

NWDF

Commencement Advice



Program details: (To be completed per learner)

NWDF Project: NWDF__

Enterprise:

RTO:

Learner Name (Print):

Qualification Name:

Qualification Code:

Total units for qualification to be completed:

units

To be completed by the Trainer/Assessor:

Number of Units approved as Credit Transfer:

units

% of qualification

Number of Units approved as Recognition of Prior Learning:

units % of qualification

Balance of Units advised by RTO requiring training and due assessment:

units

Workplace Language and Literacy - assessment completed:

Was further Language and Literacy support required:

Commencement payment evidence:

To be completed upon successful completion of training on at least 3 separate days (or otherwise negotiated in writing with TLISC). Alternatively, supply TLISC with copies of relevant training attendance records signed by learner and RTO.

Dates of training: 1.

2.

3.

RTO trainer/assessor name (print):

Signature:

Employee Signature:

Employer acknowledgement:

I confirm the above employee's eligibility and commencement in the NWDF project. I am satisfied with the service provided by the RTO and progress of the staff member.

Employer Name (Print):

Signature:

Additional evidence required –

Payment will only be made upon TLISC receipt of the additional documents below:

Signed/executed contracts between TLISC & Enterprise/RTO

Proof of learner identity (copy of photo ID - licence/passport)

Proof of learner eligibility (signed RTO enrolment form)

Copy of Training Plan

Copy of signed Privacy Notice

Check





Proof of eligibility - signed enrolment forms

Enrolment forms should be used to help determine an individual's eligibility for training under the NWDF (see below) and to capture information required for quarterly reports to be submitted to TLISC (refer to Attachment B of Enterprise/RTO contract).

Who is eligible to receive training?

To be eligible for training, an individual must:

- ▶ be an Australian citizen, a permanent resident of Australia or a humanitarian refugee
- ▶ be an existing worker, or a new worker, which includes job seekers but not volunteers
- ▶ if under 17, satisfy the National Youth Participation requirement that requires young people to complete Year 10 and then remain engaged full-time (at least 25 hours per week) in education, training or employment (or a combination of these) until 17 years of age
- ▶ satisfy course pre-requisites (such as adequate literacy and numeracy) to effectively undertake the training (for further information refer to Support Services) and any licensing requirements for relevant qualifications
- ▶ hold a qualification at the Certificate III level or above if applying for a Training Package Skill sets
- ▶ not be receiving funds under any other Commonwealth, State or Territory Government program in relation to the training that will be covered by the Fund (including for Apprentices and Trainees)
- ▶ not be employed in the general government sector in Commonwealth, State or Territory Government departments working in policy and program management areas that are only a function of government (however an employee who works in service delivery or business areas of government who's functions may also be delivered by non-government providers would be eligible)
- ▶ not have previously completed the qualification they are applying for under the Fund
- ▶ not have exited a course prior to completion that was supported through the Fund.