

# RTO 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 where only a completion milestone payment is being sought.

#### 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
- RTOs (or approved Training Providers) **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.
- 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 return to ForestWorks <a href="mailto:tsds@forestworks.com.au">tsds@forestworks.com.au</a></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>• Submit learner data spreadsheet</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Submit signed privacy notices for all learners</li> </ul>	<input type="checkbox"/>
<b>STEP 3</b>	<b>PAYMENT</b>	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Submit Completion Training Summary Form, ensuring it has been signed by the learner, employer and assessor verifying that training has been satisfactory and full eligible qualification, Skills Set or unit of competency has been completed</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Submit the learner’s certificate for approved qualifications or a Statement of Attainment for a Skills Set or individual unit of competency to TSDS <a href="mailto:tsds@forestworks.com.au">tsds@forestworks.com.au</a></li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Make FOLS payment and submit FOLS remittance advice</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Submit tax invoice for Completion payment</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Participate in phone meeting between RTO, Employer and ForestWorks representative if required</li> </ul>	<input type="checkbox"/>

**PRIOR to payment of 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.