

Skills First Foundation Skills Approved Provider List Step 2 - Pre-application self-assessment and planning

This document has been prepared to assist Training Providers:

- **not** currently on the Approved Provider List and considering an application to be an Approved Provider of government subsidised foundation skills training under *Skills First* from 2018; or
- wishing to add an extra domain—specifically under a VET Funding contract.

Training Providers considering making an application are strongly advised to use this document:

- to self-assess their likelihood of success and make an informed decision to apply **before** working on their application and paying the fee; and
- to learn what is required in the application and begin to prepare for making an application.

This document is closely based on the application and gives information on the documentation required in a completed application.

Applications must be lodged before 2 pm on Thursday 28 September 2017.

This document is not evidence and must not be included in your application.

1 – Unpack your foundation skills assessment and delivery process and consider your ability to provide evidence of high quality practice

Consider the following statements carefully and select and record your Training Provider’s response to them.

Statement	☑ / ☒
*Our Training Provider has the staff and facilities to provide high quality foundation skills needs determination and foundation skills delivery services within the subsidy and fee arrangements that will apply for 2018.	<input type="checkbox"/>
*Our Training Provider has a satisfactory performance history in the provision of high quality foundation skills needs determination and foundation skills delivery services OR has the capability to provide this high quality service if approved to deliver government subsidised foundation skills training.	<input type="checkbox"/>
A. Background information	
*Having considered the three Foundation Skills Delivery Domains, I can nominate the course(s) for which our Training Provider anticipates the highest volume of foundation skills delivery in 2018 to be the basis for the evidence I will provide. The course(s) are part of a current training package or accredited curriculum and are on our Training Provider’s scope (accessible via www.training.gov.au) or will be by 28 September 2017.	<input type="checkbox"/>

Statement	☑ / ☒
B. Foundation skills training process documentation	
*Foundation skills training needs determination and delivery at our Training Provider is directed by a documented quality system.	<input type="checkbox"/>
<p>A document can be provided electronically evidencing the policies and procedures our Training Provider uses to:</p> <ul style="list-style-type: none"> • determine and document the gap between a learner’s foundation skills levels and those required for successful completion of the designated training course; • specify the foundation skills training appropriate to fill this gap; and • direct the delivery of that foundation skills training. 	<input type="checkbox"/>
C. Assessment of a learner’s foundation skills prior to training commencing, which may extend into the initial phase of training when this is necessary for more accurate assessment	
*Our Training Provider determines a learner’s foundation skills prior to training commencing; this assessment extends into the initial phase of training if this is necessary for more accurate assessment.	<input type="checkbox"/>
A document for each of the course(s) nominated which provides evidence of assessment of a learner’s foundation skills prior to training commencing (which may extend into the initial phase of training for more accuracy) can be provided electronically.	<input type="checkbox"/>
D. Determination of the foundation skills required for successful completion of the designated training course	
*Our Training Provider determines the foundation skills required for learners to successfully complete the designated training course relevant to each of the foundation skills courses nominated.	<input type="checkbox"/>
A document evidencing our Training Provider’s determination of the foundation skills required for learners to successfully complete the designated training course relevant to each of the foundation skills course nominated can be provided electronically.	<input type="checkbox"/>
E. Strategy to deliver foundation skills training	
*Delivery of foundation skills training in our Training Provider is directed by documented Individual Learning Plans plus Training and Assessment Strategies that show appropriate delivery arrangements and times.	<input type="checkbox"/>
A document evidencing the Individual Learning Plans plus the Training and Assessment Strategy our Training Provider uses to inform the delivery of foundation skills training in each foundation skills qualification/course(s) nominated can be provided electronically.	<input type="checkbox"/>

2 – Evaluate your responses

If you have answered **Yes** to all of the previous statements, meaning you are able to provide comprehensive, self-explanatory evidence electronically, you are ready to make an application to become a Training Provider approved to deliver government subsidised foundation skills training under *Skills First*.

If you have answered Yes to the previous statements marked *, but not to all the other statements, you will need to work on your documentation before you are ready to make an application to become a Training Provider approved to deliver government subsidised foundation skills training under *Skills First*. There are four comprehensive documents to be uploaded as you complete the application.

If you have not answered Yes to all the previous statements marked *your Training Provider does not currently have, or cannot evidence, the high quality practices necessary to be approved to deliver government subsidised foundation skills training under *Skills First* and you should reconsider making an application.

3 – Other things to consider

In deciding whether to make an application to become a Training Provider approved to deliver government subsidised foundation skills training under *Skills First* you should also consider:

- the fee of \$770 (inclusive of GST) to cover the cost of the evaluation, which is to be paid by credit card before the application is submitted;
- that applications open on Friday 1 September 2017 and the final date for applications to be received is 2 pm on 28 September 2017, plus your organisation's capacity to prepare an application in that time frame;
- that all documents must be provided at the time of application as there is no facility for late additions;
- that all evidence provided must clearly represent work done at your Training Provider;
- the requirement that your application focus on the course(s) in one or two specified domains for which the highest volume foundation skills is anticipated to be delivered in 2018. The course(s) must be current and on your Training Provider's Funded Scope when the application process opens; and
- that all documents must be saved as a PDF for upload. Files can be up to 8 MB each.

Thank you for taking the time to self-assess before making an application to become a Training Provider approved to deliver government subsidised foundation skills under *Skills First*.