Australian Government

Business Case

Request for Access to eCAF Sandpit Training Environment

Background

This business case is submitted to request short-term access to the eCAF Sandpit Training environment. The Sandpit environment provides a controlled, non-production setting that enables providers and software vendors to test system configurations, integrations, and business processes prior to gaining access to the live eCAF system.

Access to the Sandpit environment is governed and limited to ensure it is used appropriately and only for legitimate purposes, such as system readiness, API integration testing, and familiarisation with eCAF functionality. Submission of this business case is required where the applicant is an unapproved provider or a software vendor without an affiliated approved provider, and it will be assessed by the relevant business area to determine eligibility for access.

Applicants are required to clearly demonstrate the purpose, scope, and expected outcomes of their request, along with how access will support their readiness to operate within the eCAF framework.

Privacy

Personal information collected by the department is protected by law, including the *Privacy Act 1988* (Cth). Any personal information collected as part of this information request will be used by the department. If you submit personal information about another individual you represent to the department**,** that you have the consent of that individual to provide their information to the department.

The Department of Employment and Workplace Relations (DEWR) and Department of Education Privacy Policies contain more information about how the departments will manage your personal information, including information about how to make a complaint and seek access to and correction of your personal information.

- VET education providers to contact DEWR by email: Privacy@dewr.gov.au
- Higher education providers to contact the Department of Education by email: Privacy@education.gov.au

Application details

1. Applicant Details

Organisation Name:	
Organisation Type:	
ABN (if applicable):	
Primary Contact Name:	
Position/Role:	
Email Address:	
Phone Number:	
For SMS vendors: Provide details of links to approved providers	

2. Nature of Request

Request Type:

☐ Unapproved provider

☐ SMS vendor without current provider affiliation

☐ Other (please specify):

Has a formal access request form been submitted?

☐ Yes

☐ No

If SMS Vendor – do you have a signed letter from an approved provider?

☐ Yes. If yes, attach evidence.

☐ No

Do you have access to TCSI test resources?

☐ Yes

☐ No – I have requested access

☐ No – I have not requested access

Select the eCAF type/s you require access to.

- ☐ Commonwealth support and HECS-HELP
- ☐ FEE-HELP
- ☐ SA-HELP
- ☐ OS-HELP
- ☐ FEE-HELP (NU)
- ☐ FEE-HELP (OUA)
- ☐ FFUR-CSP
- ☐ VET Student Loans

3. Purpose of Sandpit Access

Describe why access is required, including the business need and activities to be undertaken.

4. Scope of Activities

Detail what will be tested or developed, including systems involved, dependencies, and expected outputs.

5. Expected Outcomes

Describe the measurable outcomes and how success will be demonstrated.

6. Declaration

I declare that the information provided is accurate and access will be used appropriately.

Name:	
Position:	
Signature:	
Date:	

Internal Use Only – Assessment

Assessment Outcome:

☐ Approved

☐ Rejected

☐ More information required

Conditions of Access:	
Allocated Account:	
Access Period Approved:	
Decision Rationale:	