respond yes and proceed to Q6.1.4 and select the level from the drop-down box.

If the qualification did not require a higher minimum ACSF level respond no and proceed to Q6.1.5

Q6.1.5

Select the reading ACSF Working Level from the drop-down box.

Q6.1.6

Select the reading ACSF Exit Level from the drop-down box.

Q6.1.7

Select the reading scaled score from the drop-down box.



### Writing

#### Q6.2 and Q6.2.1

If writing was assessed respond yes and proceed to Q6.2.3. If not, respond no and proceed to Q6.3.

#### Q6.2.3 and Q6.2.4

If the qualification required a higher minimum ASCF Exit Level for writing than set by the Department select what that level respond yes and proceed to Q6.2.4 and select the level from the drop-down box.

If the qualification did not require a higher minimum ACSF level respond no and proceed to Q6.2.5

#### Q6.2.5

Select the writing ACSF Working Level from the drop-down box.

#### Q6.2.6

Select the writing ACSF Exit Level from the drop-down box.

#### Q6.2.7

Select the writing scaled score from the drop-down box.

### Numeracy

#### Q6.3 and Q6.3.1

If numeracy was assessed respond yes and proceed to Q6.3.3. If not, respond no and proceed to Q7.

#### Q6.3.3 and Q6.3.4

If the qualification required a higher minimum ASCF Exit Level for numeracy than set by the Department select what that level respond yes and proceed to Q6.3.4 and select the level from the drop-down box.

If the qualification did not require a higher minimum ACSF level respond no and proceed to Q6.3.5

#### Q6.3.5

Select the numeracy ACSF Working Level from the drop-down box.

#### Q6.3.6

Select the numeracy ACSF Exit Level from the drop-down box.

#### Q6.3.7

Select the numeracy scaled score from the drop-down box.

## Section 7 - Recommendations

This section offers three different type of support options including non-accredited in-class support or foundation skills qualification or foundation skills bridging units. The recommendations made in this section will be the actions the training provider will be required to ensure the individual agrees to prior to establishment of a subsidised training account. Refer to UAN Guidelines section 3 for more information.

### Non-accredited in-class support

#### Q7.1

If non-accredited in-class support is recommended, then select yes and proceed to Q7.1.2.

If it is not recommended, then select no and proceed to Q7.2



#### Q7.1.2

Check reading and/or writing and/or numeracy boxes to indicate the foundation skill areas that will be supported through non-accredited in-class support.

#### Q7.1.3

In the text box provided outline what non-accredited in-class support will be provided, how and by whom for each foundation skill area selected in Q7.1.2.

#### Foundation skills qualification

#### Q7.2

If a foundation skills qualification is recommended, then select yes and proceed to Q7.2.1.

If it is not recommended, then select no and proceed to Q7.3.

#### Q7.2.1

Selected which foundation skills qualification is being recommended from the drop down box.

#### Bridging units

#### Q7.3

If foundation skills bridging units are recommended, then select yes and proceed to Q7.3.1.

#### Q7.3.1

Select the number of foundation skills bridging units that are recommended. Select the foundation skills bridging unit name for up to a maximum of five bridging units.

## Section 8 – Additional Comments

In the text box provided enter any additional comments that you would like to make.

## Submitting the form

Select submit to complete the CSPA Interpretation Report and send to the Department.