

# Employer Quick Guide for Approved Projects Single units of competency

## TSDS – Training and Skills Development Services

### ABOUT THIS QUICK GUIDE

This quick guide is designed to assist you to identify the steps within the life of your TSDS Project for training and/or assessment of single units of competency.

#### IMPORTANT POINTS

- Ensure that all training delivery is completed before cut-off date
- ForestWorks will request regular training status updates from both the RTO and Employer to ensure all training is on track and will be completed within the required timeframe
- Employers **MUST** immediately notify ForestWorks if they believe there will be any delays in training delivery, and **NO** local variations or amendments to learners, numbers, costs or qualifications can be made without a formal change request approval from ForestWorks.
- Host employers must directly participate in the screening and recruitment of learners for pre-employment training.
- In the case of pre-employment training, the host employer must report employment outcomes of learners 3 months after the completion of training.

<b>STEP 1</b>	<b>SIGN CONTRACT</b>	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Sign contract and forward to your nominated RTO (or approved training provider) for signing</li> </ul>	<input type="checkbox"/>
<b>STEP 2</b>	<b>LEARNER DATA – Before training commences</b>	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Assist the RTO to gather learner information</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Assist the RTO to obtain signed privacy notices for all learners</li> </ul>	<input type="checkbox"/>
<b>STEP 3</b>	<b>COMPLETION STAGE</b>	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Complete and submit a completion satisfaction survey and approve learner case study (this will be sent to you)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Sign and assist the RTO to obtain sign off on Training Summary Forms from all learners when training has been completed</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Ensure each learner’s FOLS requirements are up to date and details have been provided</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Participate in phone meeting between RTO, Employer and ForestWorks representative</li> </ul>	<input type="checkbox"/>

**PRIOR to payment of RTO’s (or Approved Training Provider’s) completion invoice, ForestWorks will ensure that the all records of evidence, required case studies and surveys, have been satisfactorily completed and submitted. ForestWorks may convene a phone meeting between RTO, employer and a ForestWorks representative to discuss any outstanding issues and gather information for case studies.**

\*\*Pre-employment – In the case of pre-employment training, the host employer must report employment outcomes of learners 3 months after the completion of training.