

USER GUIDE

How to accept or decline a nomination

Step one – Navigate to outstanding nominations

After you've signed in and landed on the homescreen of mySkillsSA you will see the Outstanding nominations table.

Simply click on the 'View all' link below the table.

Step two – Review the nomination

The [South Australian Skills Standards](#) provide clear direction on your obligation as a nominated training organisation. You have 30 days to accept or decline a nomination.

The South Australian Skills Commission cannot progress with finalising a training contract until they receive your nomination decision.

You can review the nomination on the 'Outstanding nominations' table.

If you would like to review the new training contract, which provides more detail about the nomination, simply click on the training contract application link in the table.

Step three – Accept or decline the nomination

Once you've decided to accept or decline the nomination, find the trainee or apprentice in the table and click on pencil icon under the 'Nomination decision' column.

From the drop-down list, simply select 'Accepted' or 'Declined' and click on the 'Save' button at the bottom of the page.

If you accept the nomination, the trainee or apprentice will be moved from the 'Outstanding nominations' list to the 'Outstanding training plan endorsements' list.

You have 28 days to prepare, engage and agree on a training plan. You must notify the South Australian Skills Commission once the training plan is endorsed. More information can be found in the [South Australian Skills Standards](#).