

Skills First Foundation Skills Approved Provider List Step 3 - Training Provider Checklist

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.

This checklist is to support applications and is intended to be printed and used to check that a complete application to become a Training Provider approved to deliver government subsidised foundation skills training has been prepared before the application is submitted electronically. It can also be used to help Training Providers to self-assess before making an application.

No additional documents or evidence can be provided after the application has been submitted.

Please note:

- Training Providers are advised to begin work on their application early, well before the closing date;
- Training Providers should commence their submission at least 24 hours before the closing time;
- At least 4 hours should be allowed to upload your documentary evidence;
- Detailed instructions for making your application are given in the Guide to making an application for 2018;
- Instructions for naming documents are given in the Guide.

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

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

Check list /

- I have ensured that a Training Provider officer with appropriate delegation is completing the application.

Prior to submitting the application I have checked that:

- Having considered the three Foundations Skills Delivery Domains and my Training Provider's capability and anticipated delivery in 2018 a correct decision has been made to apply in **only one domain** OR in **two domains**.
- For the **first domain** my Training Provider is applying for I have nominated the course in that domain which is on our Training Provider's scope and has the highest anticipated volume delivery in 2018.
- If my Training Provider is also applying in a **second domain** I have nominated the course in that second domain which is on our Training Provider's scope and has the highest anticipated volume delivery in 2018.

For the first domain, four files have been prepared, named as follows (where Y designates the Domain A, B or C as appropriate for the second domain) and uploaded as part of the application.

A document evidencing the policies and procedures that direct the determination and delivery of foundation skills training has been prepared and saved as a PDF named **TOID_domainY_process2018.pdf**.

A document evidencing the assessment of the foundation skills of the learner has been prepared and saved as a PDF named **TOID_domainY_assessment2018.pdf**.

A document evidencing the determination of the required foundation skills to successfully complete the designated training course has been prepared and saved as a PDF named **TOID_domainY_requirement2018.pdf**.

A document evidencing the planning to deliver the foundation skills training specified has been prepared and saved as a PDF named **TOID_domainY_plan2018.pdf**.

If the application is for two domains; for the second domain, four files have been prepared, named as follows (where Y designates the Domain A, B or C as appropriate for the second domain) and uploaded as part of the application.

A document evidencing the policies and procedures that direct the determination and delivery of foundation skills training has been prepared and saved as a PDF named **TOID_domainY_process2018.pdf**.

A document evidencing the assessment of the foundation skills of the learner has been prepared and saved as a PDF named **TOID_domainY_assessment2018.pdf**.

A document evidencing the determination of the required foundation skills to successfully complete the designated training course has been prepared and saved as a PDF named **TOID_domainY_requirement2018.pdf**.

A document evidencing the planning to deliver the foundation skills training specified has been prepared and saved as a PDF named **TOID_domainY_plan2018.pdf**.

The application and required four (or eight) documents are uploaded ready for submission according to the instructions given.

There is no irrelevant information and no documents other than the four (or eight) previously listed included in the application.

I have made the required payment of \$770 (inclusive of GST) by credit card before I completed my application.

I have lodged the application before the closing time, 2 pm on 28 September 2017.
