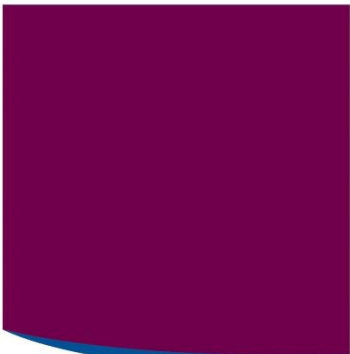
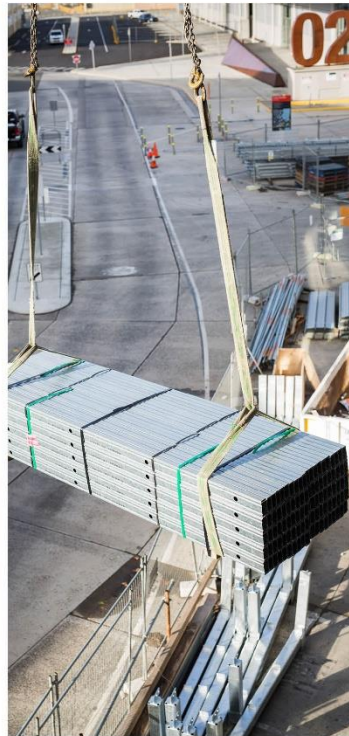


Applicant Guide



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What is the JobTrainer Fund extension?

The Tasmanian JobTrainer Fund (the Fund) extension will provide grants to Skills Tasmania endorsed Registered Training Organisations (RTOs) to provide free nationally recognised training for job seekers and young Tasmanians aged 17 to 24 (including school leavers). For training in aged care, childcare, disability care and digital skills qualifications, all learners, regardless of their age or employment status, will be eligible for free JobTrainer Fund training in these industry areas.

The qualifications and courses approved for funding are in areas of strategic importance to the State and where there are strong future job prospects. The training will allow learners to develop the skills and knowledge required to change or commence new or different careers or strengthen their existing work experience through structured training as Tasmania emerges from the COVID-19 pandemic.

The Fund is a jointly funded initiative of the Australian and State and Territory governments.

In Tasmania, the Fund is managed by the Department of State Growth (Skills Tasmania).

The total budget for the Fund is up to \$21,000,000, which consists of \$10,500,000 each from the Australian and Tasmanian governments.

It is anticipated that there will be a high number of applications submitted under this program. Because the program has limited funding, not all eligible applicants will be successful.

Applications for this grant will be competitively assessed.

Timeframes

To ensure everyone has an equal opportunity to apply for a grant, applications will not be accepted after the closing date and time.

Applicants are advised to aim to submit applications before the closing time to allow time to address any unforeseen IT or other issues that may impact the applicant's ability to lodge before the closing time.

Description	Date/time
Program opens	5 February 2022
Program closes	4 March 2022 02:00 pm
Applications assessed	March 2022
Applicants notified	March/April 2022

During the assessment process, Skills Tasmania may, at its discretion, require further information to support or clarify an application. This information must be provided within three working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

Information sessions

Skills Tasmania will provide two program information sessions via Microsoft Teams. It is strongly suggested that all Skills Tasmania endorsed RTOs interested in applying for a JobTrainer Fund grant attend an information session.

The Fund manager is available to answer questions about the Fund via email at JobTrainerTas@skills.tas.gov.au or on 03 6165 6037.

Description	Date/time
Session 1	9 February 2022 2:00PM
Session 2	10 February 2022 2:00PM

Applicant eligibility criteria and conditions

Eligibility criteria

To be eligible to apply, applicants must be:

1. a Skills Tasmania Endorsed RTO (RTO). Where the RTO's endorsement is restricted, the restrictions will apply.
2. scoped for the qualifications, courses or units for which they are applying, the scope must include Tasmania as a delivery site. At the time of applying, the applicant must provide evidence that the RTO has the unit(s) or qualification(s) on its scope of registration. This evidence must be supplied as an attachment to the application submitted in Smarty Grants under Criterion I.

Application conditions

To be eligible to be assessed, applicants must:

1. meet the applicant eligibility criteria
2. address the application assessment criteria
3. apply for training places for one or more of the qualifications or courses on the approved list, or for skill sets comprised of units from the qualifications or courses on the approved list.
4. use the 'JobTrainer Fund price calculator' tool provided by Skills Tasmania to determine the price per qualification, course or skill set and attach the completed calculator in its response to application assessment criteria I.
5. complete the RTO declaration in the application.

Applicants may be asked to supply documentation to support their eligibility claims, as part of the application process, or as part of an audit process.

Learner eligibility criteria

The following learners are eligible for funding:

1. **job seekers**, who, for the purposes of the Fund, are:
 - a. individuals out of work

- b. individuals who are in receipt of income support payments
 - c. individuals expected to become unemployed as agreed bilaterally between the Commonwealth and the relevant State.
 - d. individuals who are underemployed, which is defined as employed people who would prefer and are available for more hours of work than they currently have, including part-time workers.
2. **young people** 17-24-year-old individuals (including school leavers), regardless of their employment status.
 3. **people enrolling in an aged care, childcare or disability care qualification**, regardless of their age or employment status.
 4. **people enrolling in digital skills qualifications**, regardless of their age or employment status.

All eligible learners will be eligible for a training place regardless of their prior qualifications.

Eligible learners can undertake more than one JobTrainer qualification, course or skill set funded training place.

An individual currently enrolled at a Tasmanian school, as defined by the *Education Act 2016* is not eligible.

In accordance with the [Skills Tasmania Policy Statement on Learner eligibility visa status](#), the following Tasmanian residents are eligible for Tasmanian Government subsidised training:

- Australian citizens
- Permanent residents

And Tasmanian residents who have permission for work and study in Australia and:

- are New Zealand citizens with a Special Category Visa
- are holders of temporary humanitarian visas
- are Tasmanian State Sponsored skilled migrant visa holders
- are a dependent (aged over 18) or partner (spouse) visa holder of an eligible applicant.

All other visa holders are ineligible for subsidised training. This includes all bridging visa holders and Tasmanian State Sponsored business visa holders.

Qualifications, courses and skill sets eligible for funding

The qualifications and courses approved for funding are those in areas of strategic importance to Tasmania and where there are strong future job prospects for Tasmanians as the State emerges from the COVID-19 pandemic. The list of qualifications and courses, including pricings, is available on the Skills Tasmania website.

RTOs can apply for qualifications or courses from the approved list, or the RTO can apply for skill sets created from core and/or identified elective units from within the approved qualifications or courses list which meet a particular industry need and are likely to lead to a job outcome for the learners.

All units used in skill sets must be named on the training.gov.au website in the packaging rules for a qualification or course on the approved list.

Prices and loadings

Each qualification, course and unit has a pre-determined price. A COVID-19 loading is automatically calculated through the 'JobTrainer Fund price calculator'. The list of qualifications and courses, including pricings, and the price calculator is available on the Skills Tasmania website.

Application process

The Department of State Growth uses an online grants management system called SmartyGrants, accessible via mobile phones, tablets, laptops and personal computers.

The application form can be found at:
<https://skills.smartygrants.com.au/JTEXT>

One application per RTO is preferred. All applications must be submitted prior to the closing time.

SmartyGrants will send an automatic acknowledgement to the applicant when an application has been lodged successfully.

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

Applicants can also email service@smartygrants.com.au or call 03 9320 6888. (Support Desk hours are 9 am – 5 pm (AEST), Monday through Friday).

Important information about the application process

- Applicants should read the guide carefully before starting an application. The application form is designed to help structure applicants' responses to the eligibility and assessment criteria.
- Applicants must have addressed each of the assessment criteria and attached any mandated documents to be eligible to be assessed.
- This is a competitive, merit-based process. Meeting the eligibility criteria will not automatically result in a successful grant.
- There will be no opportunity to change an application or provide further information to support it once it has been submitted. Applicants should ensure that all supporting documentation provided is accurate and is attached correctly before submitting.
- Applicants will be advised of the outcome of their application once considered by the selection panel.

Assessment criteria

All applications must address four assessment criteria. The criteria are of equal weight.

The SmartyGrants application form requires the applicant to address each criterion individually as well as to attach any relevant evidence to support claims made in addressing the relevant criterion, where relevant.

Each assessment criterion contains text that shows applicants what information they need to provide to address that criterion.

Criterion 1 – Number of training places

The RTO must detail a method that is robust enough to reliably determine the number of places required for each qualification and/or skill set.

To address this criterion, applicants must:

- a. outline the rationale used to determine the number of training places applied for.
- b. attach a completed 'JobTrainer Fund price calculator' (available from the Skills Tasmania website) showing the qualifications, courses and skill sets the RTO is applying for and their associated prices and the local government areas in which the training will be provided.
- c. attach evidence that at the time of applying, the RTO has the unit(s) or qualification(s) it is applying for on its scope of registration.

Applicants are encouraged to review the Guide to using the *JobTrainer Fund price calculator*, available on the Skills Tasmania website, before submitting an application.

Criterion 2 – RTO capacity

To address this criterion, applicants must:

- a. demonstrate that the RTO has sufficient capacity and resources (including staffing resources) to commence training for the requested number of training places by 31 March 2023.

Criterion 3 – Promotion to learners

To address this criterion, applicants must:

- a. outline how the availability of Fund places will be promoted to learners.

This grant program will be competitively assessed based on the quality of information provided by the applicant. Ensure all information is included when submitting your application. Note that not all eligible grant applicants will receive funding.

Assessment process

Applications will be assessed by a Skills Tasmania assessment team and forwarded to a selection panel for final evaluation.

Applications 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](#).

Applicants should ensure that their application contains all 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 clearly articulate the details of the proposed project and include all the information the applicant wishes the panel to know. Information should be supported by evidence wherever possible.

Skills Tasmania will determine the final allocation of places under the Fund to ensure delivery to a range of learners and regions, a mix of qualifications and skillsets, and alignment with future jobs growth.

Skills Tasmania reserves the right to negotiate with individual applicants.

The assessment process is:

1. Applications will be screened for eligibility as they are received.
2. Eligible applications will be assessed by Skills Tasmania staff against the assessment criteria.
3. Applications that meet a minimum assessment score will be considered for approval by the Skills Tasmania selection panel and a recommendation made to the Skills Tasmania General Manager. The panel's recommendation includes ensuring that approved qualifications and skill sets cover a range of qualifications and courses in the aged care and digital skills sectors, and industry and Tasmanian local government areas.
4. Successful and unsuccessful applicants will be notified of the outcome of their applications via email.

What happens if your application is approved?

Successful applicants will be notified as soon as possible if their application has been approved. This notification

will be provided via email to the person nominated in the application as the contact person.

Successful RTOs will sign a funding agreement that will become a schedule to the Department of State Growth (Skills Tasmania) Agreement for all Programs. The agreement will include the grant conditions and learner eligibility criteria.

The names of successful applicants and the qualifications, courses and/or skill set/s for which they have been approved will be published on the Skills Tasmania website and may be communicated to potential learners through other means.

What happens if an application is not approved?

Unsuccessful applicants will be notified via email that their application is unsuccessful.

Grant conditions

The grant conditions for the Fund are:

1. Price paid per qualification, course or skill set

- 1.1. Each qualification, course and unit has a pre-determined base price. A COVID-19 loading is automatically calculated through the *'JobTrainer Fund price calculator'*. Skills Tasmania's decision on the appropriate price to be applied for a qualification or skill set is final.

2. Payment of grant

- 2.1. Payments will be made to RTOs on reported training commencement and completion per unit for each learner. Full payment per qualification or skill set will be made to RTOs on reported completion of the qualification or skill set by a learner.

3. Evidence of training

- 3.1. Payment may be subject to providing evidence of the training delivered to individual learners. Evidence submitted must meet the Skills Tasmania training evidence criteria and be consistent with the RTO's application. Inability to provide evidence of training delivery to the

satisfaction of Skills Tasmania may lead to non-payment or Skills Tasmania recouping funds paid.

4. Learner eligibility

- 4.1. RTOs must ensure that learners meet the learner eligibility criteria. Skills Tasmania may request evidence of the eligibility of learners at any stage in accordance with s13. Contract Compliance Monitoring & Consumer Protection of the *Department of State Growth (Skills Tasmania) Agreement for all Programs*.

5. Reporting requirements

- 5.1. RTOs must report enrolments, commencement and completion of qualifications, courses and/or skill sets through AVETMISS data provided to Skills Tasmania monthly, or as requested to meet the Tasmanian Government's obligations under the JobTrainer Fund Agreement.
- 5.2. 'Enrolment' in the context of the Fund is defined as the point at which the learner is officially registered with the RTO on their student management system as a learner who will be trained by the RTO in the qualification, course or skill set shown in the student management system record.
- 5.3. 'Commencement' in the context of the Fund refers to the commencement of training and is defined as the date the learner begins undertaking training activities that build the learner's skills and knowledge in relation to the qualification, course or skill set.
- 5.4. **The RTO must report their first AVETMISS enrolment data by no later than 10 May 2022.**

Reporting of enrolments has not been required by Skills Tasmania in previous grant programs but is an essential grant condition for the Fund.

6. Learner fees

- 6.1. RTOs must offer training with no learner fees.

7. Training places not allocated to learners by 31 August 2022

- 7.1. Training places that have not been allocated to learners by 31 August 2022 may be withdrawn by Skills Tasmania. For the

purposes of the Fund, 'allocation' means that the learner has been enrolled.

8. Funding agreement variations

- 8.1. Skills Tasmania may vary the funding agreements for RTOs who are able to enrol learners and commence training within the required timeframes by adding additional places if the budget allows.
- 8.2. In assessing any variation request, Skills Tasmania will consider whether the RTO has been able to allocate all approved places and enrol learners and commence training as well as report this activity to Skills Tasmania within the required timeframes, and the RTO's ability to demonstrate that they have unmet demand for the qualifications, courses or skill sets for which they have been approved.

9. Funding agreement duration

- 9.1. Each funding agreement will be for a period of four years. Where allocated training places have not commenced by 31 March 2023, no payments will be made for those places.

10. Acknowledgement of funding

- 10.1. All advertising and materials provided to learners must include this statement: *The JobTrainer Fund is a jointly funded initiative of the Australian and Tasmanian Governments.*

Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of State Growth grants. The Department will consider appeals relating to administrative process issues in grants management.

All requests must be in writing and should be addressed to the Director, Training Operations, Skills Tasmania.

Your request must be received within 28 days from the date of the Department of State Growth notifying you of the decision about your application. For further information about the process, contact the program manager.

Reporting

Successful applicants will be required to report enrolment, training commencement, training continuance and completion to Skills Tasmania. Timely reporting is essential to ensure that the Tasmanian Government receives milestone payments from the Australian Government under the JobTrainer Fund Agreement.

Reporting of enrolments has not been required by Skills Tasmania in previous grant programs, but it is an essential grant condition for the Fund. 'Enrolment' in the context of the Fund is defined in Grant Condition 5.2.

Uptake of training via the Fund including the number of enrolments, commencements and completions must be reported by, where known:

- Age group
- Gender
- Location (metropolitan, regional, remote)
- Course
- Qualification level
- Indigeneity
- Culturally and linguistic diversity.

Enrolments must be reported on a Unit level in the AVETMISS NAT00120 Training Activity file, using the data field 'Outcome Identifier – National' with code: '85 – Not Yet Started', and on a Course level in the AVETMISS NAT00130 Program Completed file using the data field 'Program Status Identifier' with code: '85 – Not Yet Started'

For advice on AVETMISS reporting to Skills Tasmania, contact:

- b. AVETMISS data and payment enquiries: 03 6165 6055 or 1800 655 846
- c. AVETMISS data submission enquiries: avetmiss@skills.tas.gov.au

RTOs must report their first AVETMISS enrolment data by 10 May 2022 and training commencement data by 10 July 2022.

Monthly reporting must be submitted to Skills Tasmania by the 10th of every month thereafter.

Grant payments

Payments will be made to RTOs on reported AVETMISS training commencement and completion data for each learner. Full payment per qualification or skill set will be made to RTOs on reported completion of the qualification or skill set by a learner.

Evidence of training provided to learners

Skills Tasmania reserves the right to request evidence of training provided to learners at any stage during or after the training has been provided.

Evidence provided to show that training has been provided to individual learners must meet the following criteria:

- how, where, when, by whom and with which learners the training was conducted
- the specific methods and resources used to train
- the unit/s to which the training relates.

RTOs unable to provide sufficient evidence of training or of learner eligibility may be required to repay any funds paid. Evidence that does not 'prove' attendance at training or participation in training, even if that evidence meets the above criteria, will be insufficient and may lead to non-payment or Skills Tasmania recouping any payment/s made.

Administration and contact details

The program will be administered by the Department of State Growth (Skills Tasmania) on behalf of the Crown in the Right of Tasmania. Contact jobtrainertas@skills.tas.gov.au or the program manager on 03 6165 6037.

Note

All applicants must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, will be required to be repaid to the department.

Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the Department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the delivery of the project for reporting purposes.

Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

This information may be accessed by the individual to whom it related, on request to the Department of State Growth. A fee for this service may be charged.

Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.

- Please note that all obligations under the *Personal Information Protection Act 2004 (Tas)* or the *Privacy Act 1988 (Cwlth)* still apply.

Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



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