

TasVET Supplier Program - Application Form

Form Preview

Skills Tasmania - TasVET Supplier Program

* indicates a required field

This application form is for Registered Training Organisations applying for or maintaining eligibility to access Tasmanian Government funding through Skills Tasmania grant programs.

Applicants must review the TasVET Supplier Program – Applicant Guidelines before submitting.

- [Download the Skills Tasmania TasVET Supplier Program - Applicant Guidelines](#)

Note: RTOs delivering training in Tasmania solely under a Fee-for-Service arrangement do not need to apply.

I confirm that I have read and understood the TasVET Supplier Program - Applicant Guidelines and that the RTO is eligible to apply? *

Yes

Please ensure you have read and understood the requirements of being a TasVET Supplier.

TasVET Supplier Program templates

In addition to completing the TasVET application form, there are two documents that **must** be completed as part of this application. These documents can be downloaded using the links in this section.

TasVET Supplier Program - Employer Reference Template

- [Download the Employer Reference template here](#)

Please ensure you provide this form to your nominated referees and ensure the following steps are taken:

1. Each employer reference must be completed by the employer/referee. The RTO must not complete or submit this form on behalf of the referee.
2. Once completed, the referee must submit the Employer Reference Template directly to Skills Tasmania via email to: TasVETSupplier@skills.tas.gov.au.
3. You will be asked to identify the name of the employer/referee in Part 2.

TasVET Supplier Program - Declaration of Compliance

You are required to complete and sign a Skills Tasmania – Declaration of Compliance form in Part 2.

- [Download the Declaration of Compliance template here](#)

If the RTO has received an adverse regulatory decision made by the Australian Skills Quality Authority, a sanction or other compliance action by any funding body (across all jurisdictions), or a breach of Skills Tasmania grant conditions in the past three (3) calendar years, comments and evidence can be added in Part 2 to explain how the matter(s) was resolved.

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Part 1 - Registered Training Organisation details

* indicates a required field

RTO Legal name *

RTO trading name (if different to above)

Organisation Name

RTO Code *

This is your ASQA registration number

CRICOS ID (if applicable)

Your training.gov.au link *

Must be a URL.

Identify your application type *

- New applicant
- Reassessment
- Endorsed RTO transition

Please indicate the relevant location classification for your RTO: *

- Tasmanian RTO - Head Office is in Tasmania
- Local RTO - Head Office Interstate with a permanent presence in Tasmania and employ Tasmanian staff
- Interstate RTO - Head Office Interstate with no permanent presence in Tasmania

Is the RTO a designated TAFE Institute on the National Training Register? *

- Yes
- No

Organisational Profile and Areas of Specialisation *

Word count:

Must be no more than 200 words.

What Student Management System (SMS) is the RTO currently using? *

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Additional comments regarding RTO details (Optional)

Word count:

Must be no more than 200 words.

Authorised Application Contact

Name *

First Name

Last Name

Position *

Phone *

Must be an Australian phone number.

Authorised Application Contact Email *

Must be an email address.

Secondary RTO Email

Either administrative support or general contact email

Part 2 - Mandatory information requirements

* indicates a required field

What training is the RTO intending to deliver?

Please list all the training products the RTO intends to deliver in Tasmania under the TasVET Supplier Program. Use the [National Training Register](#) to identify qualification/s, accredited course/s, skill set/s and/or unit(s) of competency by Code and Title. Include the planned delivery mode and target learner cohorts.

Note: This requirement is for initial assessment against Tasmanian Government funding priorities and does not restrict the RTO from delivering these or other training products during the eligibility period.

If you intend to deliver more than 10 training products, provide all required details for all training products in the following file upload question.

Training Product Code	Training Product Title	Learner cohorts	Proposed delivery modes

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			Other:

Training products upload (Optional if more than 10)

If you intend to deliver **more than 10 training products**, you can choose to upload a document listing all training products the RTO intends to deliver in Tasmania under the TasVET Supplier Program instead of adding each product to the application form above. Use the [National Training Register](#) to identify qualification/s, accredited course/s, skill set/s and/or unit(s) of competency by Code and Title. Include the planned delivery mode and target learner cohorts.

File upload

Attach a file:

Use this section to list any custom skill sets not captured on the National Training Register (Optional)

Word count:

Must be no more than 100 words.

Scope of Registration

Upload evidence of these training products being on the RTO's scope of registration with the qualification/s, accredited course/s, skill set/s and/or unit(s) of competency included for delivery in Tasmania.

Upload Scope of Registration here *

Attach a file:

Comment (Optional)

Word count:

Must be no more than 100 words.

Optional

Public Liability Insurance

Evidence of a current contract of public liability insurance for at least \$20 million for:

- Each individual claim
- A series of claims arising out of a single occurrence.

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Upload evidence of insurance here: *

Attach a file:

Note: The onus is on the RTO to identify where in the documentation the insurance requirement is met. Use the comments section below to provide this advice.

Comment (Optional)

Word count:

Must be no more than 100 words.

Financial Viability

Evidence of financial viability demonstrated through audited financial statements covering a minimum of the previous three financial years, or, where audited financial statements are not available, accountant-prepared financial statements will be accepted, provided they are prepared by a qualified accountant and include a declaration of accuracy. Skills Tasmania reserves the right to request additional documentation (e.g., ATO tax returns) or evidence of financial stability (e.g., investment holdings, term deposits) where further verification is required.

Upload financial statements here: *

Attach a file:

Statements should cover a minimum of the last three financial years

Comment (Optional)

Word count:

Must be no more than 100 words.

Financial Viability - Tafe Institutes

TAFE Institutes, as defined on the National Training Register, are exempt from the financial viability requirement and must only provide copies or links to the previous three-year's annual reports. Provide links and/or documentation in the fields below.

Links to Annual Reports *

Upload supporting documents here (if applicable):

Attach a file:

Employer References

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The RTO must organise a minimum of two (2) completed and signed employer references using the approved TasVET Supplier Program - Employer Reference Template. These are to be supplied directly to Skills Tasmania by the employer.

RTO Notification Requirement The RTO must provide the names of the planned referees below. This allows us to verify and match incoming referee emails with the correct application.

Organisation Name

Organisation contact name

Organisation Name	
Organisation Name	

Relationships with employers and industry bodies

Evidence of the RTO's relationship' and contact with employers and relevant industry bodies.

*Note that industry refers to organisations whose membership is made up of smaller organisations with allied interests (not just single employers). Membership can be free, or fee based.

Upload evidence of relationships and contact with employers and relevant industry bodies here: *

Attach a file:

Comment (Optional)

Word count:

Must be no more than 100 words.

Previous training delivery in Tasmania (new applicants only)

Evidence of previous delivery of training in Tasmania (e.g. fee-for-service training or previous government funded training delivery) including the names of training products and target learner cohorts (where applicable for new applicants).

Upload evidence of previous training delivery here:

Attach a file:

Comment (Optional)

Word count:

Must be no more than 100 words.

Delivery of Tasmanian Government subsidised training or other services (not including Skills Tasmania)

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In the last three (3) years has the RTO held a contract to deliver Tasmanian Government subsidised training or other services for an entity that is not Skills Tasmania? *

- Yes
 No

If yes, please identify the relevant Tasmanian Government Department/Agency/Organisation, including the names of training products and target learner cohorts (where applicable).

Word count:

Must be no more than 200 words.

Delivery of government subsidised training outside of Tasmania

In the last three (3) years has the RTO held a contract to deliver government subsidised training funded by a state or territory other than Tasmania? If yes, please identify the state or territory and the names of training products and target learner cohorts (where applicable).

States and Territories

- | | |
|--|---|
| <input type="checkbox"/> Victoria | <input type="checkbox"/> ACT |
| <input type="checkbox"/> New South Wales | <input type="checkbox"/> South Australia |
| <input type="checkbox"/> Western Australia | <input type="checkbox"/> Northern Territory |
| <input type="checkbox"/> Queensland | |

List of training products and learner cohorts

Word count:

Must be no more than 200 words.

Declaration of Compliance

A declaration of compliance about Tasmanian Government grant requirements, RTO regulatory obligations and contractual obligations in other jurisdictions in the form of a document upload.

Please complete the Skills Tasmania – Declaration of Compliance form and upload the signed form below.

If the RTO has received:

- an adverse regulatory decision made by the Australian Skills Quality Authority,
- a sanction or other compliance action by any funding body (across all jurisdictions), or
- a breach of Skills Tasmania grant conditions in the past three (3) calendar years

provide a summary and upload evidence explaining how the matter(s) was resolved.

Upload Declaration of Compliance here: *

Attach a file:

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If applicable, provide a summary how previous compliance matters were resolved:

Word count:

Must be no more than 200 words.

Upload supporting evidence here:

Attach a file:

NCVER Student Outcomes Survey (or internal equivalent) - past 2 years

Upload NCVER Student Outcomes Survey (or other required supporting evidence*) here: *

Attach a file:

Comment (Optional)

Word count:

Must be no more than 100 words.

**If you were ineligible for NCVER student outcomes survey results: a) Evidence of collation and analysis of the learner survey questionnaire (as required under Data Provision Requirements 2020 and as per the ASQA Quality Indicator requirements) detailing learner feedback for the previous two (2) calendar years, and/or any additional quantitative evidence (data) that meets the assessment areas below (further study or employment outcomes after training).*

ASQA Quality indicator annual summary - past 2 years

ASQA Quality indicator annual summary reports for the past two (2) years, which include student engagement, employer satisfaction and details of feedback and improvement actions.

Upload ASQA Quality indicator summary reports here: *

Attach a file:

Comment (Optional)

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Word count:

Must be no more than 100 words.

Part 3 - Qualitative Assessment Criteria

* indicates a required field

Criterion 1 - learner outcomes

1A. Describe how the RTO ensures learners' needs are identified, met and monitored. *

Word count:

Must be no more than 350 words.

1B. How does the RTO ensure learners are satisfied with the training, assessment, and learner support services provided. *

Word count:

Must be no more than 350 words.

1C. How does the RTO maximise a learner's likelihood of achieving an employment outcome or progression to further training or education. *

Word count:

Must be no more than 350 words.

Additional supporting evidence for Criterion 1

Attach any additional evidence that supports your response to Criterion 1 below. If relevant evidence has already been uploaded in the Mandatory Information section, you do not need to upload it again, however you are encouraged to reference those documents in the comment section.

Please ensure:

- All supplementary evidence is combined into a single PDF file.
- The PDF includes a cover page or table identifying which criteria each piece of evidence relates to.

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- Do not re-upload documents already submitted elsewhere in this application.
- Only include material that is relevant to your application

Upload additional supporting evidence for Criterion 1 here:

Attach a file:

Comment (Optional)

Word count:

Must be no more than 100 words.

Part 3 - Qualitative Assessment Criteria

* indicates a required field

Criterion 2 - employer outcomes

2A. Describe how the RTO ensures employer needs are identified, met and monitored. *

2B. How does the RTO ensure employers are satisfied with the training, assessment, and learner support services provided and that the services meet their needs and the needs of their employees. *

Additional supporting evidence for Criterion 2

Attach any additional evidence that supports your response to Criterion 2 below. If relevant evidence has already been uploaded in the Mandatory Information section, you do not need to upload it again, however you are encouraged to reference those documents in the comment section.

Please ensure:

- All supplementary evidence is combined into a single PDF file.
- The PDF includes a cover page or table identifying which criteria each piece of evidence relates to.
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Upload additional supporting evidence for Criterion 2 here:

Attach a file:

Comment (Optional)

Word count:

Must be no more than 100 words.

Part 3 - Qualitative Assessment Criteria

* indicates a required field

Criterion 3 - relationships with employers, relevant industry and/or community bodies

3A. Describe how the RTO develops and maintains relationships with employers, relevant Tasmanian Industry bodies, community bodies (and national bodies where there is no representation in Tasmania). *

Word count:

Must be no more than 350 words.

3B. Describe how feedback from these relationships informs training delivery and is incorporated into training methods. *

Word count:

Must be no more than 350 words.

3C. If the RTO is seeking to enter the Tasmanian market, attach evidence of its interaction with relevant Tasmanian employers or industry and community bodies that demonstrate connections and planned responses to training demand. *

Word count:

Must be no more than 350 words.

Additional supporting evidence for Criterion 3

Attach any additional evidence that supports your response to Criterion 3 below. If relevant evidence has already been uploaded in the Mandatory Information section, you do not

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need to upload it again, however you are encouraged to reference those documents in the comment section.

Please ensure:

- All supplementary evidence is combined into a single PDF file.
- The PDF includes a cover page or table identifying which criteria each piece of evidence relates to.
- Do not re-upload documents already submitted elsewhere in this application.
- Only include material that is relevant to your application

Upload additional supporting evidence for Criterion 3 here:

Attach a file:

Comment (Optional)

Word count:

Must be no more than 100 words.

Part 3 - Qualitative Assessment Criteria

* indicates a required field

Criterion 4 - learner adjustments

4A. Describe how the RTO makes adjustments to enable learners with different needs to access and participate in learning. *

Word count:

Must be no more than 350 words.

4B. How does or would the RTO generate outcomes for learners from different equity groups. *

Word count:

Must be no more than 350 words.

Additional supporting evidence for Criterion 4

Attach any additional evidence that supports your response to Criterion 4 below. If relevant evidence has already been uploaded in the Mandatory Information section, you do not

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need to upload it again, however you are encouraged to reference those documents in the comment section.

Please ensure:

- All supplementary evidence is combined into a single PDF file.
- The PDF includes a cover page or table identifying which criteria each piece of evidence relates to.
- Do not re-upload documents already submitted elsewhere in this application.
- Only include material that is relevant to your application

Upload additional supporting evidence for Criterion 4 here:

Attach a file:

Comment (Optional)

Word count:

Must be no more than 100 words.

Part 3 - Qualitative Assessment Criteria

* indicates a required field

Criterion 5 – capacity and past performance

5A. Describe the RTO's capacity to manage Tasmanian Government funded training programs effectively to achieve specified outcomes within set timeframes and ensure effective public accountability. In your response, consider the RTO's delivery structure, staffing and facilities intended for Tasmanian operations. *

Word count:

Must be no more than 350 words.

In your response, consider the RTOs delivery structure, staffing and facilities intended for Tasmanian operations

5B. Describe how the RTO will maintain financial stability and ensure effective financial management. Assessment of this criterion will be informed by the Mandatory Information - financial viability, and due diligence checks (legal and trading history). *

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Word count:

Must be no more than 350 words.

Assessment of this criterion will be informed by the Mandatory Information - financial viability, and due diligence checks (legal and trading history).

5C. If the RTO is seeking to enter the Tasmanian market, list three of the specific challenges that you believe apply to the Tasmanian training market and identify how you overcome (or attempt to overcome) these challenges.

Word count:

Must be no more than 350 words.

5D. If the RTO is seeking to enter the Tasmanian market, describe the RTO's available resources to support Tasmanian delivery, and planned delivery modes. *

Word count:

Must be no more than 350 words.

Additional supporting evidence for Criterion 5

Attach any additional evidence that supports your response to Criterion 5 below. If relevant evidence has already been uploaded in the Mandatory Information section, you do not need to upload it again, however you are encouraged to reference those documents in the comment section.

Please ensure:

- All supplementary evidence is combined into a single PDF file.
- The PDF includes a cover page or table identifying which criteria each piece of evidence relates to.
- Do not re-upload documents already submitted elsewhere in this application.
- Only include material that is relevant to your application

Upload additional supporting evidence for Criterion 5 here:

Attach a file:

Comment (Optional)

Word count:

Must be no more than 100 words.

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Part 4 - Declaration

* indicates a required field

Applicant declaration

Applicants must agree to the following terms and conditions for the application to be accepted. By completing this declaration, the applicant confirms that:

- I am an Authorised Officer of the RTO as listed on training.gov.au
- I have read and understood the TasVET Supplier Program Applicant Guidelines
- The information provided in this application form is true, correct and complete
- I authorise Skills Tasmania to seek information from any person or organisation regarding any claims made in this application, to assess the RTO's performance or its capacity to perform its obligation. Including but not limited to:
 - Employer referees,
 - Industry representatives,
 - the Australian Skills and Quality Authority (ASQA) and other regulators, including information regarding the results of audits undertaken against the NVR Standards, and
 - Any other jurisdiction that has contracted your RTO to deliver training on its behalf.
- I declare that I have read and understood the [Tasmanian Skills Plan 2024-2028](#), and the [Skills Tasmania Grant Agreement and Standard Conditions Manual](#).
- I understand that becoming an eligible RTO does not guarantee the RTO will be awarded Tasmanian Government funding.
- The RTO holds a current contract of public liability insurance of at least \$20 million for an individual claim arising from a single occurrence and a series of claims arising out of a single occurrence.
- The RTO confirms that it understands and complies with the Child and Youth Safe Organisations Framework and will maintain practices that promote the safety and wellbeing of children and young people in training.
- Upon eligibility, the RTO subscribes to Skills Tasmania's Skills Facts communications.

I agree to the terms and conditions of this application. *

Yes

Electronic Signature *

First Name

Last Name

Position *

Date *

Must be a date.

