

NWDF

Fact Sheet: Invoicing



National Workforce Development Fund

TLISC has prepared this fact sheet to streamline the invoicing process.

The below information is standard for all approved projects:

	Enterprise contribution	Government contribution
• Enterprises engaging 1-99 employees	33%	67%
• Enterprises engaging 100-199 employees	50%	50%
• Enterprises engaging >200 employees	66%	34%

Employee numbers are based on fulltime equivalents

RTO(s) are paid per learner at the following milestones:

- 40% of the Australian Government contribution upon commencement (defined as enrolment and delivery of services on at least three (3) separate days)
- 30% of the Australian Government contribution upon successful completion of 50% of the units of the qualification
- 30% of the Australian Government contribution upon successful completion (where the qualification has been awarded and issued to the learner)

Milestone Checklist – Payments will only be made upon TLISC receipt of satisfactory evidence:

EVIDENCE	COMMENCEMENT	MIDPOINT	SUCCESSFUL COMPLETION
Executed contracts between TLISC & Enterprise/RTO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proof of learner identity (copy of photo ID)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of learner eligibility (signed RTO enrolment form)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Training Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of signed Privacy Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TLISC Commencement Advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Midpoint Advice – Statement of attainment/Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Completion Advice – copy of Qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Invoice – identifying applicable individual learners	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*Incomplete invoices cannot be paid and will be returned.

*Please be aware that TLISC is also required to capture evidence of financial contributions by the enterprise to the RTO as outlined in the contract.