

# Partner Portal Eligibility Criteria

## Overview

This document outlines the eligibility criteria for each application under the department's Partner Portal. For an organisation to be considered for access to the Partner Portal it must meet the eligibility criteria for at least one of the applications. The eligibility criteria are not the sole determinate in granting organisations access to individual applications. The department has absolute discretion in approving/not approving/withdrawing organisations' access to individual applications.

## Partner Portal eligibility criteria by application

### Apprenticeships Info Self Service (AISS)

**Purpose** - to provide a search facility for:

- contractual information to organisations registering apprentices and trainees in Queensland, to retrieve and calculate the previous training credit available to the apprentice or trainee
- award information for Skills Assure Supplier (SAS) Registered Training Organisations (RTOs) to assess student eligibility for funding under DESBT's VET Investment Programs

**Organisation types with valid reasons for access:**

- Australian Apprenticeship Support Network (AASN) providers to manage apprentice/trainee training contracts
- Group Training Organisations (GTOs) to manage apprentice/trainee training contracts
- RTOs who are Supervising RTOs (SRTO) to manage apprentice/trainee training
- RTOs who are SAS to assess student eligibility for funding (and potential credit transfer possibilities)
- School Associations and School RTOs to manage students/apprentices/trainees undertaking VET

If the organisation is not an AASN, GTO, SRTO, SAS RTO, School Association or School RTO then access to AISS is not permitted

## AVETMISS Training Activity (ATA)

**Purpose** - for RTOs to electronically lodge AVETMISS data submissions, access validation error reports, and view submitted NAT file data

**Organisation types with valid reasons for access:**

- RTOs who are SAS
- Non-SAS RTOs delivering to senior school students
- Non-SAS RTOs reporting fee-for-service activity only

## Training Downloads (TD)

**Purpose** - to enable organisations to download information from departmental databases relevant to their organisation only, including information on apprentice/trainee training contracts, RTO Registrations, Contract information (User Choice, SAS, etc)

**Organisation types with valid reasons for access:**

- AASNs
- GTOs
- RTOs who are Supervising RTOs
- RTOs who are SAS
- School Associations

## Travel and Accommodation RTO Summary (TRACC)

**Purpose** – to enable Supervising RTOs (SRTO) to electronically verify the attendance of an apprentice or trainee once a claim has been submitted by an apprentice or trainee into the department's Travel and Accommodation Online

**Organisation types with valid reasons for access:**

- Supervising RTOs of apprentices/trainees

## Organisation Type Application Access Matrix

Organisation Type*	Application			
	AISS	ATA	TD	TRACC
AASN	✓	x	✓	x
GTO	✓	x	✓	x
RTO (SAS)	✓	✓	✓	x
RTO (SRTO)	✓	✓	✓	✓
RTO (School)	✓	x	x	x
RTO (Other)	x	✓	x	x
School Association	✓	x	✓	x

\* An organisation may have more than one organisation type