

Preliminary Guidelines

Enterprise Based
Productivity Places
Program 2nd round

March 2010

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Overview

The Minister for Education and Employment, Julia Gillard, announced the Australian Government in partnership with industry, has committed \$40 million to the Enterprise Based Productivity Places Program (EBPPP).

A second round of funding of an additional \$10 million will be allocated before July 2010 to deliver an estimated 2,700 additional training places.

The EBPPP forms part of the Productivity Places Program under the Commonwealth's *Skilling Australia for the Future* policy.

Eligibility will include small, medium and large national professional associations and industry bodies, enterprises and businesses.

The training will be at the Certificate III to Advanced Diploma level in a range of qualifications included in the Priority Occupations PPP List (POPPPL), which is consistent with the long term policy intent of PPP to up-skill the Australian workforce.

The objective of the EBPPP is to assist individual enterprises increase their productivity as well as the skill levels, and subsequently the mobility of workers, by providing employees with opportunities to increase their qualification levels.

The date of the announcement of the EBPPP (5 November 2009) is the formal commencement of the program. To maximise the number of participating enterprises and the utilisation of available funding, proposals for funding will be considered immediately.

All trainees participating under this phase of the EBPPP must commence training in calendar year 2010.

The length of enterprise based training projects, and completion of training, will be dependent on the time required to gain the qualification sought

Role of CPSISC

CPSISC will have a central coordination role in the EBPPP and will:

- Develop a communication approach/strategy designed to engage as broad a cross section of their constituents as possible in order to make them aware of EBPPP and the training opportunities it provides;
- Call for proposals in their respective industry sectors;
- Assist enterprises interested in participating in developing enterprise based training proposals, including costing and development of a project plan.*
- Consider the quality and a number of proposals to be submitted to DEEWR for the inclusion in the program. CPSISC will screen applications from enterprises or professional associations prior to submission to DEEWR and will work with organisations seeking to participate with the aim of developing proposals which meet program guidelines;
- Submit proposals to DEEWR for approval;
- Maintain regular communication with all submission applicants;
- Partner with the successful applicants to implement the EBPPP project;
- Assist in the selection of the Registered Training Organisations to deliver training required by a participating enterprise;

- Ensure that arrangements with participating enterprises and RTOs delivering training are underpinned by agreements or memoranda of understanding, whichever would be considered sufficient by participating parties;
- CPSISC will disburse funds to RTOs in accordance with these guidelines;
- Report on the progress of the project in a manner and frequency agreed under funding arrangements;
- Provide feedback on issues and problems with the implementation of the projects and assist with managing risks;
- Evaluate the projects including the number of participants, completions and withdrawal rates. The evaluation to include identification of barriers to the take up and/or completion and how these were addressed;
- Advise DEEWR immediately of any conflicts of interest and of steps proposed to resolve these; and
- Advise DEEWR immediately if an enterprise is unable to continue participation in the program.

Role of RTO's

RTOs will deliver training required by enterprises participating in the EBPPP.

RTOs delivering training under EBPPP may not necessarily be involved in delivering training as part of the mainstream PPP.

It is expected that RTOs will need to enter into an agreement with CPSISC with regard to the funding they are to receive for the training they would deliver under the EBPPP.

RTOs will be paid on the following basis:

- 40 percent of the total on commencement of training;
- 30 percent half way through the period of training; and
- 30 percent on completion of training.

The two progress payments to RTOs will be subject to agreement from the participating enterprise receiving the training that satisfactory progress has been made.

RTOs will explore where necessary a full range of flexible delivery options to ensure the needs of the enterprise and learner are met. These options should include (but not be limited to):

- What training is delivered;
- How the training is delivered; and
- Where the training is delivered.

RTOs will be required to provide to DEEWR (via the CPSISC) data on participants receiving training as set out in **Attachment B**.

Role of Enterprise

Participating Enterprises must be willing to pay their contribution to the cost of the training, in cash payments.

Participating Enterprises must provide a letter of support for the proposal signed by the CEO, the owner or equivalent.

Letter of support should outline:

- Commitment to release employees for training as required
- Commitment to achieving the qualifications
- Providing reports and information to CPSISC as required.

Participating enterprises must be prepared to undertake a skills analysis or work force development plan as required. Work with CPSISC to prepare and develop proposals including costing and development of a project plan and maintain regular communication with CPSISC.

Participating Enterprises must be prepared to participate in the evaluation of the project including the number of participants, completions and completion rates and advise CPSISC of any conflicts of interest or other issues that may affect the enterprise ability to continue the program.

Participating Enterprises must be prepared to enter into a Memoranda of Understanding with CPSISC Training Standards.

Funding arrangements

The program is a partnership between enterprises, CPSISC and the Australian Government. In that context, and is only available for existing workers, funding will be determined based on the follows:

- Enterprises with over 200 employees = Government will fund 50% of the cost per participant, with the enterprises contributing the remaining 50%;
- Enterprises with between 100 and 199 employees = Government will fund 75% of the cost per participant, with the enterprises contributing the remaining 25%;
- Enterprises with less than 100 employees = Government will fund 90% of the cost per participant, with the enterprises contributing the remaining 10%.

Funding Levels

AQF level	Cost base (Maximum)
Certificate III	Up to \$5,000
Certificate IV	Up to \$5,000
Diploma / Ad Diploma	Up to \$10,000

*Assumption adopted:

- (1) Duration for completion of a course: 3 years for Diploma / Ad. Dip and 2 years for Cert III / IV.
- (2) Note that the Government contribution will be the relevant percentage of the above amount (ie dependent on the size of the enterprise).

Eligibility of organisations

Organisations eligible to participate in the program include:

- National enterprises;
- Enterprises and businesses that operate across a number of states/territories;
- Small and medium enterprises; and
- National professional associations and industry bodies.

National professional associations and industry bodies can access the EBPPP in the same manner as all other enterprises. However, their role in this program will be to act as a link between smaller enterprises seeking to participate in the program and an appropriate RTO. This approach will enable the program to meet localised and tailored training needs.

Also, a number of small enterprises may develop a training proposal together, if their training needs are similar and if they consider it appropriate.

All eligible enterprises and organisations wishing to participate in the EBPPP will have to access the program through the relevant ISC.

Eligibility of individuals

Through the EBPPP training will be provided to existing workers (trainees). To be eligible for a training place an individual worker must:

- be an existing worker at the participating enterprise;
- be willing to undertake training at the Certificate III to Advanced Diploma level;
- participating enterprises who wish to have workers with pre-existing qualifications at these levels undertake training will need to make a case for the inclusion of the individual trainee in the required course of training;
- meet the criteria specified below; or
- be granted a waiver by DEEWR before enrolling, if they do not meet the eligibility criteria.

Criteria for existing workers to be eligible for a training place under the EBPPP:

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Residency, that is the trainee must be:

- an Australian citizen;
- a permanent resident of Australia; or
- a humanitarian refugee.

Working Age

A trainee must be aged 15 years or above.

Trainee Status

A trainee must be:

- an existing worker (including part time or casual workers); or
- self-employed.

Training Pre-requisites

An approved organisation must be satisfied that an applicant meets enrolment requirements including literacy and numeracy assessment to ensure the applicant has the ability to effectively undertake the qualification.

Note: If an enterprise has a cohort of employee's that are unable to satisfy these requirements please contact CPSISC for assistance. CPSISC are involved in programs that support enterprises with workplace literacy and numeracy.

Licensing Requirements

To the degree possible, RTOs and ISCs must check that applicants can meet licensing requirements (for relevant qualifications) prior to participating in training under the EBPPP. DEEWR recognises that some requirements e.g. applicants health; meeting fit and proper person tests (e.g. police checks), etc. - cannot be assessed by RTOs and CPSISC, but intending participants should be made aware of all licensing requirements prior to enrolment.

APPLICATION AND SELECTION PROCESS

Applying for funding

Eligible enterprises and organisations submitting application for funding under the EBPPP are required to undertake the following process:

1. Contact CPSISC to register interest in the program;
2. If appropriate work with CPSISC to complete the DEEWR application form
3. Ensure applications include detailed costing of the proposal/project and a clearly specified amount of funding required;

DEEWR will apply the following criteria to determine successful projects:

- Level of qualification to be delivered;

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- Inclusion of the qualification on the POPPPL;
- The spread of applications across industry sectors;
- The spread of applications across various enterprise sizes;
- The equitable distribution of available EBPPP funds;
- Whether an enterprise has undertaken a training needs analysis or has a workforce development plan in place;
- Level of commitment of the enterprise/s to participation in the program;

CPSISC will be notified by DEEWR of any unsuccessful applications, and feedback which will identify areas in which the application will need to be reviewed to meet the program guidelines.

Recognition of Prior Learning

Any Recognition of Prior Learning (RPL) process should identify the skill gaps of a trainee and enable training to be targeted to filling those gaps.

RTOs delivering training under the EBPPP must offer and, if appropriate or requested, undertake RPL assessment for each participant in the program.

RTOs must maintain detailed records of this assessment as part of the participant's file. RPL must be completed prior to the course commencement date/ enrolment, and the participant's records must be updated prior to this date.

Where participants have undertaken an RPL assessment and their current competencies have been recognised for some or all components of their study, they will be considered to have enrolled in the full eligible qualification. DEEWR will provide the full cost of the eligible qualification as payment for the RPL assessment and the balance of the eligible qualification costs.

Credit Transfer

If a participant is entitled to a credit transfer in an eligible qualification, DEEWR will cover the approved costs of the remaining units required to complete the eligible qualification.

The percentage of the qualification already completed by participants should be notified to CPSISC before the funding application is submitted. RTOs must maintain detailed records of the credit transfer assessment as part of the Eligible Participant's file.

How to Register Your Interest

To register your interest to participate in this program please complete the following Expression of Interest Form (**Attachment A**).

Completed Expression of Interest forms should be forwarded to CPSISC Workforce Development Manager Mr. James Latimore by COB 10th May 2010 via the following:

Email: james.latimore@cpsisc.com.au

Fax: 02 6253 0004

Post: PO Box 151, Belconnen, ACT, 2616

Attachment A - Expression of Interest Form



ENTERPRISE BASED PRODUCTIVITY PLACES PROGRAM

Organisation	
Contact Officer	
Address	
Email & Telephone	
Industry Sector	
Company receiving training	
Postal Address	
Company contact details (eg HR Manager, workplace supervisor etc)	
Number of employees	
Workforce development plan/training or skills analysis	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location of training	
Number of trainees	
Level of qualifications	

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<p>Expected dates of commencement and completion of training</p>	
<p>Rationale for training proposal (ie description of benefits of proposed training)</p>	
<p>Registered Training Organisation (if known)</p>	
<p>Address</p>	
<p>Contact Person</p>	
<p>Thank you for completing the Expression of Interest Form.</p> <p>Completed Expression of Interest forms should be forwarded to CPSISC Workforce Development Manager Mr. James Latimore COB 10th May 2010 via the following:</p> <p>Email: james.latimore@cpsisc.com.au</p> <p>Fax: 02 6253 0004</p> <p>Post: PO Box 151, Belconnen ACT, 2616</p>	

Attachment B
DATA FIELDS REQUIRED BY THE AUSTRALIAN GOVERNMENT FOR ENTERPRISE BASED PRODUCTIVITY PLACES PROGRAM

Column Number	Column Name	Column Name Description
1	Student Identifier	Unique student identifier number.
2	Participant Type	A code to represent the enrolment type of the participant (e.g. J = Jobseeker and W = Existing Worker) to be derived from existing AVETMISS 'Labour Force Identifier Status'.
3	Course Qualification	The NTIS Identifier of the course qualification being undertaken.
4	Training Organisation	The NTIS number of the RTO. Field will be used to identify the RTO, including address details.
5	Commencement	The commencement date of first course unit enrolment.
6	Status	The status code relates to status of the overall enrolment (e.g. COM - Completes Training).
7	Status Date	Date of effect of the status milestone identified in Column 6.
8	Referral Pathway	A code to represent the referral pathway for the enrolment particularly centred on ESPs & ISCs.
9		
10	Student Locality	Student's residential suburb or town.
11	Student Postcode	Student's residential postcode.
12	Gender	Student's gender 'Male' or 'Female' represented by 'M' or 'F'.
13	Date of Birth	Student's Birth Date.
14	Indigenous	Indigenous Status as self-identified by the student.
15	Disabled	Disabled Identifier indicates if the student has a disability (e.g. 'Y' indicates a disability).
16	Non English Speaking	Non English Speaking Identifier to indicate if English is not the main language spoken at home (e.g. 'Y' non English Speaking Background).
17	Recognised Prior Learning	The percentage of recognised prior learning credit for this qualification commencement.

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