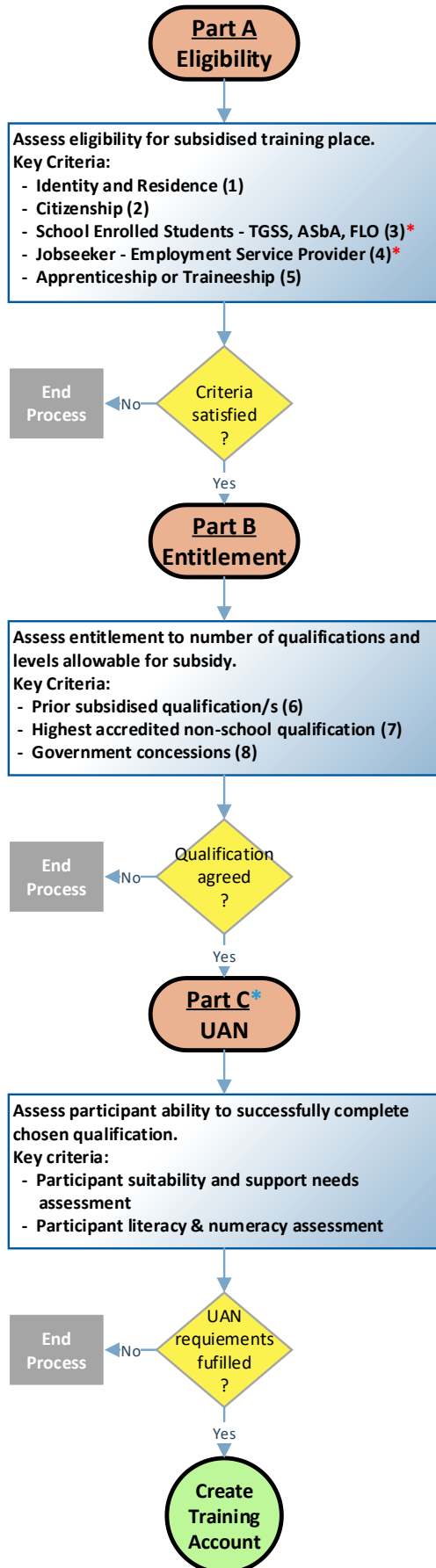


Process Map
Establishing eligibility, entitlement
and conducting
the upfront assessment of need

Version 1.1 – 24 May 2021

Establishing Eligibility, Entitlement and Conducting The Upfront Assessment of Need

Overview Process Map



Documents/Evidence

>> Training Provider Enrolment Form – record of Key Criteria

- (1) Identity:
 - Unique Student Identifier (USI)
 - Other valid ID, Age ID
- (2) Australian Citizen / Permanent Resident / Visa Type
- (3) **TGSS Education and Training Plan* / ASbA Contract* / FLO Exemption Form***
- (4) **Employment Service Provider Referral to Training Form*- [online](#)**
- (5) Apprenticeship or Traineeship Contract

>> Training Provider Enrolment Form – record of Key Criteria

- (6) Prior subsidised qualification/s
- (7) Highest accredited non-school qualification
- (8) Government concessions

NB. Entitlement differs for school students vs non-school participants

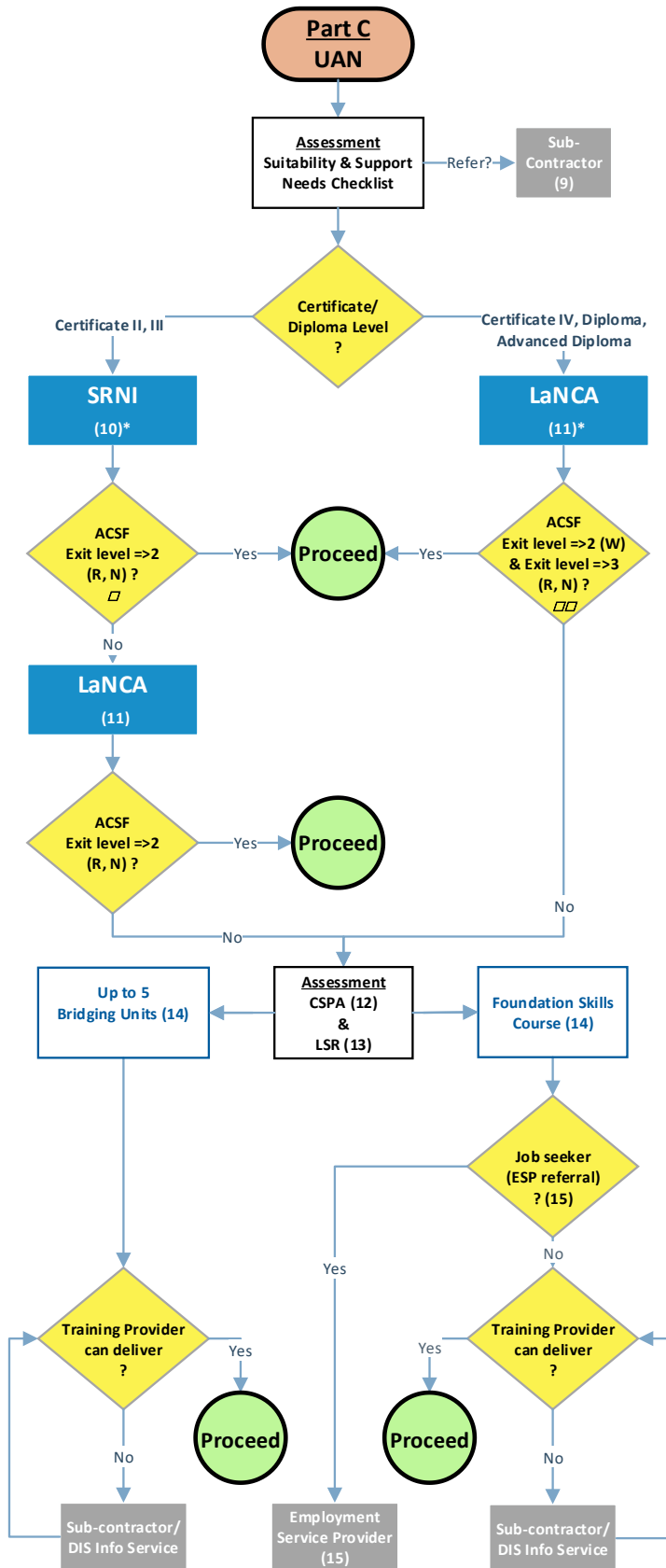
*** Refer to detailed Upfront Assessment of Need (UAN) - Detailed Process Map**

NB. Enrolment dependant on training provider and participant fulfilling UAN requirements

***DIS prescribed form**

Upfront Assessment of Need

Detailed Process Map



Documents/Evidence

Suitability and Support Needs Checklist
 - Training Provider may refer participant to a Learner Support Services (LSS) provider
 9. LSS Service Agreement

10. Snapshot Reading and Numeracy Indicator Report (SRNI – ACER proprietary software)
 11. Literacy and Numeracy Comprehensive Assessment (LaNCA – ACER proprietary software)

Australian Core Skills Framework (ACSF)
 SRNI results - Exit Level equal to or greater than 2 for Reading and Numeracy
 LaNCA results - Exit Level equal to or greater than 2 for Writing, and equal to or greater than 3 for Reading and Numeracy

12. Core Skills Profile for Adults (CSPA) Interpretation Report – online* (CSPA – ACER proprietary software)
 13. Learning and Support Report – online*
 14. Bridging Units/Foundation Skills (FSK) qualification records

15. Employment Service Provider Referral to Training Form (for FSK) – to ESP

*DIS prescribed form

Purpose of Process

The visual process maps and accompanying written procedures described below outline the process which training providers are required to follow and complete prior to establishing a subsidised training account. The process conforms with the terms and conditions of the Accredited Training Schedule Agreement (ATSA).

The process has three key parts: Eligibility, Entitlement, and the Upfront Assessment of Need. Each part of the process has an associated number of conditions that must be satisfied and completed prior to a training account being established. As per the ATSA requirements, all documents used and/or sighted to assess these conditions must be kept on file and for three years.

Part A: Eligibility

Training providers are required to assess the following conditions to determine an individual's Eligibility to access a subsidised training place and maintain copies of documents/evidence. Key participant information as required by the ATSA is recorded on the training providers own internal enrolment form, which minimally includes the following:

>> **Training provider's Enrolment Form – record of Key Criteria**

1) Identity and Residence

- Unique Student Identifier number or other valid ID
 - must be recorded for any nationally recognised VET course and stays with a student for life
 - sourced from USI Registry System (registration is online and requires valid forms of ID)
- OR
- Other forms of identification - if USI not available (e.g. birth certificate, passport, SA Driver's Licence, Medicare Card)
- Age ID - 16 years or older (e.g. birth certificate, passport, SA Driver's Licence, Medicare Card)
- Participant must live or work in South Australia

2) Citizenship

- Australian Citizen/Permanent resident/Visa Type appropriate documents (e.g. birth certificate, passport, SA Driver's Licence)
- Visa Type – refer to [eligible visas](#) for accessing subsidised training

(3) School Enrolled Students

Various types of documentations prepared and endorsed by a student's school, the student, parent (or guardian) and service provider for students eligible for subsidised training:

- Training Guarantee for SACE Students (TGSS) Education and Training Plan
 - Form A (Schools)
 - Form B (RTO)
 - Form C (variation/s to Form B)
- Australian School Based Apprenticeship or traineeship (ASbA) Contract
Suitable for Year 10, 11, 12 students
- Flexible Learning Options (FLO) Exemption Form
Suitable for school enrolled students who are unable to meet the requirements of TGSS

(4) Jobseeker - [Employment Service Provider Referral to Training Form](#)

- Referral form required for unemployed job seeker registered with an employment service provider

(5) Apprenticeship or Traineeship contract

- Training Contract number is required as evidence to determine eligibility for establishing a training account in subsidised qualification designated as 'Training Contract only'

Refer: South Australian Skills Gateway website – [Eligibility Explained](#)

Part B: Entitlement

Training providers are required to assess the following conditions to determine participant Entitlement to undertake access a subsidised training place and maintain copies of documents/evidence. Key participant information as required by the ATSA is recorded on the Training Provider's own *Enrolment Form*, which minimally includes the following:

>> **Training Provider's Enrolment Form – record of Key Criteria**

(6) Prior subsidised qualification/s

- Entitlement criteria - refer Schedule 2 of the ATSA
- Check for courses completed under subsidy from 1 October 2015 onwards (maintain screenshot from the Portal)

(7) Highest accredited non-school qualification

- Entitlement criteria - refer Schedule 2 of the ATSA
- Appropriate document/s, or participant's declaration

(8) Government concessions

- Entitlement to course fee concession subsidy:
 - holders of Health Care Card, Pensioner Concession Card, Veteran Affairs Concession Card
 - prisoners/detainees in a South Australian correctional institution/detention centre
 - Guardianship of the responsible Minister (GOM)

Refer: South Australian Skills Gateway website - [Eligibility explained](#) and [Subsidised Training List](#)

Part C: Upfront Assessment of Need

Training providers are required to conduct the Upfront Assessment of Needs (UAN) process for all individual's, excluding school enrolled students, seeking access to a subsidised training place. Copies of documents/evidence are required to be maintained. The UAN requires assessment of suitability, support needs and literacy and numeracy capabilities in accordance with this document and the [UAN Guidelines](#).

Suitability and Support Needs Assessment

Training providers are required to determine the participant's suitability for to access a subsidised training place in their chosen qualification. Training providers are also required to identify if there are any support needs relating to their living circumstances, learning environment and study/employment transitions.

This part of the UAN process utilises the [Suitability and Support Needs Checklist](#) that identifies what at a minimum must be assessed by the training provider. The checklist is not submitted to the Department, but the training provider's selection procedures should make clear how suitability and support needs are assessed.

(9) Learner Support Services (LSS) Service Agreement

- Participants identified as requiring complex supports in the areas of living, learning or transition that go beyond what is reasonable to expect of a training provider may be referred to a Learner Support Services (LSS) provider. To support the UAN, training providers are required to have an LSS Service Agreement.

Literacy and Numeracy Assessment

Training providers are required to identify the individual's level of literacy and numeracy capabilities and determine if support is necessary to ensure a successful outcome in the qualification of choice and transition to work. The literacy and numeracy assessment must be conducted under the supervision of the training provider using the Department approved tool and may not be used to rank individuals by their level of capability to exclude access to their qualification of choice.

This part of the UAN process utilises the Core Skills Profile for Adults (CSPA) on-line literacy and numeracy assessment tool provided at no cost to training providers under Department license with the Australian Council for Educational Research. The CSPA provides for two approaches to assessment of literacy and numeracy and the choice of which is determined by the qualification AQF level.

(10) Snapshot Reading and Numeracy Indicator (SRNI)

- Must be used under supervision to assess reading and numeracy capabilities in individuals seeking access to subsidised training in a Certificate II or III
- The SRNI identifies further assessment is required if the individual is below Australian Core Skills Framework (ACSF) Exit Level 2 in either reading or numeracy
- Where no further assessment is required the individual may proceed in the UAN process
- Where further assessment is required the individual must undertake the Literacy and Numeracy Comprehensive Assessment (11)

(11) Literacy and Numeracy Comprehensive Assessment (LaNCA)

- Must be used under supervision to assess reading, writing and numeracy capabilities in individuals seeking access to subsidised training in a Certificate IV or higher qualification
- The LaNCA identifies the individual meets the minimum level of ACSF Exit Level 3 in reading and numeracy and ACSF Exit Level 2 in writing for access to a Certificate IV or higher qualification
- Where the individual is meets the levels required the individual may proceed in the UAN process
- Where the individual is below the minimum level required the LaNCA must be interpreted to determine what literacy and/or numeracy supports are needed to support a successful training outcome in the course of choice
- A LaNCA may only be interpreted by a Foundation Skills assessor who meets Departmental requirements

(12) [Core Skills Profile for Adults \(CSPA\) Interpretation Report](#) - online

- A CSPA Interpretation Report is completed online where interpretation of a LaNCA is required
- A CSPA Interpretation Report contains the LaNCA interpretation and identifies what literacy and numeracy support is required as a condition of access to the qualification of choice
- A CSPA Interpretation Report may recommend foundation skills Bridging Units or foundation skills qualifications or other informal supports
- Training providers that do not have the required CSPA interpretation expertise amongst their staff, may enter into a third-party arrangement with another organisation who has this expertise on staff to complete the interpretation and required documentation

(13) [Learning and Support Report](#) (LSR) - online

- The LSR is completed online for each participant
(NB. On completion of on-line LSR, use link on the last page to download a copy for your files)
- The LSR contains a summary of the findings of the UAN process
- The LSR serves as a checklist of completion of the UAN process

(14) Vocational and Foundation Skill Bridging Unit and Foundation Skill Qualification records

Access to vocational or foundation skill Bridging Units or foundation skills qualifications is determined by the training provider and based on evidence collected through the UAN process. Establishing a training account is dependent on the training provider and individual fulfilling UAN requirements.

- Bridging Units
- Training provider can deliver up to five (5) Bridging Units
- Bridging Units can be vocational or Foundation Skills units of competency
- Training providers must have the FSK Training Package on their ATSA to deliver foundation skills Bridging Units
- Training providers that cannot deliver the required Bridging Units, may refer the participant to another training provider who has the FSK training package on their ATSA to deliver the training, or alternatively refer the participant to the Department Infoline
- Bridging Units can be delivered either prior to or concurrently with the selected course
- Foundation Skills Course/s (FSK)
 - Training provider can deliver Foundation Skills Course/s, if they have the FSK training package on their ATSA
 - Training providers who do not have the FSK training package on their ATSA may refer the participant to another training provider who does or to the Department Infoline

- Except for apprentices and trainees, foundation skill qualifications must be completed prior to the establishment of a training place in the vocational qualification of choice

(15) [Employment Service Provider Referral to Training Form](#)

- Job seekers registered with an employment service provider (ESP) and eligible for the Australian Government Skills for Education and Employment (SEE) Program or Adult Migrant English Program (AMEP) are not eligible to access subsidised foundation skills qualifications but are eligible to access foundation skill bridging units if assessed through the UAN to require them.

When all aspects of the process outlined in this Process Map are completed by the Training Provider and the individual, the training account may be established subject to the individual's agreement to fulfil any conditions of access identified through the UAN.

Entitlement, Eligibility and Upfront Assessment of Need Documents Checklist

Process Map Reference	Documents/Evidence (to be kept on file)	Completed (Y/N/NA)
Part A	Eligibility	
>>	<i>Training Provider's Enrolment Form (record of Key Criteria)</i>	
1	a) USI (notification document from USI Registry System)	
	b) Other ID (Birth Certificate, Passport, SA Driver's Licence, Medicare Card)	
2	Australian Citizen / Permanent Resident / Visa Type	
3	a) TGSS Education and Training Form A	
	b) TGSS Education and Training Form B	
	c) ASbA Contract / FLO Exemption Form	
4	Employment Service Provider Referral to Training Form - to RTO <online>	
5	Apprenticeship or Traineeship Contract	
Part B	Entitlement	
>>	<i>Training Provider's Enrolment Form (record of Key Criteria)</i>	
6	Prior subsidised qualification/s	
7	Highest accredited non-school qualification	
8	Government concessions (e.g. Health Care, Pensioner, Veteran Affairs)	
Part C	Upfront Assessment of Need (UAN)	
9	Learner Support Services (LSS) Service Agreement	
10	Snapshot Reading and Numeracy Indicator (SRNI)	
11	Literacy and Numeracy Comprehensive Assessment (LaNCA)	
12	Core Skills Profile for Adults (CSPA) Interpretation Report <online>	
13	Learning and Support Report (LSR) <online>	
14	Bridging Units / Foundation Skills (FSK) qualification records	
15	Employment Service Provider Referral Training Form <online>	