

## 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
- 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 variation 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</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 information</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Create a training plan for each learner</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>COMMENCEMENT PAYMENT</b>	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Submit a tax invoice to receive commencement payment</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Submit signed Training Summary Form, Training Plan and evidence of enrolment.</li> </ul>	<input type="checkbox"/>
<b>STEP 4</b>	<b>MIDPOINT PAYMENT</b>	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Submit a tax invoice to receive midpoint payment</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Submit signed Training Summary Form and evidence of half the number of nominal hours of training and/or number of units required have been completed</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"/>
<b>STEP 5</b>	<b>COMPLETION PAYMENT</b>	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Submit a tax invoice to receive completion payment</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Submit signed Training Summary Form and evidence of training having been completed (see notes)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Provide Statement of Attainment and Statement of Results to FOLS and make FOLS payment</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"/>

## STEP 1 SIGN CONTRACT

- Sign contract and return to ForestWorks at PO Box 2146, Launceston, TAS 7250 or [tsds@forestworks.com.au](mailto:tsds@forestworks.com.au)
- RTO (or approved training provider) must commence training before the cut off date.

## STEP 2 LEARNER DATA

Before training commences ensure that you:

- Work with the Employer and in conjunction with the Learner to create a training plan for each Learner.
- Identify and recognise any Credit Transfers that might apply
- Undertake RPL/RCC for each learner
- Confirm the eligibility of Learners undertaking this program

## STEP 3 COMMENCEMENT PAYMENT

- Submit a tax invoice to ForestWorks
- Submit the Training Summary Form ensuring it has been signed by the learner, employer and assessor verifying that training in the approved qualification or skills set has commenced.
- Submit the Training Plan for each learner
- Submit evidence of enrolment
- Confirm in writing to Applicant that Credit Transfer and RPL/RCC has been undertaken by RTO

## STEP 4 MIDPOINT

- Submit a tax invoice to ForestWorks
- Submit the Training Summary Form ensuring it has been 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 required for the approved qualification, skills set or unit of competency have been completed.

**PRIOR to payment of midpoint point invoice, 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 PAYMENT

- Submit a tax invoice to ForestWorks
- Submit the 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
- Submit the learner's certificate for approved qualifications or a Statement of Attainment for a Skills Set or individual unit of competency
- Provide Statement of Attainment and Statement of Results to FOLS and make FOLS payment

**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.

Note: It is not mandatory for payment to be sought at each Milestone. A single invoice can be submitted to claim more than one Milestone payment if preferred.