

Skills Tasmania TasVET Supplier Program

Applicant Guidelines



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1. Introduction

The Tasmanian Skills Plan outlines a comprehensive strategy to shape the future of Tasmania's workforce through responsive, innovative Vocational Education and Training (VET) tailored to the needs of learners and the needs of Tasmanian industries and businesses. It is also a roadmap to deliver on the five-year National Skills Agreement with the Australian Government.

The Plan informs Tasmanian Government funding priorities from 2024 to 2028 and identifies that we will continue to invest in quality training providers that deliver training matched to current and future Tasmanian needs and to support learners' success.

The Skills Tasmania TasVET Supplier Program (the Program) is an essential part of meeting this objective. It underpins our commitment to supporting the delivery of high-quality training and to reward high-performing Registered Training Organisations (RTO) with streamlined access to funding programs and longer-term funding agreements. It also establishes a strong foundation for Skills Tasmania's ongoing engagement with providers to support continuous improvement in quality and compliance with Skills Tasmania funding agreements.

2. Program overview

The Program is the first step in ensuring that Tasmanian Government subsidised VET training meets high-quality standards, aligns with workforce needs and optimises the outcome for learners and employers in Tasmania. It is designed to sustain a high-quality network of RTOs that are equipped to deliver funded training where and when it is needed.

To deliver on the Tasmanian Skills Plan objectives, the key elements of the Program include:

- introduction of a three-year approval period and a re-assessment framework
- establishing a basis for ongoing monitoring of RTO performance through defined quality parameters
- introduction of qualitative assessment criteria to transfer the 'quality' components of Skills Tasmania grant program assessment into the eligibility process
- establishing stronger evidence requirements, including the need to demonstrate clear employer and industry engagement
- introduction of a compliance declaration.

The Program replaces the former Skills Tasmania Endorsed Registered Training Organisation system and application guidelines.

Registered Training Organisations that are currently endorsed by Skills Tasmania under the former process will need to re-apply under the Program. Transition arrangements are in place for 12-months to ensure that existing endorsed RTOs retain their endorsement status until an application to the new Program is submitted and a determination is made.

These guidelines explain the application process for RTOs that want to maintain eligibility or become eligible to apply for Tasmanian Government subsidies through Skills Tasmania grant programs.

Accessing Tasmanian Government funding

Registered Training Organisations that are approved as a TasVET Supplier will be deemed 'Eligible' under the new Program. This will not guarantee that the RTO will be awarded funding through Skills Tasmania contestable grant programs. A separate, contestable application process will determine whether the RTO receives funding for delivery of subsidised training for any given grant program.

Skills Tasmania reserves the right to close the Program. If this occurs, an alert will be posted to the Skills Tasmania website. Please check the website before submitting your application or contact us on the details provided in these Guidelines.

2.1 Skills Tasmania Quality Parameters

The Program requires an RTO to demonstrate its ability to meet Skills Tasmania's requirements for high- quality training delivery, inclusive of assessment and learner support services, achieving outcomes for learners and employers, and compliance with regulatory and government grant conditions.

The Skills Tasmania Quality Parameters underpin the eligibility assessment process and will guide ongoing contractual performance monitoring of TasVET Suppliers to ensure high quality training delivery.

The quality parameters are.

1. Learners' needs are met, and learners are satisfied with the training services (training, assessment, learner support) provided and achieve employment outcomes or progress to further training or education.
2. Employers are satisfied with the training services delivered and that the services meet their needs and the needs of their employees.
3. Compliance with Tasmanian Government grant requirements, the 2025 Standards for Registered Training Organisations and Quality Indicators is high.
4. Registered Training Organisations actively develop strong partnerships with employers, relevant Tasmanian Industry bodies, community bodies (and national bodies where there is no representation in Tasmania), and ensure that feedback from these partnerships is reflected in both the training services to be delivered as well as the method of delivery.
5. Registered Training Organisations make adjustments to enable learners with different needs to access and participate in learning and generate outcomes for learners from different equity groups, including learners with disability, Aboriginal and Torres Strait Islander peoples, learners, learners whose first language is not English, and those learners with additional language, literacy numeracy, and digital literacy (LLND) needs.

3. Who can apply?

3.1 New applicants

Registered Training Organisations not currently assessed as eligible by Skills Tasmania are required to apply to become a TasVET Supplier to then be eligible to apply for funding under Skills Tasmania contestable grant programs.

Registered Training Organisations delivering training in Tasmania solely under a Fee-for-Service (FFS) arrangement do not need to apply.

Applications will be accepted from new applicants at any time unless Skills Tasmania has chosen to temporarily close the eligibility process.

New applicants are encouraged to review the Skills Tasmania [Grant Program Release Schedule](#) on the Skills Tasmania website to understand what funding opportunities will be open to TasVET Suppliers and when in any given year.

3.2 Transition arrangements for previously endorsed RTOs

Registered Training Organisations currently endorsed by Skills Tasmania must re-apply to continue to be eligible to access Tasmanian Government training subsidies. A transition period will apply from 20 April 2026 – 20 April 2027. During this time there will be no restriction on a currently endorsed RTO accessing Skills Tasmania grant programs.

3.3 Applicants applying for re-assessment

3.3.1 TasVET Suppliers must re-apply every three-years

Registered Training Organisations that have been approved as a TasVET Supplier must re-apply every three years. This timeframe is determined as 36-months following the date of notification of the approval. A TasVET Supplier will receive an alert 12 weeks before the expiry of the eligibility period to invite a new application.

Where a TasVET Supplier has demonstrated a strong history of quality training delivery and evidence of a high standard of compliance during the eligibility period, Skills Tasmania may determine that an abridged renewal process is offered.

Where a TasVET Supplier's three-year eligibility period is due to expire during, or shortly after, the opening of a contestable grant program that requires current eligibility, Skills Tasmania may permit the RTO to submit a grant application on the condition that a TasVET Supplier renewal application has been lodged. Assessment of the grant application may proceed; however, any offer of funding will be strictly contingent upon the RTO's TasVET Supplier renewal application being approved.

A TasVET Supplier that does not deliver Tasmanian Government subsidised training in Tasmania during the three-year eligibility period will automatically have its eligibility status revoked at the end of the three years unless a new application is received.

3.3.2 TasVET Suppliers that previously had their eligibility status revoked or suspended

Where a TasVET Supplier has been revoked or suspended by Skills Tasmania, the RTO must re-apply in full.

3.3.3 Applicants previously deemed unsuccessful

An RTO that was unsuccessful in seeking to become a TasVET Supplier can re-apply once 6-months has passed. This timeframe is determined as 6-months following the date the unsuccessful decision was made.

4. How to apply

4.1 Application process

The application process includes the following steps:

1. **Prepare:** Read these Guidelines before starting your application. The application process is designed to help structure applicants' responses to the mandatory eligibility requirements and assessment criteria as set out in these Guidelines.
2. **Start:** The application must be submitted using the SmartyGrants online system. A link to the application form is available on Skills Tasmania website. It requires applicants to submit mandatory information and respond to assessment criteria. Templates for the Compliance Declaration and Employer Reference Template are available in the SmartyGrants form.
3. **Confirm:** Ensure all required information and documentation is accurate and attached. You will not be able to change an application after you submit.
4. **Submit:** You will receive an email notification after you submit your application. Keep this notification as confirmation of your submission.
5. **Initial review:** Skills Tasmania may request further information from the RTO or a third party to confirm eligibility. You must provide this information within three working days, unless otherwise advised. Failure to provide the information within the timeframe may result in the application being unsuccessful. The information you provide may be subject to authenticity checks.
6. **Assessment:** Applications will be assessed by officers from Skills Tasmania.
7. **Notification:** Skills Tasmania will notify you with the outcome of your application in writing within six-weeks of receiving the application.

4.2 Mandatory information requirements

Applicants will be required to provide the following mandatory information:

- a) A list of training products the RTO intends to deliver in Tasmania during the eligibility period, including the planned delivery mode and target learner cohorts.¹
- b) 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.
- c) Evidence of a current contract of public liability insurance for at least \$20 million for:
 - i. Each individual claim
 - ii. A series of claims arising out of a single occurrence.
- d) 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.

¹ 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.

- i. 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-years annual reports.
- e) A minimum of two completed and signed employer references using the approved TasVET Supplier Program - Employer Reference Template (available in the SmartyGrants application form) supplied directly to Skills Tasmania by the employer.
- f) 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.
- g) 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).
- h) Identification of the RTO's delivery of Tasmanian Government subsidised training or other services (not including Skills Tasmania) in the last three (3) years, including the names of training products and target learner cohorts (where applicable).
- i) Identification of the RTO's delivery of government subsidised training funded by a state or territory other than Tasmania in the last three (3) years, including the names of training products and target learner cohorts (where applicable).
- j) 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 (available in the SmartyGrants application form). The declaration requires an RTO to identify its:
 - o Skills Tasmania compliance and reporting history (where applicable). This includes details of any late or inaccurate training activity reporting, annual outcomes summaries or any other issues under previous funding agreements.
 - o Chronology of interactions with the Australian Skills Quality Authority (ASQA) (where applicable) over the last 3 years and explanation of the outcome of each interaction.
 - o Operations in other jurisdictions (where applicable) and the RTO's capacity to meet its contractual obligations.
- k) A copy of the RTO's NCVET Student Outcomes Survey (or internal equivalent) – past 2 years
- l) A copy of the RTO's 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.

4.3 Assessment Criteria

In addition to the mandatory information requirements, applicants are required to address each of the following qualitative Assessment Criteria and to attach relevant evidence to substantiate claims made. This evidence may, where applicable, refer to documents provided as part of the mandatory information requirements (section 4.2). The Assessment Criteria are aligned with the Skills Tasmania Quality Parameters (see section 2.1).

An evidence guide is provided at Attachment A to help applicants understand what evidence may be supplied to support responses to the assessment criteria.

Criterion (all 20%)	Question	Assessment elements
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Criterion 1 – learner outcomes	1A. Describe how the RTO ensures learners’ needs are identified, met and monitored. 1B. How does the RTO ensure learners are satisfied with the training, assessment, and learner support services provided. 1C. How does the RTO maximise a learner’s likelihood of achieving an employment outcome or progression to further training or education.	Assessors will specifically analyse: • The RTOs understanding that learner support is not limited to LLN. • The explanation of how support needs are identified, implemented and monitored clearly show who is responsible for what, when, where and how. • What the RTO implements to meet identified needs. • How the RTO monitors the efficacy of the support being provided. • There is a clear explanation of how the RTO checks learner’s satisfaction with all training, assessment and support services. • NCVET Student Outcomes Survey (Mandatory information requirement under section 4.2). Note: Your response should acknowledge the differences between learner cohorts (jobseekers, existing workers, apprentices and trainees).
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.	Assessors will specifically analyse: • The RTOs explanation of how employer needs are identified, implemented and monitored clearly shows who is responsible for what, when, where and how. • What the RTO implements to meet identified employer needs.

		• How the RTO monitors employer's satisfaction with the service provided. • The RTOs understanding of how the training outcomes will impact workplace activities. • Employer References (Mandatory information requirement under section 4.2).
Criterion 3 - relationships with employers, relevant industry and/or community bodies	3A. Describe how the RTO develops relationships with employers, relevant Tasmanian Industry bodies, community bodies (and national bodies where there is no representation in Tasmania). 3B. Describe how feedback from these relationships informs training delivery and is incorporated into training methods. 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.	Assessors will specifically analyse: • The RTOs explanation of which relevant bodies it has a relationship and contact with. • The breadth and depth of connections with relevant bodies. • The RTOs explanation of what the RTO is doing differently based on understanding of employer and/or industry need and trends. • Evidence of the RTOs relationship and contact with relevant industry bodies (Mandatory information requirement under section 4.2).
Criterion 4 – learner adjustments	4A. Describe how the RTO makes adjustments to enable learners with different needs to access and participate in learning. 4B. How does or would the RTO generate outcomes for learners from different equity groups.	Assessors will specifically analyse: • How the RTO demonstrates its capacity to support diverse learners through meaningful and inclusive adjustments through specific examples provided. • Experience or consideration of adjustments made, such as adapted learning

		environments and materials, delivery methods, use of assisted technologies, modified assessments or collaboration with other support services. • What is the RTOs approach to achievement of suitable outcomes for different equity groups
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 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). 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. 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.	Assessors will specifically analyse: • How the RTO demonstrates its capacity and experience across program delivery, outcome achievement, and accountability. • Adequacy of infrastructure to support delivery. • Planning and use of available resources. • Previous performance (if applicable) in managing public contracts. • Appropriateness of risk management strategies for financial sustainability. • A comparative analysis against the RTO declaration of compliance (Mandatory information requirement under section 4.2). • Where applicable, a comparative analysis against the RTO’s Tasmanian AVETMISS training activity data for the previous 12-months

5. Assessment process

5.1 Assessment steps

The process for assessment of applications is outlined below.

Step 1 - Review of mandatory information

Skills Tasmania will confirm the veracity of the supplied mandatory information. This will include a review of the RTO's compliance history with both Skills Tasmania and ASQA.

Any adverse interactions or decisions made by ASQA will be taken into consideration.

Step 2 – Due diligence checks

Skills Tasmania assessors will undertake due diligence checks for each application. This will include consideration of other information available to Skills Tasmania, which may include but is not limited to:

- information from within the Agency/Department
- information from any other jurisdiction that has contracted the RTO to deliver training on its behalf.
- legal and trading history searches.
- direct telephone contact with employer and/or industry referees to confirm relevant employer connections and relationships.
- review of the RTO's Tasmanian AVETMISS training activity data (where applicable) for the previous 12-months.

Due diligence enquiries considering reputational risks and stakeholder feedback will also be considered and evaluated as part of the assessment against the related Assessment Criteria.

Step 3 – Qualitative assessment

Skills Tasmania assessors will complete an assessment of the applicant's responses to the qualitative Assessment Criteria (Section 4.3). This process will use a structured framework and scoring methodology and may include consideration or comparative assessment against the mandatory information requirements examined under Step 1 and due diligence checks under Step 2.

A benchmark score for the qualitative assessment, representing an acceptable minimum standard, will be used to inform the recommendation.

Step 4 – Outcome and recommendation

The outcome of the assessment process will be determined by the combination of assessment activities in steps 1-3.

Skills Tasmania assessors will then prepare a recommendation to the relevant Skills Tasmania delegate for the final decision.

In making the recommendation, assessors may consider exceptional circumstances such as.

- Where the intended training delivery is critical to the Tasmanian economy and community, is high priority, or not serviced by an existing TasVET Supplier.
- Delivery locations and delivery method (e.g. face-to-face vs online delivery)
- Access and support for disadvantaged or under-represented priority student cohorts.

Skills Tasmania reserves the right to exercise its discretion to consider exceptional circumstances where it is deemed necessary to ensure adequate training access and supply in

terms of type of training pathway or delivery method and location. Any decision to apply this discretion may result in additional eligibility conditions being applied.

5.2 Incomplete applications

Incomplete applications will be considered ineligible and will not be assessed. The 6-month resubmission period will apply.

6. Timeframes

Skills Tasmania will aim to assess complete applications within six weeks of receipt.

In some cases, there may be delays where Skills Tasmania requires further information from the RTO or a third party.

7. Contact details

Senior Compliance and Engagement Officer

Building Tasmania - Skills Tasmania

Email: TasVETSupplier@skills.tas.gov.au

Phone: 03 6165 4086

8. Application outcomes

8.1 Successful applications

Where an application is successful, Skills Tasmania will notify the RTO in writing.

Eligibility is granted for a period of three-years.

The RTO can apply to access training subsidies under Skills Tasmania grant programs from the date of the eligibility decision.

Eligibility does not form a legally binding agreement (express or implied) between the RTO and Skills Tasmania and does not guarantee funding. The RTO must separately apply for and be approved under a contestable grant program to receive any funding from Skills Tasmania. The legally binding agreement is the Skills Tasmania Grant Agreement and Standard Conditions Manual.

8.1.1 Restricted eligibility

Skills Tasmania reserves the right to restrict TasVET supplier eligibility to specific qualifications, this will be managed under special arrangements. In some circumstances, this means that the RTO's application will be considered and assessed at the qualification level.

8.1.2 Ongoing obligations

The RTO is required to opt into Skills Tasmania's communications channels, including the Skills Facts newsletter. This will help to ensure the RTO remains up to date with key announcements and funding opportunities.

The RTO must notify Skills Tasmania of any material changes or events that affect the operations, structure or ownership of the RTO, including changes to third party agreements. Notifications must be received within five business days of the event.

The RTO must notify Skills Tasmania of any adverse regulatory decisions made by ASQA. Notifications must be received within five business days of the event.

Where the RTO has an active Skills Tasmania Grant Agreement in place, the notification requirements set out in the Grant Agreement (s2.5 and s12.) holds primacy. Failure to meet these requirements may result in eligibility being revoked and repayment of grants held by the RTO.

Where eligibility expires, or is revoked or suspended, and the RTO has continuing obligations under a Skills Tasmania Grant Agreement, Skills Tasmania will rely on the Grant Agreement for ongoing compliance monitoring and acquittal requirements.

8.1.3 Change of control or ownership

If the RTO undergoes, or is proposing to undergo a change of control, Skills Tasmania must be notified within five (5) business days of the RTO becoming aware of the change. Notification should be provided in writing before the change takes effect wherever possible.

A change of control includes, but is not limited to:

- The sale, transfer or disposal of ownership
- Changes to directors, shareholders or governing persons that alter who has authority or decision-making influence
- The mergers, acquisitions, or structural changes affecting governance arrangements
- The creation of a new legal entity to operate the RTO.

A change of control does not automatically affect the RTOs eligibility status. However, Skills Tasmania will review the change to confirm that the RTO continues to meet all eligibility requirements. This may include checks on:

- The suitability of incoming owners or controllers
- Governance and operational capability
- Financial viability
- Compliance history and risk indicators
- Organisational structure and continuity of training operations.

Skills Tasmania may request further information to support its assessment of changes in control or ownership. Failure to provide required information to an appropriate standard may result in suspension or loss of eligibility.

Failure to notify a change of control within the required timeframe may result in suspension or revocation of eligibility.

8.1.4 When a new eligibility application is required

A new TasVET Supplier application will be required where:

- The change of control results in a new legal entity, or

- ASQA issues a new RTO ID, or
- The change significantly impacts the RTO's capacity, governance, resources or compliance to the extent that the eligibility criteria are no longer met.

Skills Tasmania may also require a new application where the change is determined to relate solely for the purpose of accessing Tasmanian Government funding (e.g. the purchase of an RTO solely to obtain eligibility status).

8.2 Unsuccessful applications

If the RTO's application is not approved, Skills Tasmania will notify the RTO in writing and provide the reason/s for the decision.

The RTO may re-apply for eligibility no less than 6 months after it is advised of an unsuccessful application.

Skills Tasmania may refuse to accept a follow up application if insufficient progress in meeting the areas deficient in the original application is not demonstrated.

8.3 Ongoing monitoring

Where an RTO becomes a TasVET Supplier and enters into a Skills Tasmania Grant Agreement to deliver subsidised training, Skills Tasmania will undertake monitoring activities to ensure the RTO complies with the requirements set out in the Agreement, and to support continuous improvement in the RTO sector in Tasmania. The results of this monitoring activity may also inform funding decisions.

Monitoring activities will be guided by the Quality Parameters outlined in these Guidelines and draw on existing and future tools, data sources and intelligence to identify areas of concern. Information sources may include:

Learner outcomes and satisfaction

- NCVER Student Outcomes Survey results
- Skills Tasmania Annual Outcomes Summaries
- Learner survey data
- Complaints
- AVETMISS data trends (e.g., completion rates, withdrawals)

Employer and industry satisfaction and engagement

- Employer survey data
- Industry feedback gathered by Skills Tasmania
- Alignment between RTO training scope and priority skills needs

Compliance with ASQA and jurisdictional contracts

- Validation with ASQA and other jurisdictions
- Review of contractual compliance (AVETMISS data reporting)
- Responses to identified compliance issues
- Intelligence shared through national regulator networks
- Complaints or risk-based referrals

Support for equity cohorts

- Learner outcomes data for equity groups
- Survey results capturing learner experience and access to support services

9. Appealing a decision

If your application is unsuccessful, you may appeal the decision.

We will consider appeals that relate to administrative process issues in our handling of the application. The appeals process ensures that all applicants have been treated fairly.

All requests must be in writing and addressed to Director Purchasing, Policy and Programs. Your request must be received within 28 days from the date of Building Tasmania notifying you of the decision about your application.

Any correspondence must be sent through TasVETSupplier@skills.tas.gov.au

10. Skills Tasmania's right to suspend or revoke eligibility

A TasVET Supplier must maintain its status as a Registered Training Organisation under the provisions of the *National Vocational Education and Training Regulator Act 2011 (Cwlth.)*.

Where an RTO is notified by ASQA that it is the Regulator's intention to apply a sanction to the RTO; Skills Tasmania reserves the right to suspend an RTO's eligibility until the matter is resolved.

Where an RTO is notified by ASQA that its registration is cancelled, Skills Tasmania will automatically revoke its eligibility status.

Skills Tasmania monitors TasVET Suppliers regularly to determine if they are meeting eligibility requirements, as outlined in section 8.3. Failure to satisfy eligibility requirements or compliance with the Skills Tasmania Funding Agreement may lead to the RTOs eligibility status being suspended or revoked.

If a **TasVET Supplier** does not receive training subsidies from Skills Tasmania within the eligibility period, Skills Tasmania will automatically revoke the RTOs eligibility status at the end of the period.

In all cases the RTO may re-apply for eligibility if it is revoked.

11. Information exchange and disclosure

By applying for eligibility, applicants consent to:

- Skills Tasmania, ASQA and regulators in other jurisdictions exchanging compliance and performance information relating to the RTO.
- Skills Tasmania verifying information with other jurisdictions, including the Department of Workplace Relations, industry bodies and employers.

12. True and accurate information

You must take care to provide true and accurate information. Any information that is found to be false or misleading may result in the application being rejected or eligibility being revoked.

13. Right to information

Information provided to Building Tasmania may be subject to disclosure in accordance with the *Right to Information Act 2009*.

14. Information collection and usage

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

This information may be accessed by the individual to whom it relates, on request to Building Tasmania. Building Tasmania may use and disclose the information you provide for the purposes of discharging its functions under the Program Guidelines and otherwise for the purposes of the program and related uses. Building Tasmania may also use information received in applications and during the delivery of the project for reporting purposes.

15. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.

16. Feedback

Skills Tasmania supports and promotes a positive and constructive approach to complaints management and acknowledge its value as a business practice. Skills Tasmania encourages feedback, both positive and negative. Please use the contact details provided in these Guidelines to submit feedback.

17. Attachments

- A. Assessment Criteria Evidence Guide
- B. Employer Reference template (Example only, download available in SmartyGrants)
- C. Declaration of Compliance (Example only, download available in SmartyGrants)



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Assessment Criteria evidence guide

This is a guide only. Evidence may include the following, noting the list is not exhaustive, nor prescriptive.

Learner outcomes

- Examples of:
 - completed training support plans for individual learners.
 - file notes detailing support activities implemented for individual students.
 - changes made to individual support plans based on monitoring activities identifying a lack of progress.
 - before and after test results showing learner improvement post support.
- Schedule/s showing the times and dates for additional support classes.
- Samples of qualifications held by RTO staff enabling the enhancement of learner support (e.g. counselling qualifications, foundation skills qualifications or similar).
- Contracts/agreements with third party support providers.
- NCVER Student Outcomes Survey Results.
- Summary of student responses to internal surveys.

Note that any evidence which includes a learner's name must have the learners name redacted.

Employer outcomes

- Populated needs analysis templates.
- Meeting minutes / notes.
- Examples of:
 - industry consultation plans and summary of results.
 - partnerships / collaboration.
 - contextualisation.
 - flexibility in delivery
- Employer Quality Indicator data.
- Summary of employer responses to internal surveys.
- Summary of employer responses to independent third-party surveys contracted by the RTO.

Relationships with employers, relevant industry and/or community bodies

- Industry body membership
- Meeting minutes / notes with employers, industry bodies or community bodies
- Holding positions in the governance structure of industry bodies
- Contributions to consultative processes
- Attendance at industry events
- Tables summarising changes made to service delivery (before and after status) based on industry feedback
- Letters of thanks or recognition from industry bodies

Learner adjustments

- Examples of adjustments to:
 - learning and assessment materials
 - delivery methods
 - delivery schedules
 - extra supports
 - use of assistive technology
- Documentation of ongoing learning needs

RTO capacity and past performance

- Project plan/s.
- Risk management plans
- Training delivery schedule/s.
- Facilities and equipment list/s (appropriate for the specific training product and number of students)
- Staffing allocation plan.
- Business Continuity Plan
- Training staff skills/experience/qualification matrices.

Note that RTO's do not have to own all of the facilities and equipment but must be able to demonstrate timely access to the required facilities and equipment for the specific training product and number of learners.