



TWD/D23/0046154

# **VET (WA) MINISTERIAL CORPORATION**

## **2023 ENTERPRISE TRAINING PROGRAM**

### **BUSINESS RULES**

**February 2023 (Version 1.2)**

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# **1 ENTERPRISE TRAINING PROGRAM**

## **1.1 INTRODUCTION**

The Enterprise Training Program (ETP) is a structured partnership between a registered training organisation (RTO<sup>1</sup>) and an Enterprise designed to develop and implement a training program to upskill the Enterprise's existing workforce to meet current and emerging demands. Training funded through this program is targeted to existing workers in the Allied Health and Social Assistance sectors who provide direct care services.

RTOs contracted to deliver training under the ETP will be required to comply with all the conditions outlined in the General Provisions Conditions of Contract [June 2022 (Version 1.0)] and the Business Rules [June 2022 (Version 1.2)]. These business rules detail specific conditions attributed to the ETP which may be in addition to or a variation of these documents.

## **1.2 ELIGIBLE ENTERPRISES**

- a) Small (1 – 19 employees), Medium (20 – 200 employees) and Large (200+ employees) enterprises working in the Allied Health and Social Assistance sectors
- b) Enterprises must have an Australian Business Number (ABN) and be operating in Western Australia.
- c) Single Enterprise - Where an enterprise is a single entity funding will be capped at \$200,000
- d) Related Entities - Where a

**1.4 ELIGIBLE TRAINING**

Qualifications (and associated Existing Worker traineeships), State accredited courses and national and state Skill Sets

**1.8 ENTERPRISE OBLIGATIONS**

- a) Enterprises must contribute towards the cost of the training stated in the application. This contribution must be a financial transaction, not in-kind. The minimum enterprise contribution by regional location of enterprise is outlined in table 1.

**Table 1**

Enterprise location by Region	Enterprise Contribution*
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## 1.10 PAYMENT ARRANGEMENTS

a) RTOs will be paid in accordance with section 1.5 of the Business Rules [June 2022 (Version 1.2)]

b) Payments(J)-6u 9.414.0 Td[(P)1 7 BDC 0.o6u 9.s [4 (u6 Tw TJ0 Tc0 (ne)]TJ0.004

- f) Applications must capture the delivery arrangements (who, how, where, when, mode of delivery, timeframe from implementation to completion) the actual hours of training, how this will benefit the enterprise, the total price of that delivery, broken down in a budget format as outlined on the system, including employers contribution.
- g) Unsuccessful applicants will be provided feedback on why they were unsuccessful and will have the opportunity to reapply if funds are still available.

## **2.2 ASSESSMENT ARRANGEMENTS**

- a) Applications will be assessed in order of receipt.
- b)

### 1.5.3 Calculation of Payments

Adjusted clause:

- b) The payment will be based on the proportion of the \$/SCH rate payable for the Outcome Code achieved (specified in Table 2 in this document) for each UoC for each Student included in the lodgement. The CPS will be established as Fee Exempt.
- c) The payment amount will be calculated by the Corporation's online Reporting system using the percentage payment for the Outcome Code achieved for each UoC as shown in Table 2 in this document. The CPS will be established as Fee Exempt.

Clauses 1.5.4 / 1.5.5 continue to apply.

Course Fee Calculations does not apply as training programs funded under the Enterprise Training Program are treated as fee exempt (not bound by the Fees and Charges policy).

Clause 1.6 does not apply.

### Clause 2.5 Training Services

Additional clauses:

- l. The RTO must commence training within three months of the training program approval notification.
- m. The RTO must report the training activity within a month of the training program commencing.
- n. The RTO must enter into a formal agreement with the Enterprise that outlines information on the training offered, the roles and responsibilities of each party, payment terms and conditions and total monies to be paid by the Enterprise. A copy of the signed agreement along with records of payments by the Enterprise to the RTO must be retained for audit purposes.

### Clause 2.8 Reporting

Additional clauses:

- f. When reporting Existing Worker Trainees the RTO must ensure that the employees training contract is recorded in the Western Australian Apprenticeship Management System (WAAMS) prior to commencing training.
- g. The RTO must report this training activity in accordance with section 2.9 of the Business Rules. Section 2.9.c.iii includes existing worker trainees reported under the ETP.





