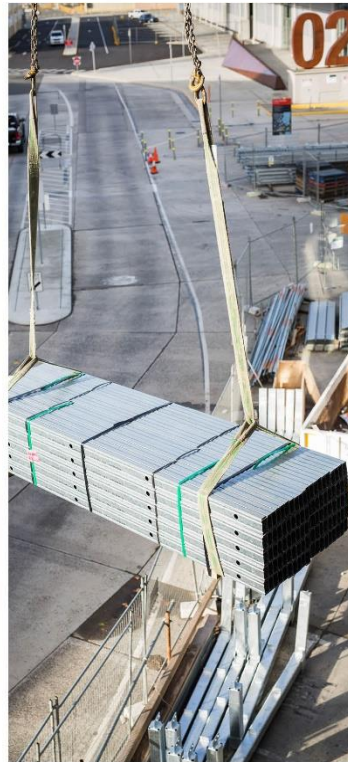
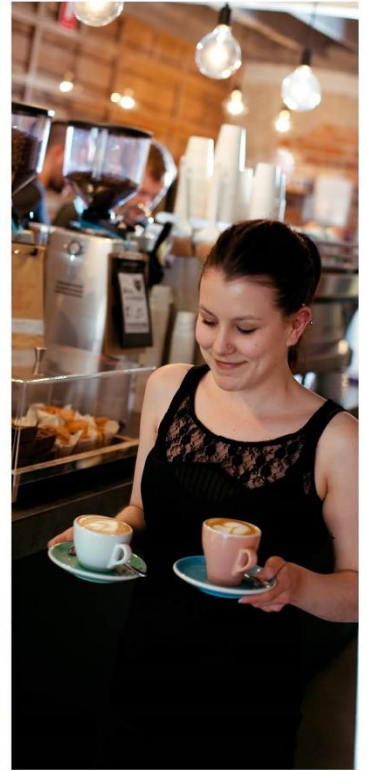


Guide to the application process,
eligibility criteria and grant
conditions

2023 Apprentice and Trainee Training Fund Guidelines



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Introduction

The Department of State Growth, through Skills Tasmania, provides Apprentice and Trainee Training Fund (ATTF) grants to eligible Registered Training Organisations (RTOs) to subsidise the cost of providing quality training, assessment and support services for nationally recognised training to Tasmanian apprentices and trainees. Only Skills Tasmania endorsed RTOs are eligible to apply for Skills Tasmania training grants.

The ATTF has an annual budget allocation of up to \$25 million to subsidise training for nationally-recognised qualifications across a wide range of industries for Tasmanian apprentices and trainees.

To be eligible to apply for an ATTF grant, the RTO must meet eligibility criteria and application conditions (see page 6).

If a grant is approved, the RTO must meet the ATTF grant conditions (see page 11).

The subsidy is not designed to fully meet training and assessment costs, and employers or apprentices/trainees may be required to make contributions to the cost of training. See page 5 for details of subsidy levels.

In order to offer ATTF-subsidised training places to eligible apprentices and/or trainees, RTOs must have an ATTF agreement in place for the year of commencement of the apprentice or trainee's training with the RTO.

The ATTF manager can be contacted via ATTF@skills.tas.gov.au to provide information, support and assistance to Skills Tasmania Endorsed RTOs who wish to apply for a grant through the ATTF.

Applicable legislation and policy

Legislation

The Tasmanian vocational education and training (VET) system is governed by the *Training and Workforce Development Act 2013*. The Act provides powers to Skills Tasmania to administer the Tasmanian VET system.

All Tasmanian Government grants are administered in accordance with [Treasurer's Instruction FC-12 - Grant Management](#).

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. Information provided to Skills Tasmania is subject to the provisions of the *Right to Information Act 2009*.

The abovementioned Acts can be viewed on the [Tasmanian Government legislation website](#).

Policy

Subsidies provided under the ATTF are only paid for eligible apprentices and trainees who have a registered and active training contract.

Apprenticeship and traineeship arrangements must meet the obligations of the national [training contract](#) and the requirements of the [Tasmanian Traineeship and Apprenticeship Committee Policies and Guidelines](#), which contain a range of rules for apprenticeships and traineeships including essential employment conditions and specific supervision requirements.

The [Skills Tasmania Tasmanian Training Subsidy Policy](#) outlines the circumstances under which applications from RTOs for prices above the price published in the [Skills Tasmania approved Tasmanian Apprenticeships and Traineeships](#) list will be considered.

Submitting an application

When and how are applications submitted?

In recognition of the impact the COVID-19 pandemic has had and continues to have on RTOs and to assist in the ongoing service provision to Tasmanian apprentices and trainees, Skills Tasmania will offer to renew existing 2022 ATTF grants for the 2023 ATTF without the need for RTOs to lodge a new application.

If an RTO wishes to change any terms of the existing 2022 grants, such as qualifications or pricing, or add additional qualifications, a new application to the 2023 ATTF for those specific qualifications is required.

The ATTF is a rolling grant which means it is open to applications for the duration of the program. The 2023 ATTF will open on 22 October 2022, with applications accepted until late 2023.

Approval of applications received after September 2023 will only be approved if the applying RTO is able to provide evidence of the planned commencement of training prior to 31 December 2023.

The ATTF application must be completed and lodged online using [SmartyGrants](#). A link to the application process is available on the [Skills Tasmania website](#).

The application requires RTOs to attach evidence to support claims made in addressing the assessment criteria. Each of the two criterion includes an evidence guide.

RTOs who have not previously submitted an application through SmartyGrants must register an account on SmartyGrants before submitting an application.

Existing users can log-in if already registered. Applications can be completed in stages if required.

It is recommended that RTOs use a single, generic user account login for all funding applications submitted to Skills Tasmania. This allows the RTO to view all applications they have lodged for any Skills Tasmania funding programs from one user account.

While Skills Tasmania aims to process applications within 10 working days from the application lodgement date, this timeframe may be affected by the number of other applications received.

RTO eligibility criteria

RTOs able to meet the following criteria and the application conditions are eligible to apply for an ATTF grant:

1. Skills Tasmania endorsed RTO

The applying RTO must be endorsed by Skills Tasmania at the time of lodging an application for an ATTF grant.

2. Registration

RTOs must be registered in accordance with the requirements of the Australian Skills Quality Authority (ASQA) to deliver nationally recognised training.

3. Third party arrangements

If the RTO intends to use a third party or parties in the delivery of training or assessment, the RTO must comply with ASQA third party requirements as they relate to third party agreements and provide a copy of each current and relevant third-party agreement with their application.

The information must include the third-party contact details and outline the role of the third party in the delivery of the training.

4. Scope of registration

RTOs must only submit applications for training where the qualification/s are included in their scope of registration for delivery in Tasmania at the time of submitting the application. Evidence of scope must be attached to the application in the relevant section.

5. Authorisation to release information

The applicant accepts that the submission of an application for the ATTF expressly authorises ASQA to release information to Skills Tasmania regarding the RTO's registration status, the results of the most recent audits and any subsequent actions or sanctions that may have been applied.

6. Financial viability

RTOs applying for an ATTF grant must be financially viable at the time of applying and for the duration of any subsequent grant agreement.

7. Agreement to meet conditions and contractual obligations

By applying, the RTO agrees to meet the conditions and requirements of the Department of State Growth (Skills Tasmania) Agreement for all Programs and the conditions and requirements of the ATTF if the application is successful.

8. Skills Tasmania right to amend

By applying, the RTO accepts that Skills Tasmania reserves the right to amend the grant requirements, obligations or guidelines at any time prior to the finalisation of grant agreements.

9. **TasTAFE is ineligible for funding under the Apprentice and Trainee Training Fund.**

How much does Skills Tasmania pay for each qualification?

The [Skills Tasmania approved apprenticeships and traineeships](#) list contains the details of all the qualifications approved as Tasmanian apprenticeships and traineeships.

To check if the qualification is funded and, if so, the amount of the funding, click on the qualification title. This will lead to an information page that includes the funding amount for the qualification.

It is important to note that the ATTF subsidy is paid in instalments to the RTO as the RTO reports AVETMISS data to Skills Tasmania that shows the commencement and completion of units by each apprentice or trainee.

Skills Tasmania reserves the right to accept applications for a subsidy above the published subsidy rate where the request meets the requirements of the [Tasmanian Training Subsidy Policy](#).

Additional grant conditions may be applied by Skills Tasmania where a higher subsidy is approved.

Skills Tasmania reserves the right to negotiate a subsidy lower than the subsidy applied for and to not approve applications for subsidies above the published subsidy rate.

The standard price (published price) per qualification that will be paid by Skills Tasmania is arrived at using the following calculation:

Efficient cost (\$7 per hour) x the Field of Education weighting x the nominal hours

For the ATTF, the following percentages of the total cost are paid and are referred to as the 'published price':

Australian Qualifications Framework (AQF) qualification level	Tasmanian subsidy
Certificates I and II	95% of the total cost
Certificate III	95%
Certificate IV	95%
Diploma	65%
Advanced Diploma	65%
Training and Assessment (TAE)	150%

For further details on qualification prices, refer to the [Tasmanian Training Subsidy Policy](#).

Is there help available to applicants before or during the application process?

In addition to the [SmartyGrants Help Guide for Applicants](#), the ATTF manager is available to provide assistance to applicants on understanding the ATTF criteria and/or clarifying evidence requirements.

Assistance can be requested by emailing ATTF@skills.tas.gov.au.

What happens if an application doesn't meet requirements?

Each application must meet the RTO eligibility criteria and application conditions to be accepted and to progress to the assessment phase.

Applications are assessed and scored against the assessment criteria and must meet the requirements of each criterion in order to progress to the approval stage.

If an application does not meet the ATTF criteria, the ATTF manager will email the RTO with the details of where the application has not met requirements.

The ATTF manager can reopen the application in SmartyGrants to allow the RTO to provide additional information and/or evidence to address the gaps in the application or the RTO may choose to withdraw the application and submit a new, updated application at a later date.

Where an RTO has been advised of gaps in their application and Skills Tasmania is waiting on further information and/or evidence to progress the application, the application will be considered to be pending by Skills Tasmania for a period of 12 weeks.

At the expiry of this period, the application will be considered to be inactive and may be declined by Skills Tasmania.

The RTO will be able to reapply when able to provide sufficient information and/or evidence that the organisation can meet the ATTF requirements.

Application conditions

In addition to meeting the RTO eligibility criteria, RTOs must meet the following conditions when applying for an ATTF grant:

1. Lodging the application

To be considered for an ATTF grant, RTOs must fully complete and appropriately lodge an application using SmartyGrants as required by Skills Tasmania. The information provided in the application must be accurate and verifiable by Skills Tasmania.

Any required evidence must be attached to the application.

2. Availability of a qualification as a subsidised apprenticeship or traineeship

RTOs applying for ATTF grants can only apply for a grant if the qualification/s is approved by Skills Tasmania as a subsidised apprenticeship/traineeship and appears on the [Skills Tasmania approved apprenticeships and traineeships](#) list.

It is important to note that not all qualifications on this list are funded under the ATTF.

3. Financial viability

RTOs applying for an ATTF grant must be financially viable at the time of applying for and for the duration of any subsequent grant agreement.

A financially viable entity is one that is not under external administration, being wound up, dissolved or trading while insolvent or where a liquidator has been appointed.

For the purposes of the ATTF, to demonstrate financial viability the RTO must be able to show, if requested, the ability to generate sufficient income to meet operating payments, debt commitments and, where applicable, to allow for growth while maintaining service levels.

4. Third party arrangements

RTOs applying for an ATTF grant must attach copies of **current** third-party agreement/s where one or more third parties are or will be providing training and/or assessment services for any of the qualifications for which the RTO has applied.

The third-party agreement/s must clearly show the roles and responsibilities of the RTO and the third party and **must** cover the period of any ATTF grant agreement if the application were to be approved.

The application must clearly show to which qualification/s the third-party arrangements apply.

5. Number of places requested

RTOs applying for an ATTF grant must only apply for a number of places that either match previous ATTF take-up or a number that is supported by an employer/s in writing if the grant for the qualification requested exceeds \$5,000.

Applications for a qualification/s with a number of places that cannot be verified by previous take-up or the written commitment of an employer/s may not be approved or, if approved, the allocation may be fewer places than applied for.

Skills Tasmania reserves the right to approve a lower number of places than applied for by the RTO.

6. Grant amount

The RTO accepts that Skills Tasmania reserves the right to pay a subsidy that is higher or lower than the published subsidy rate.

The [Skills Tasmania approved apprenticeships and traineeships](#) list contains the subsidy payable for each qualification approved as an apprenticeship or traineeship.

Skills Tasmania reserves the right to accept applications for higher subsidies where they meet the requirements of the [Tasmanian Training Subsidy Policy](#).

A detailed rationale for the higher subsidy request must be submitted in the application.

Additional grant conditions may be applied by Skills Tasmania where a higher subsidy is approved.

Skills Tasmania may require evidence of an employer financial contribution towards training and assessment costs for apprentices and trainees.

7. Requests for additional information to support application assessment

Skills Tasmania reserves the right to request additional information and/or evidence to support the assessment and/or approval of any ATTF application.

8. ASQA information sharing

An RTO applying for an ATTF grant, by its application, expressly authorises ASQA and Skills Tasmania to share information regarding any action or issues effecting the RTOs registration status, audit outcomes, complaints lodged and/or investigated, current or pending sanctions or other pending actions against the RTO.

How does Skills Tasmania decide how many places are approved per qualification for each application?

In addition to assessing the RTO's application and associated evidence against the assessment criteria, Skills Tasmania checks the number of places applied for against the RTOs' previous ATTF take-up of allocation (if the RTO has had a previous ATTF agreement).

It is important to note that the level of take-up of a ATTF allocation is considered and not the size of the previous allocation.

For example, if an RTO was allocated 35 places in a previous ATTF but only 12 were taken up, without written evidence of the need for more than 12 places in a subsequent year, a maximum of 12 places could be considered as an initial allocation.

Skills Tasmania will not approve a large number of places for a qualification without written evidence from an employer or employers clearly indicating an intention to employ a particular number of apprentices/trainees in the qualification/s applied for during the ATTF year.

RTOs with no previous ATTF history must submit written evidence from employers to support the number of places applied for. This evidence must include the number of places required by each employer.

In the absence of this written support, there will be no re-negotiation of numbers and any approval may be for very small initial allocations, subject to all other requirements being met.

Application assessment criteria

Applications for the ATTF will need to meet the RTO eligibility, application conditions, and will be assessed against the ATTF assessment criteria.

Each applying RTO is required to lodge a completed application and sufficient evidence against the assessment criteria.

The two 2023 ATTF assessment criteria are:

Criterion 1 – Training methods, frequency, duration and resources

The Endorsed RTO must outline and provide evidence of the specific training methods, the planned frequency of training, the planned duration of training sessions and the major resources to be used to provide **structured training for each of the qualifications for which the RTO has applied.**

APPLICANT GUIDE:

Critical points to be considered when drafting an application:

- Providing learning resources to an apprentice/trainee without RTO trainers also providing structured training is not considered to be providing a training service for the purposes of the ATTF. These arrangements are not eligible for funding.
- For the ATTF, 'training' is defined as activities planned, delivered and/or managed by RTO trainers that build the skills and/or knowledge of the apprentice or trainee.

To satisfactorily address this criterion, applicants MUST:

1. provide a clear outline of how the training is to be provided to apprentices/trainees. This may include classroom training, individual face-to-face training by RTO staff in a workplace, or online training.
2. if online training is offered, the RTO must provide clear information as to the type of online training delivery, how RTO trainers will ensure full apprentice/trainee engagement in the training, and how the apprentice/trainees' regular progress towards completion will be ensured by the RTO.
3. provide an outline of when or how often training is scheduled for each qualification applied for.
4. provide details of the planned duration of training sessions.
5. provide a list of the major resources to be provided by the RTO for training, including staffing resources (i.e. the number and names of the staff who will be providing training for each qualification). If the RTO plans to engage additional trainers, this must be outlined in the response.

Evidence must be provided to support the information provided.

Evidence may include:

- a relevant training and assessment strategy (TAS) for the qualifications applied for that relates directly to Tasmanian apprentices/trainees provided the content of the TAS provides some or all of the information required.
- a 2023 training calendar, schedule or plan for the qualifications applied for.
- links to or information about online training systems being used to deliver the training.
- information provided to apprentices/trainees/employers that shows how, when and for how long training sessions will be provided.

The intent of this criterion is to ensure that RTO staff are providing and managing structured, regular training for apprentices/trainees across training sessions of a duration sufficient to allow full development of the skills and knowledge required by the qualification. Providing access to resources, including printed and online resources, that apprentices/trainees use in a non-structured or self-managed way or providing infrequent or short training sessions that do not allow the time required for the apprentice or trainee to fully develop the required skills and knowledge, is not an approach supported by the ATTF.

Criterion 2 – Supporting apprentices and trainees

The Endorsed RTO must outline and provide evidence of the process used to 1) identify the support needs of each apprentice/trainee prior to the commencement of training and/or assessment and 2) ensure that each apprentice or trainee receives the individual support they require to fully engage in training and to complete a qualification.

APPLICANT GUIDE:

Critical points to be considered when drafting an application:

- the process to support apprentices and trainees **must** address language, literacy and numeracy (LLN) but **must not be limited to LLN**.
- where the RTO does not directly provide the support service/s to apprentices or trainees, the RTO must outline a method of ensuring that the apprentice or trainee will receive sufficient support to enable full participation in training.
- providing a list of support services without explaining the process to identify the apprentice or trainee's individual needs is not sufficient to address this criterion.
- any reference material provided to apprentices or trainees outlining support services must be supported by an ongoing review schedule that ensures the apprentice or trainee is receiving the support they require to enable full participation in training.

To satisfactorily address this criterion, applicants **MUST**:

1. provide a clear outline of how apprentice or trainee needs are assessed prior to the commencement of training and/or assessment
2. provide a clear outline of how RTO staff ensure that apprentices and trainees are receiving the ongoing support services they require throughout the duration of their training, including where support services are provided by external organisations.
3. provide a clear outline of how LLN needs are assessed and how the identified LLN needs of each apprentice and trainee are addressed.

Evidence must be provided to support the information provided.

Evidence may include:

- pre-training needs analysis documents, including a procedure.
- pre-training LLN assessment documents, including a procedure.
- procedure for monitoring and ensuring that apprentices and trainees receive the ongoing support services they require in order to engage in and complete training.
- records of the provision of support services to apprentices or trainees.

The intent of this criterion is to ensure that the individual support needs of each apprentice or trainee are identified before training or assessment commences and that each apprentice or trainee is provided with the support services they require throughout the duration of their training in order to maximise the chances of the apprentice or trainee completing the qualification.

When an application is approved

What are the responsibilities of successful applicants?

Successful RTOs will be notified of the outcome of their ATTF application via email in the first instance.

If successful for a ATTF grant, the RTO's Department of State Growth (Skills Tasmania) Agreement for all Programs (or its replacement) must be executed (signed by both parties), if it is not already.

RTOs should contact the Skills Tasmania RTO Endorsement Manager via email at rtoendorsement@skills.tas.gov.au for advice on the execution process.

An ATTF grant agreement will be emailed to the successful RTO for signing by an authorised person and a signed copy needs to be returned via email to Skills Tasmania at ATTF@skills.tas.gov.au for execution. The signed grant agreement forms a schedule to the RTO's Department of State Growth (Skills Tasmania) Agreement for all Programs.

The RTO will not be eligible to receive any funding until a current Department of State Growth (Skills Tasmania) Agreement for all Programs has been executed and the signed ATTF grant agreement has been signed and returned to Skills Tasmania.

Grant conditions

Successful applicants must ensure they meet all grant conditions during the life of the grant agreement.

Breaches of a grant condition/s may lead to amendment or cancellation of the RTO's ATTF agreement/s.

The grant conditions are:

1. Executed Department of State Growth (Skills Tasmania) agreement for all Programs

If successful for an ATTF grant, the RTO's Department of State Growth (Skills Tasmania) Agreement for all Programs must be executed as a Deed (if it is not already).

2. Staff awareness and understanding of ATTF conditions and requirements

The RTO must ensure that relevant RTO staff are aware of and ensure compliance with the ATTF conditions and requirements where the requirement relates to their role within the RTO.

3. Apprentice/trainee eligibility

RTOs must ensure that all apprentices and trainees who receive a subsidised training place are eligible for that subsidy.

4. Provision of structured training services by RTO staff

Structured training consists of activities scheduled and managed by RTO staff that build the skills and knowledge of apprentices/trainees.

The RTO must have a method of ensuring that the learner is fully engaging in the training; is progressing at an acceptable rate; is fully supported through the training and it can be demonstrated that it is the RTO trainer who is providing the skills and knowledge to the learner.

Structured training may include online training and some self-paced learning for the development of underpinning knowledge, provided these activities are scheduled and managed by the RTO according to the training and assessment strategy and the apprentice/trainee's individual training plan.

The RTO must provide the apprentice/trainee with training and assessment services for all core and elective units and must meet all other requirements of the relevant training package, as well as all obligations deemed necessary by Skills Tasmania to deliver quality training.

Providing learning resources to an apprentice/trainee with no structured training by the RTO is not considered to be providing a training service for the purposes of ATTF grants.

RTOs must be able to provide clear and sufficient evidence of the provision of structured training by an RTO staff member to the subsidised apprentice/trainee if requested by Skills Tasmania.

Where apprentices/trainees have been deemed competent for a unit/s through a Recognition of Prior Learning (RPL) process, the RTO must be able to provide sufficient evidence of the appropriateness of that process for that apprentice/trainee and that the process meets the full assessment requirements of the training package.

5. Non-compliance

RTOs in receipt of ATTF subsidies accept that Skills Tasmania staff will conduct compliance monitoring activities to ensure that the RTO is compliant with the conditions of the ATTF and the requirements of the Department of State Growth (Skills Tasmania) Agreement for all Programs and that action - such as the recouping of subsidies paid to the RTO - may be taken if Skills Tasmania determines that the RTO is non-compliant with the conditions of either the ATTF or the Skills Tasmania Agreement.

6. Training commencement timeframe

Training activity for ATTF subsidised apprentices and/or trainees must commence between 1 January and 31 December in the ATTF grant year.

7. Adding additional places to a grant

The RTO can add additional training places within the available ATTF budget through an agreement variation process once all of the RTO's initial places approved have been allocated to apprentices and/or trainees.

8. Communicating costs to employer and apprentice/trainee

The amount of the ATTF grant subsidy paid by Skills Tasmania, as well as any costs that may be payable by the employer or the apprentice/trainee, must be communicated to the employer and the apprentice/trainee by the RTO before or at enrolment.

9. Training must not commence prior to the approval of an ATTF grant

Payments will not be made for units reported through AVETMISS data that indicate that training and/or assessment services were commenced prior to the approval of an RTO's ATTF grant.

10. Grant payments eligibility requirements

Grant payments will only be made where:

- a) a Department of State Growth (Skills Tasmania) Agreement for all Programs has been executed
- b) an Apprentice and Trainee Training Fund agreement has been executed
- c) the apprentice or trainee meets the ATTF eligibility criteria and has a registered training contract
- d) compliant AVETMISS data has reported training or assessment activity for the apprentice/trainee.

11. Training must not commence prior to the commencement date of a training contract

Payments will not be made for training that is conducted prior to the commencement date of the apprentice/trainee training contract.

12. Applying for replacement qualifications

Where a grant has been approved and the qualification has been superseded, the RTO must apply to Skills Tasmania to replace the qualification for the current ATTF grant agreement using the [2023 Apprentice and Trainee Training Fund \(ATTF\) – Grant agreement variation application](#) regardless of the equivalence or non-equivalence of the qualification.

Learner eligibility criteria

Eligible learners must be an apprentice or a trainee with a registered training contract, can be new or existing workers, year 10, 11 or 12 students or previously qualified apprentices and trainees.

RTOs must determine that each learner in receipt of ATTF subsidies is able to meet the learner eligibility criteria.

ATTF subsidies cannot be paid for learners who do not meet the learner eligibility criteria.

Failure to ensure learner eligibility may lead to amendment or cancellation of Apprentice and Trainee Training Fund grant agreements.

The Learner eligibility criteria are as follows:

1. Training contract

The learner must be an apprentice or trainee and therefore a signatory to an active and registered training contract approved by the Tasmanian Traineeships and Apprenticeships Committee (TTAC) and be able to meet the obligations of the training contract and all applicable [TTAC policies and guidelines](#).

2. School-based apprentices and trainees

Subsidies for school-based apprentices and trainees will not be paid where the school at which the apprentice or trainee is enrolled is also the RTO providing training and assessment or if the RTO is the Department of Education Tasmania.

Where the school at which the apprentice or trainee is enrolled is the RTO or the training is provided by the Department of Education Tasmania, it is expected that the training and assessment services will be subsidised through the school or Department's normal resourcing mechanisms for school students.

3. Previously-ATTF funded apprentices and trainees

Apprentices and trainees with a qualification that was subsidised within the past 5 years will be eligible for further ATTF subsidies for a subsequent qualification if:

- 3.1 the grant sought is for a qualification unrelated to any previous subsidised qualification.
- 3.2 the apprentice or trainee progresses to a higher-level qualification in the same training package within 12-months of completing the previous subsidised qualification.
- 3.3 the training package Qualification Description indicates that the qualification provides a different occupational outcome and/or additional skills and knowledge to the previously funded qualification completed by the apprentice or trainee.
- 3.4 Skills Tasmania determines that a subsequent version of the same qualification contains significant changes and/or additions and that it has become the new industry benchmark of essential skills and knowledge for that industry
- 3.5 Government, through changes to or the introduction of standards, licensing or legislation requires staff to update their qualification.

4. RTO staff ineligibility for funding

RTO staff are not eligible for ATTF subsidies where the RTO providing the training and assessment services is also the employer of the apprentice or trainee, as per the Department of State Growth (Skills Tasmania) Agreement for all Programs, or its replacement.

5. Government employees ineligibility for funding

Under the Skills Tasmania Policy Statement Employer Eligibility: Subsidising Employees of Government Organisations, government agencies are ineligible to access government subsidised training for their employees, including the Apprentice and Trainee Training Fund.

6. Special consideration

- 6.1 Where the RTO has determined that an apprentice or trainee does not meet the ATTF eligibility criteria but it is believed that a strong case exists to fund that particular apprentice or trainee, the RTO may make special consideration application to Skills Tasmania.
- 6.2 Such applications will be assessed on merit using the available evidence and funding approval is not guaranteed.

Does funding 'follow' an apprentice/trainee from year to year?

Each approved place that is allocated to an eligible apprentice/trainee continues to attract ATTF subsidies until the apprentice/trainee either completes the qualification, their training contract is cancelled, or they transfer to another RTO.

RTOs are not required to reapply each year for grants for apprentices or trainees who are already receiving ATTF-subsidised training unless the apprentice/trainee's training contract is cancelled and the apprentice/trainee recommences or changes their qualification but remains with the same RTO.

The exception is when an apprentice/trainee's training contract is cancelled and they recommence with a new employer in the same qualification in the same calendar year as their original allocation to an ATTF-subsidised place. In this case the apprentice/trainee will continue to attract ATTF subsidies under the new employer.

If in doubt as to whether a new place should be allocated to an apprentice/trainee who has recommenced, email ATTF@skills.tas.gov.au for advice.

Details of successful grant applicants will be published

The names of successful RTO applicants and the qualifications approved for each RTO will be made publicly available on the [Skills Tasmania website](#).

Reporting and being paid for training activity

RTO payment and reporting requirements are outlined in the [Department of State Growth \(Skills Tasmania\) Agreement for all Programs](#).

Approved ATTF grant agreements detail a number of places at a particular subsidy rate.

Each qualification that is approved for an RTO is allocated a unique identifier which is referred to as the purchasing contract ID (the PCID).

RTOs are paid in instalments when they report training commencement and/or completion of units of competence to Skills Tasmania against the PCID through AVETMISS-compliant data.

It is important to note that induction and enrolment do not constitute the commencement of training and payments will not be made until structured training activity has commenced and is reported.

Evidence of training commencement may be requested by Skills Tasmania. If the RTO is unable to provide sufficient evidence of training delivery that meets the requirements of Skills Tasmania, any subsidies paid may require repayment by the RTO.

'Enrolment' in the context of the ATTF is defined as the point at which the apprentice or trainee is officially registered with the RTO on their student management system as a learner who will be trained by the RTO in the qualification shown in the student management system record.

'Commencement' in the context of the ATTF refers to the commencement of training and is defined as the date the apprentice or trainee begins undertaking training activities that build their skills and knowledge in relation to the qualification.

Any evidence provided must meet [AVETMISS non-financial audit guidelines](#) evidence requirements and the requirements of Skills Tasmania (see the 'Evidence requirements' section below).

The amount payable per unit will be determined by the outcome code reported in the AVETMISS data submitted by the RTO. For more information on payments and reporting, see the [Skills Tasmania website](#).

Evidence requirements

In addition to the evidence requirements of the AVETMISS Non-Financial audit guidelines, if Skills Tasmania requests evidence of the provision of structured training services delivered by RTO staff to apprentices/trainees under the ATTF, the evidence must clearly show:

1. how, where, when, by whom and with which apprentice/s or trainee/s the training was conducted.
2. the specific methods and resources used by the RTO trainer to train.
3. the unit/s to which the training relates.
4. the duration of the training session/s.
5. the signatures of the apprentice or trainee (and an appropriate workplace representative where the training has occurred in a workplace) in a section that clearly verifies that training has taken place for specific units at a specific time and for a specific duration.

Skills Tasmania may include additional evidence or compliance monitoring grant conditions or requirements in grant agreements.

Skills Tasmania may contact employers and/or apprentices/trainees to verify any evidence provided.

If there is insufficient evidence to show that training has taken place and/or that the training does not meet the requirements of the ATTF, action may be taken by Skills Tasmania including the recouping of any funds paid for the apprentices or trainees to which the evidence relates.

Under what circumstances does Skills Tasmania audit an RTO or check RTO compliance with the requirements of the ATTF?

Skills Tasmania may audit an RTO at any time in relation to compliance with ATTF criteria, eligibility criteria, conditions, and/or any obligations or requirements of the Department of State Growth (Skills Tasmania) Agreement for all Programs.

Audits can be triggered by complaints, issues that arise from analysis of AVETMISS data reported, employer or apprentice/trainee feedback or they may be part of a strategic, industry, qualification or training package series of audits.

Audits may be either full audits conducted at RTO sites, or a review of RTO evidence submitted to Skills Tasmania, or a combination of both. Audits may include interviews with employers and apprentices/trainees.

Regular and ongoing compliance grant monitoring activities will be carried out by Skills Tasmania staff during 2023.

What happens if an RTO does not comply with ATTF conditions?

The ATTF agreement entered into by RTOs and Skills Tasmania contains the grant conditions, learner eligibility criteria and a declaration by the RTO that it is able to meet the conditions and will ensure that any apprentice or trainee who receives a ATTF subsidised training place is eligible. This agreement forms a schedule to the Department of State Growth (Skills Tasmania) Agreement for all Programs.

Failure to comply with the ATTF agreement or any element of the Department of State Growth (Skills Tasmania) Agreement for all Programs that are identified through any means (including analysis of the RTO's reporting through AVETMISS or a complaint investigation) is likely to affect the RTO's grants.

Increasing an allocation

RTOs with an approved 2023 ATTF agreement can access additional training places for eligible apprentices and trainees when the initial allocation for a qualification has been exhausted.

No action is required by the RTO to increase the allocation.

Once the initial allocation has been exhausted, if the RTO reports AVETMISS data showing a higher number of places than the number in their ATTF grant agreement, Skills Tasmania will automatically vary the grant agreement to add the required additional training places.

The details of the variation to the grant agreement will be emailed to the RTO contact for signature and return to Skills Tasmania.

Once the signed letter has been returned by the RTO to Skills Tasmania, the corresponding purchasing contract ID (PCID) will be amended in the Laurel system to reflect the new total number of places.

Please note that Skills Tasmania reserves the right to withhold increasing an allocation where the RTO is unable to demonstrate that it has fully exhausted the allocation or if there is an active complaint, ASQA action or pending action, or issues arising through the endorsement monitoring process, or if the RTO has outstanding reporting or compliance matters.



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