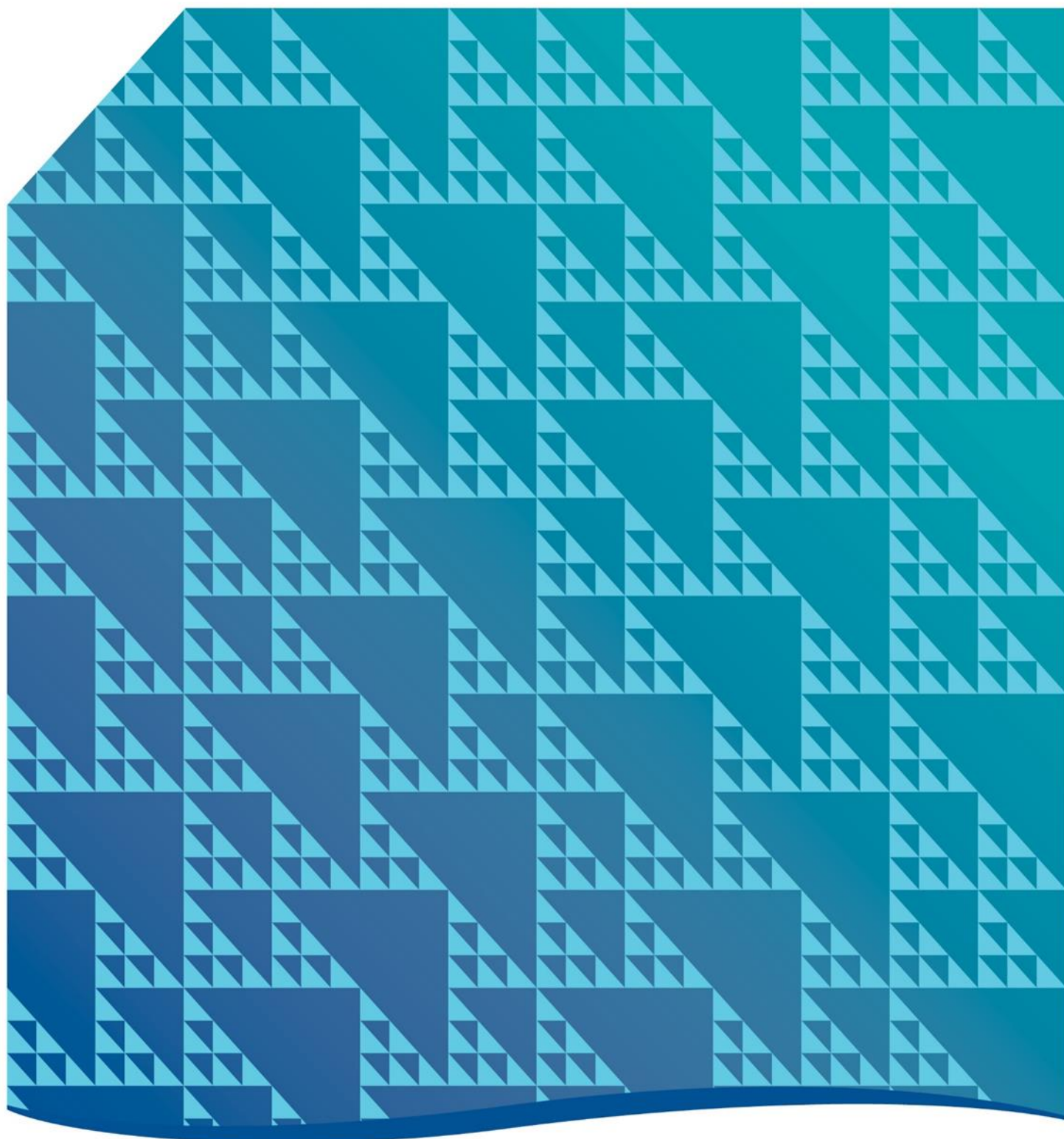


# 2020 Training and Work Pathways Program (TWPP) Applicant Guide



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# Program outline

## What is the *Training and Work Pathways Program*?

The *Training and Work Pathways Program* (the Program), is a Department of State Growth (the Department) program to increase participation in training and employment by Tasmanians facing disadvantage.

The Program provides grants to eligible individuals or organisations to undertake targeted activities to address specific disadvantages that impact on the ability of a target group or groups to accessing and participating in training and employment.

The Program aims to provide an equitable spread of grants across regions, target groups and disadvantages.

Projects often have multiple stakeholders who each deliver specific specialised services to project participants. Stakeholders include organisations that support Tasmanians facing disadvantage (including community, training and government organisations), individual employers and industry organisations.

Training can be either nationally recognised or non-nationally recognised. Projects for training that is non-nationally recognised must clearly show how they will lead to either nationally recognised training and/or employment for the target group and that they do not replicate existing projects funded by other programs.

## What are the key dates for the 2020 Program?

Opening of Program: 9 November 2019

Program information webinars: 12 and 15 November 2019

Applications close on: 9 December 2019

## What is the budget for the Program?

The Program budget for the 2020 Program is **\$1,950,000**.

## What's changed?

Skills Tasmania conducts annual reviews of all grant programs. The *Training and Work Pathways Program* has been reviewed and some changes introduced for 2020. The major changes to the Program for 2020 to note are:

### Eligible project types

Research projects are no longer eligible for funding. Projects must provide training and/or employment services.

### Project length

All projects must be for a 12 month period.

Depending on reported performance over the 12 months, projects may be extended by Skills Tasmania for a period of up to 2 years. See the 'Extending grants for successful applicants' section for more detail.

### Less focus on innovation

The Program has traditionally focussed on innovation.

The 2020 Program reduces the focus on innovation and encourages applicants who are managing or have managed successful *Training and Work Pathways* projects to apply for a grant to continue a specific project without the need to introduce changes beyond those that occur through the applicant's continuous improvement system.

## What are the Program objectives?

The specific program objectives of the *Training and Work Pathways Program* are:

- To increase participation in nationally recognised or non-nationally recognised training that leads to employment for Tasmanians facing disadvantage.
- To support the development of collaborative relationships between Tasmanians facing disadvantage, community organisations, industry, employers and training organisations to increase access to and participation in training and/or employment.
- To provide targeted solutions to enhance the employment potential of Tasmanians facing disadvantage.
- To create sustainable and tailored training opportunities for Tasmanians facing disadvantage that address the learning needs of the target group/s and lead to increased participation in further training and in employment.
- Improve the quality of training experiences and outcomes by promoting training in new and flexible ways, especially with regard to location, training methods and the involvement of employers and/or industry bodies.

## What types of projects can be funded?

The Program supports projects that clearly address disadvantages to engagement in training and/or employment faced by specific Tasmanian groups.

Examples include (but are not limited to):

- supported work-readiness, foundation and/or entry-level training
- supported work exposure and placements
- new strategies or initiatives to trial access to training by Tasmanians facing disadvantage
- the adaption of proven practices to the needs of specific groups of Tasmanians facing disadvantage
- systemic change initiatives that address root causes of disengagement from training and employment by Tasmanians facing disadvantage that include the delivery of training and/or participation in employment
- industry and employer-led initiatives to strengthen their capacity to employ Tasmanians facing disadvantage

Projects for training that is not nationally recognised must clearly show how the project will lead to either nationally recognised training and/or employment for the target group and that there is no replication of existing project funded by other programs.

## Who is eligible to apply?

To be eligible to apply, applicants must be:

1. a community service organisation, club, community-based association, charity, trust or educational institution that is an incorporated body, or under a formal auspice arrangement with a community service organisation that is incorporated

**OR**

2. a Registered Training Organisation (RTO)

**OR**

3. be an individual or organisation carrying on business in a VET-related field that has been operating for a period of no less than two years, with a relationship with a community organisation and other relevant stakeholders

**AND**

4. have an Australian Business Number (ABN)

Government agencies (departments) are eligible to apply if the application is accompanied by support from the departmental senior executive.

Government business enterprises and state-owned companies are also eligible to apply.

## What are the application conditions?

Eligible applicants must ensure that they meet the following application conditions:

- the applicant must abide by the application submission instructions
- the applicant must meet the eligibility criteria
- applicants must have addressed all assessment criteria, attached the required templates and included evidence to support claims to be considered eligible to be assessed
- the applicant must state to which Program objectives the project relates
- the project must take place in Tasmania and service the Tasmanian community
- project owners can apply for a maximum of three applications in any single release
- the applicant must not have outstanding reporting obligations with the Department of State Growth
- where there is delivery of nationally recognised training, the RTO delivering the training must be a Skills Tasmania endorsed provider at time of submission, or be in the process of becoming endorsed (grant approval will only occur where RTOs are endorsed by Skills Tasmania)

## What types of disadvantages do projects need to target?

Disadvantages to be addressed by project activities include (but are not limited to):

- low levels of education and skills
- low literacy and numeracy skills, including lack of information technology knowledge and skills
- a history of family violence
- disability
- mental ill health
- age
- gender and caring responsibilities
- low income and poverty
- cross-generational under/unemployment
- people living in communities with concentrations of disadvantage
- isolation due to rural or remote location with inadequate transport and services
- economic downturn and/or industry restructure
- lack of English language fluency and minority culture background
- a history of offending and/or imprisonment

## What specific project costs are eligible to be funded?

Project funds can only be expended on costs directly associated with the delivery of the specific project and must be identified on the budget template. This can include:

- Wage costs for project coordinator, service delivery and administrative staff. Applicants must provide details in their project budget.
- The purchase of training (both nationally recognised and non-nationally recognised), training materials, and associated training costs.
- Accommodation (where projects are delivered outside of base location).
- Project-related travel.
- Overheads that relate to project delivery, for example, costs incurred in the recruitment of participants, support for participants such as childcare or transport.
- The production of promotional material to highlight training and/or VET options for Tasmanians facing disadvantage or to demonstrate to employers the benefits of recruiting from disadvantaged cohorts and/or to assist them to employ Tasmanians facing disadvantage.
- The production of materials and/ or resources required in order to tailor training to address barriers for specific target groups.

## What is not eligible to be funded?

The Program will NOT make grants in the following instances:

- Currently enrolled school students
- Where nationally recognised training is the sole focus of the activity, or there already exists a more appropriate funding mechanism such as the Adult Learning Fund and the Apprentice and Trainee Training Fund (User Choice).
- Where the project will duplicate services provided under other programs, for example the Australian Government Youth Jobs PaTH program.
- Where project activities are core to the applicant's business.
- Items or services that the applicant is already contracted to provide.
- Training that is not nationally recognised that does not clearly link to and improve opportunities for participants to access employment.
- Capital fund-raising for building or property purchase, construction and/or maintenance works.
- Plant, which includes land, buildings, machinery, apparatus, and fixtures employed in carrying on a trade or an industrial business.
- General fund-raising appeals.
- The purchase of motor vehicles or other forms of transport.
- Recurrent administrative, infrastructure and other organisational costs.
- Retrospective funding for projects or programs that have already started, or have been completed, including any activity undertaken prior to the notification of application outcome.
- Where the activity is already funded, or more appropriately funded through another mechanism.
- Insufficiently defined items, for example 'contingencies', 'sundries' or 'miscellaneous items'.
- Projects which produce a private benefit to a specific business or person/s.

## Where can I find out more about the Program?

The Department will provide two program information sessions via webinar.

These sessions will allow potential applicants to hear how the program has changed, how they can maximise their chances of a successful application, how applications will be assessed and will provide an opportunity to ask questions of the program manager.

The sessions will be held online via *Go To Webinar*. To register your attendance at one of the two sessions, please visit the following link: <https://attendee.gotowebinar.com/rt/5667876191199835149>

The program manager, Deb Wilcox, is also available to answer questions about the Program: 03 6165 6060 or [deb.wilcox@skills.tas.gov.au](mailto:deb.wilcox@skills.tas.gov.au)

## Which policies and legislation and policies relate to the Program?

Underpinning all Tasmanian Government grants is [Treasurer's Instruction FC-12 Grant Management](#).

Management of personal information is in accordance with the [Personal Information Protection Act 2004 \(Tasmania\)](#) and the [Privacy Act 1988 \(Commonwealth\)](#).

Information provided to Skills Tasmania is subject to the provisions of the [Right to Information Act 2009 \(Tasmania\)](#), and may be disclosed in accordance with this Act.

## The application stage

### When and how are applications submitted?

The application process will be open from 9 November 2019, and will close at 2 pm (AEST) on 9 December 2019. Applications will be submitted via an online grant application service powered by SmartyGrants.

Applicants will be required to complete and attach the Project and Risk Management Plan template and the Budget template to the application. **Links to the application and the templates are on the Skills Tasmania website:** [Training and Work Pathways Program](#).

Questions in relation to using the online application or on the SmartyGrants interface can be answered via the online [Help Guide](#), or on [SmartyGrants' Applicant FAQ](#) page.

If this does not answer your question, please e-mail [service@smartygrants.com.au](mailto:service@smartygrants.com.au) or call 03 9320 6888. Support Desk hours are 9 am – 5 pm (AEST), Monday through Friday.

Applicants must ensure that they meet all mandatory eligibility requirements prior to lodging.

Incomplete applications will not be assessed or be considered for funding.

**All applications must be submitted *prior* to the closing time of 2pm, Monday 9 December 2019.**

The program manager, Deb Wilcox, is available to answer questions and provide assistance: [deb.wilcox@stategrowth.tas.gov.au](mailto:deb.wilcox@stategrowth.tas.gov.au) or 03 6165 6060.

## What has to be completed and lodged to apply for the Program?

All applications must be lodged in SmartyGrants and will consist of the following fully-completed documents:

1. the application template
2. the budget template
3. the project plan and risk management template
4. any evidence required to support claims

## What do applicants need to know when writing applications?

Applicants should ensure that their application contains all of the information and evidence the applicant wants the assessment panel to know; the assessor's existing knowledge of the applicant's business or other projects does not form part of the assessment therefore each application must contain all the information the applicant wishes the panel to know and information should be supported by evidence wherever possible.

Applications should:

- be written in clear, simple language
- avoid jargon
- be succinct, precise and specific
- avoid generalisation
- include evidence to support any claims made
- clearly link outcomes to activities and outputs
- identify realistic and achievable targets including the number of participants and the number of outputs and outcomes

### Assessment criteria

Each assessment criterion contains text that shows applicants what information they need to provide to address that criterion. These can be found in the 'Assessment and selection process' section of this guide.

### Supporting evidence

Applicants should attach relevant evidence to their application where possible. This may include data or research that support assertions of demand or need; successes of similar programs or activities related to the project; copies of Memoranda of Understanding (MOU) or contractual arrangements with project partners that address potential risks. MOUs or contracts with project stakeholders must include identifying the roles and responsibilities of each organisation and must cover the duration of the project.

Attachments must be clearly titled and referenced in the text addressing the criteria, for example, 'Attachment 1 is a schedule for delivery for the training in the two regions'.

Letters of support from individuals or organisations with an interest in the project are welcome, but they must clearly refer to the project and offer detail of the supporters' understanding of the project and, where relevant, of their role in or contribution to the project.



## Outputs and outcomes

Assessment criterion 3 requires the applicant to outline the project target outputs and outcomes. These will form the basis of grant deeds and progress reports for successful applications as well as assist in determining the budget.

An output is a program activity, something that will be done or produced during the project.

Outputs should be clear, precise and measureable. For example, '6 participants will complete training', '3 focus groups will be conducted', '25% of participants will gain employment', are all clear outputs. These activities and outputs must be precise and realistic to the target group/s.

Outcomes are the benefits of the project resulting from the project's outputs. The target outcomes must have a measurable benefit, and will be used to gauge the success of the project. At project conclusion, these measures will help answer questions such as, 'What have we achieved?', and, 'How do we know?'

Outcomes should be clearly linked to activities and outputs, which will enable easier project evaluation.

## Employment Outcomes

Where employment is part of a project, a target number of jobs is required. This figure should be realistic and seen as indicative only, rather than a fixed deliverable.

## Nationally Recognised Training

If a project includes providing nationally recognised training, the registered training organisation (RTO) must have the units or qualification on their scope of registration for delivery in Tasmania at the time of lodging their application, in addition to being a Skills Tasmania endorsed RTO or in the process of becoming endorsed.

Where applications are received and a nominated RTO is not endorsed by Skills Tasmania at the time of lodging the application, grant approval will be conditional.

The application must identify the qualification or units to be delivered, the number of learners and the cost per learner as well as evidence that shows how the training and assessment will meet the needs of the target group/s.

If the application is successful, the RTO will be required to report training activity in their AVETMISS reporting.

## Project Risks

All applicants must complete the project plan and risk management template, which is lodged with the application.

Project risk refers to any factor that may affect the successful completion of the project outputs and securing of outcomes, or adverse effects on resourcing, time, cost and quality.

There are always risks associated with a project. The purpose of risk management is to ensure proper management of risk and uncertainty so that the project is successfully completed. A risk plan helps identify possible risks, the manner in which they can be contained and the likely cost of mitigation strategies.

Risk response generally includes:

- avoidance: eliminating a specific threat, usually by eliminating the cause

- mitigation: reducing the expected impact of a risk event by reducing the probability of occurrence
- acceptance: accepting the consequences of the risk

A contingency plan to execute should the risk event occur is critical to safeguarding a project.

### Project Budget

All applicants must complete the Budget template, which is lodged with the application. The budget forms an integral part of the application.

The Program works on a full cost attribution basis and applicants must ensure that items contained in the budget are consistent with the activities proposed.

Applications must show the breakdown of costs, particularly where line items shows a cost above market pricing.

Where costs are shared with an existing funding source, applicants should provide detail of the dollar value of each contribution where there is a shared cost item in the budget.

### Financial information

Applicants must ensure that the budget and other financial information is correct.

Applicants should record information on in-kind support. Detail as to how these contributions have/will be sourced and what the funds will be used for should be detailed in the response to criterion 4 and be reflected in the budget.

With respect to in-kind support, specialist volunteer time, for example, literacy tutor, graphic designer or financial planner, should be calculated at the professional rate.

General volunteer labour should be calculated at \$20 per hour.

Where the project leverages off existing funded programs, projects or services, applicants should include detail as to how these activities will complement the project, and attribute any figures as appropriate.

### Goods and Services Tax (GST)

The Department **will pay GST** on a grant when the recipient is:

- an incorporated applicant or other not-for-profit legal entity registered for GST;
- or
- an unincorporated applicant which is sponsored by an incorporated body or other not-for-profit legal entity registered for GST.

In this case, the amount requested should be **exclusive** of GST.

The Department **will not pay GST** as part of the grant where:

- an incorporated recipient or other not-for-profit legal entity is NOT registered for GST
- or
- an unincorporated applicant is sponsored by an incorporated body or other not-for-profit legal entity NOT registered for GST.

In this case, the amount requested should be **inclusive** of GST.

# Assessment and selection process

All applications received will be managed and assessed in accordance with the Treasurer's Instruction *FC-12 Grant Management* and the Department of Treasury and Finance *Best Practice Guide for the Administration of Grants*. SmartyGrants will send an automatic acknowledgement to the applicant when the application is lodged.

Applicants must have addressed the assessment criteria, attached the required templates and included evidence to support claims to be considered eligible to be assessed.

In order to ensure that the aims of the Program are achieved, the selection panel will ensure that the final mix of successful applications consists of projects that meet a minimum score and together cover a range of regions, target groups and disadvantages, and that their combined value does not exceed the available budget.

The process is:

1. applications will be screened for eligibility when the program closes
2. eligible applications will be assessed by each selection panel member against the assessment criteria using a standardised assessment tool
3. assessment outcomes will be moderated in a series of selection panel meetings
4. grant recommendations are made by the selection panel and presented in a report to the Skills Tasmania General Manager
5. successful and unsuccessful applicants are notified of the outcome of their applications

## Application assessment criteria

All applications must address **four assessment criteria**. The criteria are of equal weight. The SmartyGrants application requires the applicant to address each criterion individually as well as to attach any relevant evidence to support claims made to the relevant criterion.

### Criterion 1 – Project need and planned achievement/s

***The applicant must clearly outline WHY the project is needed and WHAT the project will achieve.***

***To address this criterion, applicants must:***

1. List which Training and Work Pathways Program Objective/s will be addressed by the project. (these are listed on the Skills Tasmania website: [TWPP Objectives](#) )
2. Refer to data or research or provide other evidence that confirms the disadvantage/s faced by the target group/s.
3. Provide an outline of what the project will achieve for the target group/s.
4. Outline how the project will create a pathway into training **and/or** employment for the target group/s.
5. Explain how training will help the address the disadvantage/s faced by the target group/s **if** training is a feature of the project.

## **Criterion 2 – Project plan and stakeholder role/s**

***The applicant must outline HOW the project will be carried out and WHO will have a role in the project.***

***To address this criterion, applicants must:***

1. Provide a brief summary of how the project will be carried out.
2. Provide evidence of the applicant's capacity to undertake this project through evidence of past performance in managing similar projects.
3. Attach written support from any individual /organisation that has a role in the project showing that they understand their role and commit to provide specific services for the duration of the project
4. Complete and attach the project plan template which must include:
  - a) when and where each step/service will occur
  - b) who will manage the project and their specific role/s and responsibilities
  - c) how and from where participants will be recruited
  - d) specific service delivery methods (and training delivery methods where applicable)
  - e) how, where and when support services will be provided.
5. Ensure that all elements of risk relating to how the project will be carried out and who will have a role in the project are addressed in the risk management plan.

## **Criterion 3 – Project deliverable/s**

***The applicant must identify the project deliverables in terms of clear, measurable and relevant OUTPUTS and OUTCOMES.***

***To address this criterion, applicants must:***

1. Outline what the project will deliver in terms of specific outputs and outcomes, ensuring that each is clearly described, measurable, relevant and realistic, and that the target number of participants is included.
2. Outline how each project output and outcome will address the disadvantage/s faced by the target group/s.

## Criterion 4 – Budget breakdown and project value

**The applicant must show how the funds requested have been arrived at and that the project represents value for the investment requested.**

**To address this criterion, applicants must:**

1. Provide a detailed budget template that shows the breakdown of each budget item.
2. Outline the price per participant for the services proposed.
3. Outline and justify the cost of support services.
4. Outline how costs may be minimised by building on existing services where relevant.
5. Provide evidence to support costs where possible and relevant, eg where support services are provided by individuals or organisations and quotes have been received outlining the cost of providing that service.

## What happens if an application is approved?

Successful applicants will enter into a grant deed with the Department of State Growth on behalf of the Crown in Right of Tasmania.

The names of successful applicants and a summary of their project will be published on the Skills Tasmania website.

## What are the responsibilities of successful applicants?

The deed sets out the obligations of both parties.

Successful applicants are required to report project activity and progress through the life of the project.

Staged grant payments are dependent on the lodgement of reports and evidence of activity and progress showing that the project deliverables are being achieved.

## Extending grants for successful applications

The maximum period for projects for this release is 12 months.

Grant periods for successful applicants whose projects are deemed to represent value for money and are able to successfully achieve the identified outcomes and outputs for the 12 month period may be extended by Skills Tasmania for a period of up to 2 years.



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