Higher Level Skills
Skill set fact sheet

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 registered skill sets have been endorsed by state and territory Skills Ministers and have been assigned a code for reporting purposes.

All funded skill sets are published on the Priority Skills List at www.desbt.qld.gov.au/training/providers/funded/priority-skills-list.

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 Skills Assure Supplier (SAS) system. The system provides a central register of RTOs pre-approved to deliver training and assessment services subsidised by the Department of Employment, Small Business and Training.

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

To register your intent to add skills sets to a SAS application, you need to email purchasingonline@desbt.qld.gov.au the following information:

- Email heading — Skill set request

- RTO trading name (in full) and national RTO number

- Attach evidence of sufficient scope of registration of your organisation to deliver the requested skill set — 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 Priority Skills List.

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

Following receipt of an RTO's intent to deliver skill set/s, the department will provide confirmation to the RTO that the skill sets are now accessible to them in Purchasing Online (POL) Application (within Partner Portal).

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

What is the approval process for skill sets?

Skill sets are treated the same as qualifications for departmental approval requirements contained in new SAS applications or SAS 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.desbt.qld.gov.au/training/providers/funded/higher-level-skills. Additional conditions are also detailed against the skill sets on the Priority Skills List.

Queensland Government

How are skill sets reported to the department?

Under the SAS 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 CHCSS00140 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 SAS Policy.

More Information

For more information on the SAS framework, including SAS policies, publications and forms, visit
www.desbt.qld.gov.au/training/providers/sas.

For more information on the funded programs detailed in the Priority Skills List, including policies and guidelines, visit
www.desbt.qld.gov.au/training/providers/funded.