

PQS skill set variations

How to add skills to a PQS application or vary an existing PQS Agreement

Fact sheet

What is a skill set?

A skill set is a single unit of competency or combination of units of competency from one or more training packages that link to a licence or regulatory requirement, or defined industry need.

Nationally endorsed skill sets have been approved by the Australian Skills Quality Authority (ASQA) and have been assigned a code for reporting purposes.

All funded skill sets are published on the Queensland Training Subsidies List at www.training.qld.gov.au/subsidieslist.

Scope of registration for skill sets

ASQA do not register registered training organisations (RTOs) for delivery of skill sets as an explicit product on their scope of registration.

In Queensland, specific skill sets are available as part of the state's pre-qualified supplier (PQS) system. The system provides a central register of RTOs pre-approved to deliver training and assessment services subsidised by the Department of Education and Training.

How do I add skill sets to my PQS application or PQS Agreement?

To register your intent to add skill sets to a PQS application, you need to email VETInvestment@dete.qld.gov.au the following information:

- Email heading — Skill set request
- RTO trading name (in full) and national RTO number
- Evidence of scope of registration — qualifications on scope of registration for the units of competency in the skill sets (i.e. the originating training package qualifications aligned to the skill sets)
- The funded skill sets code and name from the Queensland Training Subsidies List.

If you are a PQS and wish to register your intent to add funded skill sets to your current PQS agreement, email Supplier.Management@dete.qld.gov.au using the same information detailed above.

Following receipt of an RTO's intent to deliver skill sets, the department will provide confirmation to the RTO that the skill sets are now accessible to them in Purchasing Online (POL), including Variations Online (VOL).

RTOs will then be able to add the skill sets to their electronic PQS application or to their PQS Variation Request through POL or VOL.

What is the approval process for skill sets?

Skill sets are treated the same as qualifications for departmental approval requirements contained in new PQS applications or PQS Variation Requests.

Participant eligibility for skill sets

Participants are eligible to undertake funded skill sets through the Higher Level Skills program. For details, refer to the program policy at www.training.qld.gov.au/higherlevelskills.

Additional conditions are also detailed against the skill sets on the Queensland Training Subsidies List.

How are skill sets reported to the department?

Under the PQS agreement, skill set reporting is similar to qualifications reporting through Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) submissions.

For example, using the Case Management Skill Set, the code for reporting is CHCSS00006 in the Program identifier field in AVETMISS.

What are the payment arrangements for skill sets?

Skill sets are treated the same as qualifications for payment purposes, in accordance with the PQS Policy.

More information

For more information on the PQS framework, including PQS policies, publications and forms, visit www.training.qld.gov.au/pqs.

For more information on the funded programs detailed in the Queensland Training Subsidies List, including policies and guidelines, visit www.training.qld.gov.au/fundedprograms.