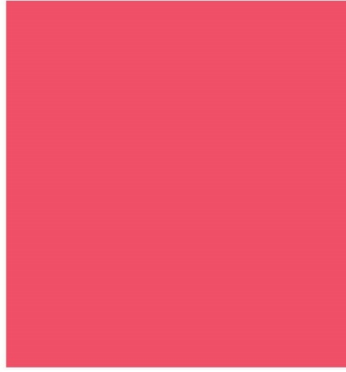


Skills Fund – round ST058
May 2022

Grant Program Guidelines



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I. Aim

The Skills Fund (the Fund) provides grants to Skills Tasmania endorsed registered training organisations (RTOs) to provide nationally recognised training in either skills sets or qualifications for existing workers.

Skills Fund training helps to address the workforce skill needs of employers to increase their business productivity, growth and expansion.

Skills Fund training also allows employees to gain skills and knowledge to assist them to perform their jobs more effectively, efficiently, safely and confidently. New skills and knowledge for employees also supports future career planning and progression.

The Fund prioritises areas of skills demand in priority industries as outlined in the [Ministerial Priorities for Training and Workforce Development 2018-21](#).

The Fund includes a requirement for employers to make a financial contribution to the cost of the training. The amount of the contribution is determined by the size of the employer.

The Skills Fund has two application streams: employer applications and business group applications.

Successful RTOs enter into grant agreements with the Department of State Growth for the delivery of training, assessment and learner support services.

2. Eligibility criteria

2.1 Applicant eligibility

Applicants must meet each of the following criteria to be eligible to apply for a Skills Fund grant:

1. Skills Tasmania Endorsed RTO status

The applying RTO must be a Skills Tasmania Endorsed RTO at the time of lodging the application.

2. Registration

RTOs must be registered in accordance with the requirements of the Australian Skills Quality Authority (ASQA) to deliver nationally recognised training.

3. Third Party arrangements

If the RTO intends to use a third party or parties in the delivery of training or assessment services, RTOs must comply with [ASQA requirements](#) as they relate to third party agreements and provide a copy of each current and relevant third party agreement/s with their application.

The information provided in the application must include the third-party contact details and outline the role of the third party in the delivery of the training program.

4. Scope of registration

RTOs must only submit applications for training subsidies where the qualification(s) and/or units of competency are included on their scope of registration for delivery in Tasmania at the time of lodging the application. Evidence of scope must be attached to the grant application.

5. Authorisation to release information

The applicant accepts that the lodgement of an application for the Skills Fund expressly authorises ASQA to release information to Skills Tasmania regarding the RTO's registration status, the results of the most recent audits and any subsequent actions or sanctions that may have been applied.

6. Financial viability

RTOs applying for any Skills Tasmania grants must be financially viable at the time of applying and for the duration of any subsequent funding agreement.

A financially viable entity is one that is not under external administration, is not being wound up, dissolved or trading while insolvent nor where a liquidator has been appointed.

To demonstrate financial viability the RTO must be able to show, if requested, the ability to generate sufficient income to meet operating costs, debt commitments and, where applicable, to allow for growth while maintaining service levels.

7. Agreement to meet conditions and contractual obligations

By applying, the applicant agrees to meet all the conditions and requirements in the *Department of State Growth (Skills Tasmania) Agreement for all Programs* and the conditions and requirements of the Skills Fund (if successful.)

8. Skills Tasmania right to amend

By applying, the applicant accepts that Skills Tasmania reserves the right to amend the grant requirements, obligations, or guidelines at any time prior to the grant's closing date and the finalisation of grant agreements.

2.2 Learner eligibility

Eligible learners for the Skills Fund program:

- must be employed (including self-employed) at the time of application and throughout the training period. The employment arrangement can be casual, part-time, or full-time.
- are not restricted to one training program per round so can enrol in more than one qualification or skill set per round.
- can undertake more than one nationally recognised qualification, course, or skill set.

If the worker is eligible for an apprenticeship or traineeship, the RTO should apply to the Apprentice and Trainee Training Fund (User Choice) grant program. It is recommended that RTOs consult with the Apprentice and Trainee Training Fund (User Choice) Program Manager via userchoice@skills.tas.gov.au if guidance or clarification is required.

Information about eligibility for visa holders is available on the Skills Tasmania website at [Guide to learner eligibility - visa status](#)

2.3 Ineligible learners

Learners are not eligible for a subsidised place if they are:

- currently enrolled at a Tasmanian school, as defined by the *Education Act 2016*
- currently funded by another funding source
- employed by a Tasmanian government agency: [Skills Tasmania Policy Statement - Employer Eligibility - Subsidising Employees of Government Organisations](#)

2.4 Priority industries

Applications for training in all industry areas will be considered. However, priority industries have been determined as part of the Tasmanian Ministerial Priorities for Training and Workforce Development will attract higher assessment scores and are industries that:

- demonstrate a high level of demand for skilled labour, and/or
- demonstrate significant contribution to the economy, and/or
- demonstrate high growth and/or employment potential, and/or
- are identified as a government policy priority.

The current priority industries are:

- Tourism and hospitality
- Building and construction (including civil construction)
- Advance manufacturing (including maritime and defence manufacturing)
- Information and communications technology
- Aged services
- Disability services
- Agriculture (including forestry)
- Aquaculture (including maritime and fishing)
- Transport and logistics

Training and assessment for the vocational education and training system has also been identified as a priority skills development area to address the shortages of qualified trainers and assessors in Tasmania. Applications for the following qualification and skill sets are therefore also considered priority areas:

TAE40116 Certificate IV in Training and Assessment
TAESS00015 - Enterprise Trainer and Assessor Skill Set
TAESS00013 - Enterprise Trainer - Mentoring Skill Set
TAESS00014 - Enterprise Trainer- Presenting Skill Set

Note: Training and assessment training must be fee-free for learners.

2.5 Application stream selection

Each application must be for **ONE** of the following two streams:

- **Employer** – choose this option when the application relates to a **single employer** only.
- **Business Group** – select this option when there are a group of businesses that request the same training. Employers who have different co-contribution rates must be reflected in the relevant section of the application. **This group includes applications from industry associations on behalf of a group of businesses.**

3. Employer financial contributions to the cost of training

A contribution to the cost of training must be paid by the business owner/employing organisation directly to the RTO.

It is important to read the *Department of State Growth (Skills Tasmania) Agreement for all Programs* regarding the payment and collection of the co-contribution.

Tasmanian and Australian Government agencies and departments are not eligible for Skills Fund funding.

Contributions for qualifications and skill sets will be based on the size of the organisation/s named in the application as follows:

Government Business Enterprises, State-owned Companies & Local Government	60 per cent contribution
> 1000 FTEs*	50 per cent contribution
200-999 FTEs	30 per cent contribution
Not-for-profit organisations** who have an FTE >1000	30 per cent contribution
20-199 FTEs	20 per cent contribution
1-19 staff FTEs	10 per cent contribution

*An 'FTE' (full-time equivalent) is the hours worked by an employee on a full-time basis. The concept is used to convert the hours worked by part-time employees into the hours worked by full-time employees. On an annual basis, an FTE is 2,080 hours, which is 8 hours per day for 5 days per week.

**'Organisation' is defined as a legal entity. A legal entity can be an association, corporation, partnership, proprietorship, trust, or individual that has legal standing in the eyes of law.

4. Subsidy costing and value for money

4.1 Determining the cost per learner

Skills Tasmania uses what is referred to as the 'variable pricing model' to determine the appropriate level of funding for each qualification. The variable pricing model provides a guide to determine the subsidy for comparison with the subsidy per learner requested by the RTO. This pricing model is embedded in the Skills Fund Cost Calculator. More detail is in the table on the next page.

The subsidy requested must include any pre-requisite units as identified in the training package.

A skill set subsidy price should be based on the qualification level. If the units in the skill set come from more than one qualification, the qualification from which the majority of the units are sourced determines the Field of Education. If there are a mix of units across multiple qualifications, consider the intent of the skill set and who the employer is. This will help determine the Field of Education.

The formula used to determine the subsidy is: the hourly rate multiplied by the nominal hours and the Field of Education weighting and the subsidy percentage of the full cost of the qualification.

The components used by the Skills Fund Cost Calculator to develop the subsidy price per learner are:

Base hourly rate	\$7.00 per hour
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Field of Education weighting	<p>The Field of Education* weighting reflects the complexity and effort determined as being required to deliver training and assessment for that particular field.</p> <p>To determine the Field of Education, go to: https://www.abs.gov.au/ausstats/abs@.nsf/0/E7779A9FD5C8D846CA256AAF001FCA5C</p> <p>* The Australian Standard Classification of Education (ASCED) is a statistical classification for use in the collection and analysis of data on educational activity and attainment. ASCED comprises two classifications: Level of Education and Field of Education (FOE).</p>														
Nominal hours	<p>The nominal hours per unit listing can be found here: https://laureldw.stategrowth.tas.gov.au/trainingpackages.aspx</p> <p>The nominal hours per learner is the total of the nominal hours for each unit in the qualification or skill set.</p>														
Subsidy percentage	<p>The prices offered by Skills Tasmania under the variable pricing model as determined by the Skills Fund Cost Calculator are intended to subsidise training rather than fund the full cost of training.</p> <p>The percentage offered for the Skills Fund is determined by the associated AQF level as follows:</p> <table border="1" data-bbox="427 981 1157 1518"> <thead> <tr> <th data-bbox="427 981 678 1025">AQF level</th> <th data-bbox="686 981 1157 1025">Tasmanian subsidy</th> </tr> </thead> <tbody> <tr> <td data-bbox="427 1048 678 1093">Certificate I</td> <td data-bbox="686 1048 1157 1160">95% of the full price as determined by the variable price model in the Skills Fund Cost Calculator</td> </tr> <tr> <td data-bbox="427 1193 678 1238">Certificate II</td> <td data-bbox="686 1193 1157 1238">95%</td> </tr> <tr> <td data-bbox="427 1261 678 1305">Certificate III</td> <td data-bbox="686 1261 1157 1305">95%</td> </tr> <tr> <td data-bbox="427 1328 678 1373">Certificate IV</td> <td data-bbox="686 1328 1157 1373">75%</td> </tr> <tr> <td data-bbox="427 1395 678 1440">Diploma</td> <td data-bbox="686 1395 1157 1440">65%</td> </tr> <tr> <td data-bbox="427 1462 678 1507">Advanced Diploma</td> <td data-bbox="686 1462 1157 1507">65%</td> </tr> </tbody> </table>	AQF level	Tasmanian subsidy	Certificate I	95% of the full price as determined by the variable price model in the Skills Fund Cost Calculator	Certificate II	95%	Certificate III	95%	Certificate IV	75%	Diploma	65%	Advanced Diploma	65%
AQF level	Tasmanian subsidy														
Certificate I	95% of the full price as determined by the variable price model in the Skills Fund Cost Calculator														
Certificate II	95%														
Certificate III	95%														
Certificate IV	75%														
Diploma	65%														
Advanced Diploma	65%														

This example shows how to calculate the minimum subsidy for a qualification:

To calculate the minimum subsidy using the Skills Fund Cost Calculator:

- the nominal hours for Certificate III in Individual Support are 675
- the Field of Education is Human Welfare Studies and Services which has a weighted cost of .88
- the subsidy percentage of the full cost of a Certificate III is 95%, so the calculation is: $\$7.00 \times 675 \times .88 \times .95 = \$3,950.10$ (which provides the minimum subsidy)

The Cost Calculator can be downloaded from the Skills Tasmania website at [Skills Fund](#).

Applications requesting a price higher than the Skills Tasmania subsidy price must meet the criteria for a higher price. See section 4.2 for more detail.

4.2 Value for money

The subsidy aims to cover a percentage of the cost of providing training.

Skills Tasmania acknowledges that in some instances, the cost of providing training can exceed the subsidy price determined by the Skills Fund Cost Calculator.

There are a number of factors that impact the cost of training delivery. These include the needs of particular learner cohorts, the location of the training delivery and the resources/equipment that is required to provide the training.

The application assessment process considers the price applied for and attributes a score for this price. More information can be found in Section 6.

Skills Tasmania will consider prices above the Skills Tasmania benchmark price (as determined by the Skills Fund Cost Calculator) where they relate either to the needs of a specific learner cohort, regional or remote training delivery and/or resource/equipment costs:

Additional cost category	Maximum additional subsidy
Learners with a physical or learning disability	Up to 100% for Certificate I Up to 30% for Certificate II and above
Learners with English as a second language or migrant background	Up to 10%
<p>Direct training delivery by RTO trainers in:</p> <ol style="list-style-type: none"> 1. all of the East Coast 2. all of the West Coast 3. North West: 15km+ from Burnie and Devonport 4. North/North East: 25km+ from Launceston 5. Southern Regions: 25km+ from Hobart <p>Regional training loadings are only paid where RTO trainers travel to Tasmanian areas that are eligible to attract this loading and do not apply where the training is online.</p>	Up to \$1,400
Essential resource/equipment costs/hire/provision	No maximum subsidy amount is specified for this cost but evidence must be provided by the RTO to show that the cost is due to the resource being essential to the provision of training, assessment or learner support. (see Section 6)

Requests for a subsidy above the Skills Tasmania benchmark price must provide the following detail and evidence to support claims for each applicable category:

1. The 'Additional cost category' cohort/s to whom the training will be provided
2. The local government area (LGA) in which the training will be delivered by RTO staff

3. Why the resource/equipment costs are essential to the training or assessment provision and what the resource/equipment costs relate to, e.g. hire of a scribe for people living with a disability or hire of specialist equipment.

5. Application lodgement

IMPORTANT NOTE: Each training program must have a separate application.

If the same, unchanged training program is to be provided to a group of employers, this will form one application.

If training programs are for different qualifications, courses, units or skill sets or the content, structure or outcome for each employer or group of employers differs, separate applications are required.

All applicants must provide accurate information.

Any information that is found to be false or misleading may result in action being taken and any grant funds already paid will be required to be repaid to the Department.

Applications must be completed using the SmartyGrants online grant management system:
www.smartygrants.com.au.

Applicants must register with SmartyGrants before making an online application. Registration gives secure access to the applications allowing the application to be worked on over time rather than needing to complete it all at once.

The SmartyGrants site contains a Help Guide for Applicants.

The application form is available through this link on the Skills Tasmania website:
<https://skills.smartygrants.com.au/ST058>

Applicants will receive an automatic acknowledgement when their application is lodged. The receipt will include details of the application and provides a unique application ID. This receipt should be retained as evidence of the application being lodged.

Applicants must ensure that all eligibility requirements are met prior to submitting the application.

Where the eligibility criteria are not met, the application will be deemed ineligible and will not be assessed or considered for grant funding.

6. Assessment criteria and assessment procedure

6.1 Assessment Criteria

The assessment criteria require applicants to demonstrate the need for the training, provide the plan for the delivery of the training and outline the support that will be provided to learners. The information and evidence provided by the applicant will be scored by the selection panel and each criterion has a weighting value of between 20 and 50%.

Once the score against each criterion has been ascertained, a pricing score will then be allocated. See Sections 4 and 6 for more information.

Applicants must use the mandated Cost Calculator and Employer Support Declaration form templates provided to address the criteria. These can be found on the Skills Tasmania website: [https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/skills_fund - existing worker](https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/skills_fund_existing_worker)

Criterion I - Demonstrated need for training

The RTO must provide a fully-completed ‘Skills Fund employer support declaration’ form from each employer that requires training for their staff.

Applicant guide:

To address this criterion, applicants MUST:

- provide a fully-completed and sufficiently detailed ‘Skills Fund employer support declaration’ form from each employer

The assessment score allocated by Skills Tasmania for this criterion will be determined by the following:

the element of the above ‘applicants must’ section must be addressed in the application

a form for each employer is attached to the application

every section of the ‘Skills Fund employer support declaration’ form/s has been completed by every employer requiring training places

the information provided is clear, accurate and sufficient

The intent of this criterion is for the RTO to provide evidence that employers require the training applied for and that the number of places requested are verified by employers.

Assessment score weighting is 50%

Criterion 2 – Training and assessment strategy

The RTO must provide a training and assessment strategy for the qualification or skill set applied for that meets the specified requirements.

Applicant guide:

To address this criterion, the applicant **MUST**:

- Attach a training and assessment strategy (TAS) for the qualification or skill set applied for that clearly shows:
 - i. the mode/method of training delivery to be used to provide the training
 - ii. the duration of the training program
 - iii. the specific units included in the training
 - iv. the trainers and assessors to provide the training
 - v. the resources to be used to provide the training
 - vi. the facilities to be used to provide the training

The assessment score allocated for this criterion will be determined by Skills Tasmania through the following:

Each element of the above 'applicants must' section must be addressed

The TAS must clearly show the specific mode/method to be used for the workplaces nominated in the application

The duration outlined in the TAS must be a sufficient timeframe for the learners to achieve the skills and knowledge required by the qualification or skill set

The number of trainers and assessors outlined in the TAS must be sufficient to provide full training, assessment and support services to the number of learners nominated, particularly if the RTO is providing training services to other groups of learners at the same time

The major resources to be used for training must be listed in the TAS

The facilities to be used for the training must listed in the TAS

The intent of this criterion is to ensure the RTO has developed the training to reflect employer and learner needs, that the training can be delivered in a timeframe that takes into account the learner's experience and needs, that the training reflects the requirements of the training package and the RTO has sufficient resources – including staffing - to provide the training.

Assessment score weighting is 30%

Criterion 3 – Learner support

The RTO must outline its strategy to identify learner support needs and how learner support needs will be addressed.

The strategy must not be limited to the provision of language, literacy and numeracy support.

Applicant guide:

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

- ensure that the strategy clearly shows:
 - how learner support needs are determined
 - how support is provided and by whom
 - how the RTO will keep learners engaged in training
 - how the RTO will provide LLN support

The assessment score allocated for this criterion will be determined by Skills Tasmania through the following:

Each element of the above 'applicants must' section must be addressed in the application

The support services must include LLN but must not be limited to LLN

The intent of this criterion is to ensure there are mechanisms in place to identify learner support needs and then to provide or source the required services to support the learner to complete their training.

Weighting 20%

6.2 Assessment procedure

The Skills Fund is a highly competitive grant program where applications will be assessed and are allocated a quality and a price score. Not all applications are successful.

Quality Score

The quality score is the score arrived at by totaling the rating allocated by the assessors against the RTO's response (information and evidence) for each of the three criteria.

The highest score for each criterion is 10, with the weighting applied to bring the total possible score to 100.

Price Score

The price score is based on comparing the requested subsidy price to the Skills Fund Cost Calculator price and the reasons for the request for a higher price:

1. If the application meets the quality score benchmark, a further assessment is made of the application against the requested subsidy.
2. If the subsidy requested is equivalent to the Skills Fund Cost Calculator price and a justification is provided that meets requirements, the application will receive a higher score.
3. If the subsidy requested is considerably higher than the Skills Fund Cost Calculator price, this may make this application less competitive.
4. If the subsidy requested is higher than the Skills Fund Cost Calculator price and the justification is considered by the selection panel to be insufficient, the application is unlikely to be successful.

The acceptable criteria for prices above the Skills Fund Cost Calculator price is outlined in the 'Value for money' section of this document.

Total score and ranking of applications

The total score per eligible application consists of the combined Quality and Price scores.

All eligible applications will be assessed, scored and ranked using the following process:

1. An initial assessment of applications against the eligibility requirements.
2. A selection panel will independently assess and score the applications against industry priority, the criteria and the amount of the requested subsidy.

Note: Each selection panel member is required to sign a confidentiality and conflict of interest form. Any individual involved in the selection process who has declared a conflict of interest will not participate in any decisions involving a potential or perceived conflict.

3. The panel meets to moderate assessment decisions and finalise the assessment scores.
4. A final ranking of applications from highest to lowest scores is completed.

During the selection process, the Program Manager may need to seek to clarify details with the applicant or an industry representative. Skills Tasmania will make the final decision.

The selection panel's recommendations will aim to represent an equitable mix of applications that satisfactorily address the assessment criteria, meet a benchmark score, offer value for money and together cover the broadest possible mix of Tasmanian regions and industries.

Skills Tasmania reserves the right to adjust the number of places and the prices.

The selection panel's recommendations are for the consideration of the Skills Tasmania General Manager.

7. Program opening and closing dates and information session dates

Late applications will not be accepted.

Applicants are advised to submit applications well before the closing date and time. This allows time for applicants to raise any concerns when submitting their application and to increase the likelihood of any issues that may impact lodgement being resolved prior to the closing time.

Applications lodged before the closing time can be reopened by Skills Tasmania to allow applicants to amend an application, but any reopened application must be resubmitted before the closing time to be assessed and considered for funding.

Item	Date
Program opens	14 May 2022
Information session 1	17 May 2022 Click here to join the meeting
Information session 2	19 May 2022 Click here to join the meeting
Program closes	14 June 2022

8. Grant application outcomes

8.1 Grant agreements for successful applicants

A number of conditions for Skills Fund grants are contained in the Department of State Growth (Skills Tasmania) Agreement for all Programs: [Department of State Growth \(Skills Tasmania\) Agreement for all Programs](#)

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

This grant agreement becomes a schedule to the Department of State Growth (Skills Tasmania) Agreement for all Programs. The agreement details the qualifications, prices and number of places approved and any special conditions, if applicable.

The agreements must be signed by both the RTO and Skills Tasmania to be considered an executed component of the Department of State Growth (Skills Tasmania) Agreement for all Programs.

Breaches of a grant condition/s may lead to amendment or cancellation of the RTO's Energising Tasmania –Skills Fund agreement.

Grant conditions

The grant conditions are:

1. Executed Department of State Growth (Skills Tasmania) agreement for all Programs

If successful for a Skills Fund grant, the RTO's Department of State Growth (Skills Tasmania) Agreement for all Programs must be executed as a Deed (if it is not already).

2. Staff awareness and understanding of Skills Fund conditions and requirements

The RTO must ensure that relevant RTO staff are aware of and ensure compliance with the Fund conditions and requirements.

3. Learner eligibility

RTOs must ensure that the learner is eligible for the subsidy before offering them a subsidised training place.

4. Training commencement timeframe

Training and assessment activity for Skills Fund subsidised learners must commence within 12 months of the schedule agreement date.

5. Communicating costs to employer and apprentice/trainee

The amount of the Skills Fund grant subsidy paid by Skills Tasmania, as well as any costs that may be payable by the employer or the learner, must be communicated to the employer and the learner by the RTO at or before enrolment.

6. Training must not commence prior to the approval of the Skills Fund agreement

Payments will not be made for units reported through AVETMISS data that indicate that training and/or assessment services were commenced prior to the commencement date of an RTO's Skills Fund agreement.

7. Grant payments eligibility requirements

Grant payments will only be made where:

1. a Department of State Growth (Skills Tasmania) Agreement for all Programs has been executed.
2. an Energising Tasmania – Skills Fund agreement has been approved and executed.
3. the learner meets all Skills Fund eligibility criteria.
4. compliant AVETMISS data has reported training activity for the learner.

8. Training must not commence prior to the commencement date of the Skills Fund registered training contract

Breaches of a grant condition/s may lead to amendment or cancellation of the Skills Fund agreement.

9. Approved qualifications/skill sets

Only qualifications or relevant skill sets approved for the Skills Fund and the associated subsidy per place can be included in this agreement.

10. Applying for replacement qualifications

The RTO must apply to Skills Tasmania to add a replacement qualification to a current Skills Fund agreement, regardless of the equivalence or non-equivalence of the qualification.

8.2 Training commencement and completion timelines

Training commencement

It is a condition of the Skills Fund that **training in all places must commence within 12 months of a pre-defined date.**

The '**training can commence from**' and '**training in all places must commence by**' will be identified in the grant agreement and the Purchasing Contract ID (PCID) report. Training cannot start earlier than the nominated 'training can commence from' date.

RTOs can apply to extend the training commencement date by submitting a request to the Skills Fund email address, which is: theskillsfund@skills.tas.gov.au

Skills Tasmania may require evidence from the RTO of the future plan or schedule to provide training to support requests to change the training commencement date. Approval of requests to change these dates is not guaranteed.

Training completion

Most training will be completed within 4 years. RTOs can request an extension of the training completion date by emailing the Skills Fund email address.

9. Unsuccessful applicants

9.1 Unsuccessful applications

Applicants will be deemed unsuccessful if they do not meet the Skills Fund applicant eligibility requirements and/or do not adequately address the assessment criteria, including the required attachments and evidence, and/or meet the requirements of the pricing assessment.

Unsuccessful applicants will be provided with an opportunity to receive written feedback on their application and are free to reapply for future grant rounds.

9.2 Appealing a funding decision

If applicants have reason to believe that the proper process was not followed in assessment of an application, a request for review may be submitted.

Grounds for appeal are:

1. The persons making the decision had a direct or indirect financial interest in the outcome of the application.
2. The preparation of the application was adversely affected by incorrect advice provided by a staff member of Skills Tasmania at the Department of State Growth.
3. The persons making the recommendations discriminated against the applicant on the grounds of cultural, religious, or linguistic background; race; gender; marital status; sexual orientation or disability.

All requests must be in writing and provided to the General Manager, Skills Tasmania within 28 days from the date the RTO was notified of the decision. The request must be emailed to the General Manager, Skills Tasmania at GMSkillsTas@skills.tas.gov.au.

10. Taxation and financial implications

Grants that deliver vocational education and training services under the Department of State Growth (Skills Tasmania) Agreement for all Programs are not subject to Goods and Services Tax (GST).

For more information contact the Australian Taxation Office.

11. Reporting and Payments

Reporting

RTOs with a Department of State Growth (Skills Tasmania) Agreement for all Programs are required to report training activity data to Skills Tasmania at least quarterly.

The training activity data submitted by the RTO must be in accordance with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). This section of the Skills Tasmania website provides more information regarding reporting: [How to report training activity](#)

Grant payments

Grant payments to RTOs are based on the submission of validated AVETMISS learner activity data submitted by the RTO to Skills Tasmania.

Details on payment arrangements can be found in the AVETMISS Payments, Reporting and VET Research and Evaluation section of the Department of State Growth (Skills Tasmania) Agreement for all Programs.

12. 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 use information received in applications for any other Departmental business and during the delivery of the training for reporting.

13. Skills Tasmania contact details

The Skills Fund is managed by Skills Tasmania, Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact with the department for information or advice on the Fund can be directed to the Program Manager via email theskillsfund@skills.tas.gov.au or phone (03) 6165 6012.

14. 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 grant recipient, the purpose of the grant, and any other details considered by the Department to be appropriate.

The names of successful RTO applicants and the training programs approved for each RTO will be made publicly available on the Skills Fund webpage: [The Skills Fund](#).

I 5. 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*.

I 6. 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 relates on request to the Department of State Growth. A fee for this service may be charged.

I 7. Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant agreement, a party may publish all or any part of the grant funding agreement without reference to another party.
- Nothing in this item 17 Disclosure, derogates from a party's obligations under the [Personal Information Protection Act 2004 \(Tas\)](#) or the [Privacy Act 1988 \(Cwlth\)](#).

I 8. 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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