

Video transcript

Accept or decline a nomination

- 0:09 Welcome to the mySkillsSA NTO nominations tutorial.
- 0:13 This tutorial is for nominated training organisations looking to accept or decline a nomination.
- 0:20 In this video, you'll learn how to:
- view a nomination
 - review the associated new training contract, and
 - accept or decline the nomination
- 0:30 So let's get started.
- 0:35 After you've signed in and navigated to the homescreen, you'll find a summary of your organisation's outstanding nominations.
- 0:43 The summary includes:
- the learner's name
 - status of the nomination
 - the nomination due date, and
 - nomination decision.
- 0:54 To view the nomination in greater detail, click the 'View all' button.
- 0:59 This will take you to an expanded view of your organisation's nominations.
- 1:03 If you've been nominated to complete off-the-job training for a traineeship or apprenticeship, you must accept or decline the nomination within 30 days. The South Australian Skills Commission cannot progress with finalising the training contract until they have received your decision.
- 1:20 To learn more about your obligations as a NTO, you can read the South Australian Skills Standards via the link provided.
- 1:29 If you decide to accept the nomination, you must then prepare, engage and agree on a training plan.
- 1:35 You are also required to notify the South Australian Skills Commission when you have received endorsement of the training plan.
- 1:43 It's time to review your outstanding nominations. These will display on this table, including:
- a link to the new training contract
 - learner's name
 - the pathway they are exploring

- their employer
- due date, and
- your decision.

- 2:00 You can review the new training contract by clicking on the link in the table
- 2:04 This will navigate you to the training contract where you will be able to find the trainee or apprentice's details, information about their traineeship or apprenticeship and employment details.
- 2:19 Once you've reviewed the training contract and have made a decision, click on the home button.
- 2:24 This will navigate you back to the homescreen where you can choose 'View all' button again under Outstanding nominations.
- 2:31 Once you're on the outstanding nominations page, find the learner and click on the pencil icon under the Nomination decision column. You may also need to click on the words to show the drop-down list.
- 2:45 To accept or decline the nomination, select 'Accepted' or 'Declined' from the drop-down list and then click the 'Save' button at the bottom of the screen.
- 2:57 This will update the nomination decision from 'Not received' to 'Accepted' or 'Declined'. If accepted, the nomination will be moved from the 'Outstanding nominations' list to the 'Outstanding training plan endorsements' list ready for your notification.
- 3:13 Once you've accepted a nomination, you have 28 days to prepare, engage and agree on a training plan.
- 3:21 Well, that's it for this tutorial, nice work, you've successfully accepted a nomination in mySkillsSA. If you'd like to learn how to provide notification to the South Australian Skills Commission of training plan endorsement, you can explore other video tutorials that will guide you through the process.