

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.

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 variation 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.

STEP 1	SIGN CONTRACT	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> • Sign contract and forward to your nominated RTO (or approved training provider) for signing 	<input type="checkbox"/>
STEP 2	LEARNER DATA – Before training commences	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> • Assist the RTO to gather learner information 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Assist the RTO to obtain signed privacy notices for all learners 	<input type="checkbox"/>
STEP 3	COMMENCEMENT STAGE	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> • Sign and assist the RTO to obtain sign off on Training Summary Forms and Training Plans from all learners 	<input type="checkbox"/>
STEP 4	MIDPOINT STAGE	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> • Complete and submit a midpoint satisfaction survey 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Sign and assist the RTO to obtain sign off on Training Summary Forms from all learners when half the nominal hours of training and/or number of units required have been completed 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Participate in phone meeting between RTO, Employer and ForestWorks representative if required 	<input type="checkbox"/>
STEP 5	COMPLETION STAGE	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> • Complete and submit a completion satisfaction survey 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Sign and assist the RTO to obtain sign off on Training Summary Forms from all learners when training has been completed 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Ensure each learner’s FOLS requirements are up to date and details have been provided 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Participate in phone meeting between RTO, Employer and ForestWorks representative 	<input type="checkbox"/>

STEP 1 SIGN CONTRACT

- Sign contract and forward to your nominated RTO (or approved training provider) for signing
- Training must commence before the cut off date.

STEP 2 LEARNER DATA

Before training commences ensure that you:

- Work with the RTO and in conjunction with the Learner to create a training plan for each Learner
- Assist the RTO to identify and recognise any Credit Transfers that might apply
- Assist the RTO to confirm the eligibility of Learners undertaking this program

STEP 3 COMMENCEMENT STAGE

- Sign and assist the RTO to obtain sign off on Training Summary Forms for all learners. These forms must be signed by the learner, employer and assessor verifying that training in the approved qualification, skills set or unit of competency has commenced.
- Obtain in writing from the RTO that Credit Transfer and RPL/RCC has been undertaken

STEP 4 MIDPOINT STAGE

- Sign and assist the RTO to obtain sign off on Training Summary Forms for all learners. These forms must be signed by the learner, employer and assessor verifying that training has been satisfactory and half the number of nominal hours and/or half the number of units that are required for the eligible training have been completed.
- Complete and submit a midpoint satisfaction survey to ForestWorks

At this stage ForestWorks may convene a brief phone meeting between RTO, Employer and a ForestWorks representative to confirm status of training and discuss any issues of relevance to date.

STEP 5 COMPLETION STAGE

- Sign and assist the RTO to obtain sign off on Training Summary Forms for all learners. These forms must be signed by learner, employer and assessor verifying that training has been satisfactory and full eligible qualification, Skills Set or unit of competency has been completed and a certificate has been issued by the RTO (a Statement of Attainment is only sufficient for a Skills Set or individual unit of competency).
- Complete and submit a completion satisfaction survey and approve case study information to ForestWorks
- Ensure each learner's FOLS requirements are up to date on the FOLS website and all details have been provided

Prior to finalising the project, 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.