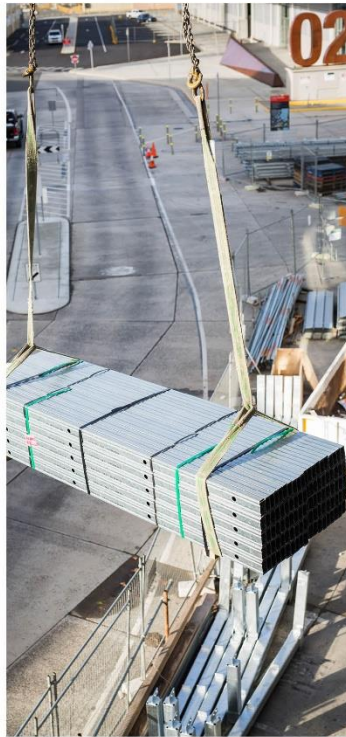
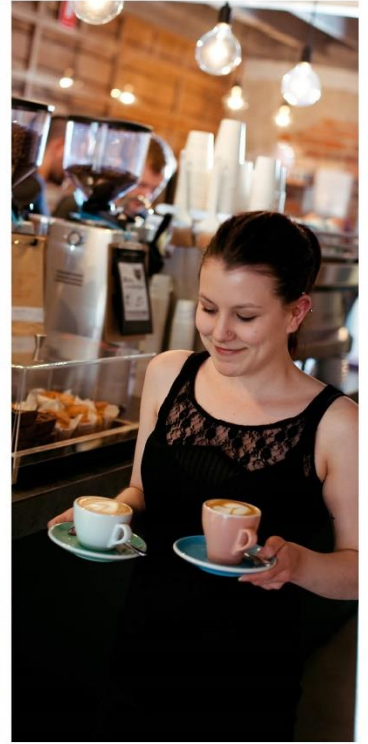


Program Guidelines



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Skills Fund Program

Grant round – ST055

I. Aim

“Tasmania requires a workforce that has the skills and attributes to take advantage of current and new opportunities, particularly in priority industries.” Source [Ministerial Priorities for Training and Workforce Development 2018-21](#)

The Skills Fund program specifically targets areas of skills demand in priority industries. It supports skill sets and full qualifications where there is a demonstrated need.

The training helps build the workforce skill needs of employers to increase their business productivity, growth and expansion and improves employee retention rates.

The training also supports **employees** to attain skills to help them do their job better or to further their careers.

Overview

The objective of the Skills Fund program is for the Department of State Growth to enter into a funding agreement with Endorsed registered training organisations (RTOs) to deliver training and assessment services to existing workers.

The Skills Fund Program is for the purchase of nationally recognised training as described in the [nationally recognised training packages](#), which detail the units of competence, qualifications and assessment requirements.

The Skills Fund requires a mandatory financial contribution, paid by the employer, based on the size of the employing organisation.

The legislation that governs the work of Skills Tasmania is the [Training and Workforce Development Act 2013](#). The object of the Act is to “establish a system of training and workforce development that supports a skilled and productive workforce and contributes to economic and social progress in Tasmania”.

The budget allocation for this round ST055 is up to **\$2,632,000**.

The Skills Fund budget is finite and priority will be given to the identified priority industries, which are listed in these guidelines. The number of places requested for a partner (i.e. employer, industry association or business/small business group), will need to be based on evidence of demand that the training is required by the employer or industry.

2. Eligibility criteria

Registered Training Organisations (RTOs) Eligibility

The following conditions determine a RTO's eligibility to apply for subsidies through the Skills Fund.

Registration

RTOs must be registered in accordance with the requirements of the Australian Skills Quality Authority (ASQA) to deliver nationally recognised training. ASQA is the national regulator for Australia's vocational education and training (VET) sector. For details go to the ASQA website www.asqa.gov.au

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.

Skills Tasmania Endorsed RTO status

RTOs must be an approved Skills Tasmania Endorsed RTO at the time of the grant round closing date. For more details about the endorsement process go to www.skills.tas.gov.au/providers/rto/endorsedrto

The Endorsed RTO, by its lodgement of the grant application, expressly authorises the [Australian Skills Quality Authority](http://www.asqa.gov.au) (ASQA) to release information to Skills Tasmania regarding the Endorsed RTO's registration status, including the results of any recent audits and subsequent sanctions that may have been applied.

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, being wound up, dissolved or trading while insolvent or 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 payments, debt commitments and, where applicable, to allow for growth while maintaining service levels.

In addition, by submitting an application, the applicant agrees to meet all conditions and requirements in the **Department of State Growth (Skills Tasmania) Agreement for all Programs** and in this document; **Skills Fund Program Guidelines**.

Skills Tasmania reserves the right to amend the grant requirements, obligations or guidelines at any time prior to the completion of the grant and the finalisation of the schedule agreement with successful RTOs.

Learner eligibility criteria

All learners accessing the Skills Fund program must be aged 15 years or over and be employed or operating as a sole trader. The employment arrangement can be casual, part-time or full-time.

Further information about Learner eligibility details are available in Schedule 2.1 Clause 4 of the [Department of State Growth \(Skills Tasmania\) Agreement for all Programs](#) and the [Skills Tasmania Tasmanian Government Subsidised Training \(2019-20\) – Visa Status and Eligibility](#).

Stream Selection

The Skills Fund program supports three different partner types – employer, industry association and business/small business groups.

- **Employer** stream relates to a single employer application only.
- **Industry Association** stream is when the partner organisation is making application on behalf of their client base. The association or group must be an independent body that can describe and validate the skill needs of an industry sector.
- **Business/Small Business** stream is where there are a group of like businesses that are of the similar size and request the same training. Business/Small Business is defined as businesses with less than 20 employees including sole traders, contractors and non-employing businesses that have a common training need. As the group has been identified, they should be named in the qualification/skill set table.

Each application must relate to only **ONE** stream type, for example Employer.

Third Party arrangements

If the intention is to use a third party or parties in the delivery of the program, RTOs must comply with [ASQA requirements](#) and provide a copy or copies of current third party agreement/s. The application must also list their details and what their role will be in the delivery of the program.

3. Application process

Skills Fund applications must be completed on-line using the SmartyGrants Management System www.smartygrants.com.au. The Help Guide for Applicants provides very useful advice, particularly on accessing saved applications and printing the application out prior to submitting.

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

Links to the Skills Fund grant application form will be available on https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/skills_fund_-_existing_worker.

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

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

Developing the cost per learner

The training request for qualifications and/or skill sets, places and costs are embedded into the SmartyGrants application form as part of Criteria 2 – Program Overview.

As a guide, to assist in developing the cost per learner, Skills Tasmania has provided the cost calculator spreadsheet which identifies the subsidy Skills Tasmania pays for apprenticeships and traineeships under the Apprentice and Trainee Training Fund (User Choice).

The formula used to estimate the subsidy is based on \$7.00 per hour which is multiplied with the Field of Education Weighting. Each qualification level attracts a different subsidy. For skill sets, the subsidy aligns to the identified qualification.

Note 1: The subsidy requested must include any pre-requisite units as identified in the training package.

Note 2: If the application is assessed as meeting the quality benchmark, then a further assessment is made of those applications against the requested subsidy. If the subsidy requested is equivalent to the Skills Tasmania subsidy then those applications will rate higher. However if the subsidy requested is higher than the Skills Tasmania subsidy then it could adjust the ranking of the application and deem it less competitive.

How to use the Cost Calculator

COST CALCULATOR		
Qualification/Skill Set Price Worksheet	Step 1 - Enter the total nominal hours	
Enter Total Number of Hours	408	
Enter the FoED Cost Weighting	0.91	
Qual/Skill Set Price	2598.96	Hourly rate
Qual Price Cert II & III (2015 Subsidy - price less 5%)	2469.01	6.05
Qual Price Cert IV (2015 Subsidy - price less 25%)	1949.22	4.78
Qual Price Diploma (2015 Subsidy - price less 35%)	1689.32	4.14
Notes: The skill set subsidy price should be based on the qualification level. If the units in the skill set come from more than one qualification, identify the skill set as a whole to determine the Field of Education. The FoED can be identified by looking up the qualification/unit on training.gov.au		
Field of Education (FoED) Cost Weighting		
FoED	FoED Cost Weight	
Accounting	0.8	
Aerospace Engineering and Technology	1.25	
Agriculture	1.12	
Architecture And Urban Environment	1.14	
Automotive Engineering And Technology	1.31	
Banking, Finance And Related Fields	0.76	
Biological Sciences	0.98	
Building	1.16	
Business And Management	0.91	
Civil Engineering	1.21	
Communication And Media Studies	0.97	
Complementary Therapies	0.94	

Example:
Using Certificate IV in Business as an example, the nominal hours are 408 and the Field of Education is Business and Management which has a weighted cost of .91. This results in a qualification of \$1949.22. THIS IS THE SUBSIDY.

Step 2 – Enter the FOED weighting

Step 1 - The total nominal hours are the hours calculated by adding up the nominal hours of the unit/s selected for the qualification or skill set in the application. The **Nominal hours** per unit listing can be accessed at: laureldw.education.tas.gov.au/trainingpackages.

Step 2 – The Field of Education Cost Weighting is designed to recognise the complexity and effort required to deliver training and assessment for that particular field and determines the variation between the different fields. If you are unable to identify the Field of Study, go to <https://www.abs.gov.au/ausstats/abs@.nsf/0/E7779A9FD5C8D846CA256AAF001FCA5C> which has all the Field of Study classifications which you can then link to the cost calculator FOE weighting.

Co-contributions

The co-contribution financial payment must be paid by the business owner/employing organisation.

Whilst training is heavily subsidised, contributions for full qualifications and skill sets will be required based on the size of any organisation named in the application process, 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
20-199 FTEs	20 per cent contribution
1-19 staff FTEs	10 per cent contribution
For Not-for-profit organisations who have an FTE >1000, the contribution rate is 30 per cent.	
Industry Association supported applications - where places applied for are "General Industry" a 20 per cent contribution will apply. Where possible list the individual employers who are applying via Industry Association. By naming them in the application (qualification or skill set table), they may attract a lower co-contribution rate.	
As the Business/Small Business Groups are businesses with less than 20 employees including sole traders, contractors and non-employing businesses they will attract a 10 per cent contribution.	
Licensing skill sets will attract a 50 per cent contribution rate.	
All State and Australian Government Departments are not eligible for the Skills Fund.	

An FTE (Full-time equivalent) is the hours worked by one employee on a full-time basis. The concept is used to convert the hours worked by several part-time employees into the hours worked by full-time employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as: 8 hours per day x 5 work 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. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.

It is important to read the **Department of State Growth (Skills Tasmania) Agreement for all Programs** with regard to the payment and collection of the co-contribution. Schedule 2.1 – Service Obligation 1 – Fees and Charges outlines the process.

Industry coverage

Priority industries are used to guide Skills Tasmania's workforce development and funding activities. Priority industries are those that:

- a) Demonstrate:
 - i. A high level of demand for skilled labour; and/or
 - ii. Significant contribution to the economy; and/or
 - iii. High growth and/or employment potential; and/or
- b) Are identified as a government policy priority.

Source: Ministerial Priorities for Training and Workforce Development 2018-2021

(https://www.skills.tas.gov.au/__data/assets/pdf_file/0014/201047/Ministerial_Priorities_for_Training_and_Workforce_Development_2018-21.pdf)

All industries will be considered in the application assessment process, however the industry sectors listed below have been identified as high growth sectors and may be given priority. Skills Tasmania's Workforce Plans and Reports (https://www.skills.tas.gov.au/about/the_tasmanian_workforce/workforce_plans) are a useful reference tool.

- 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)
- Transport and logistics

Note: The Industry sector is aligned to the partner. For example if the employer partner grows apples and they wish to undertake a Certificate IV in Leadership and Management, then the identified priority industry is Agriculture.

Value for Money

Skills Tasmania acknowledges that in some instances, the costs associated with the delivery of training can exceed the subsidy calculated using the variable pricing model.

This is particularly so if the delivery of the program is challenging, e.g. in a regional or remote area or the cohort has additional needs or challenges.

Consequently costs that are higher than the subsidy rate paid by Skills Tasmania must include a justification and reflected in the application.

4. Assessment Process

The Skills Fund program is a competitive process where applications will be assessed on their merit and ranked accordingly.

This means that not all submissions will be successful.

Applicants should also ensure that the information provided in the application form complies with all identified conditions in the Department of State Growth (Skills Tasmania) Agreement for all Programs, these guidelines and the Skills Fund (ST055) application and templates.

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

1. An initial assessment of applications against the mandatory conditions and checks for accuracy.
2. A selection panel will independently assess and score the submissions against industry priority, identified need, how the training will be delivered and how the learner will be supported throughout their training program and the requested subsidy.

Note: Each 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 interests will not participate in any decisions involving a potential conflict.

3. The panel meets to moderate and finalise the scores and feedback comments.
4. A final ranking of applications, funded to the total program value available.
5. The recommendations will be endorsed and approval is received from the Minister's Delegate to release the funds.
6. Successful and unsuccessful applicants will be advised of the outcome.

Based on the Selection Panel's determinations, the findings and any recommendations will be used as the basis for a selection report.

As part of the assessment process applications will be monitored for excessive requests for training by any one organisation. If this occurs, Skills Tasmania reserves the right to negotiate to adjust the application.

In order to ensure that the aims of the Skills Fund program are achieved, the final mix of applications that satisfactorily address the assessment criteria and meet a minimum score will cover a range of Tasmanian regions and industries, making sure that the total combined value does not exceed the available budget.

As part of this, the final mix of applications recommended for funding will also consider the RTO's current unallocated places against previous Skills Fund rounds (based on the most recent reported AVETMISS data) to determine the final allocation of places for this round.

During the selection process, officers within the Department of State Growth (represented by Skills Tasmania) may seek further details from the applicant or an independent industry representative. Skills Tasmania as the purchasing body will make the final decision.

Funding Options

Applications that include full qualifications for existing workers, must consider if the learner is eligible for an apprenticeship or traineeship and may be better suited to access funding through the [Apprentice and Trainee Training Fund \(User Choice\)](#) prior to submitting the application. It is recommended that RTOs consult with the

Apprentice and Trainee Training Fund (User Choice) Program Manager if you require guidance or clarification on this matter.

Program Manager – Apprentice and Trainee Training Fund (User Choice): Jen McLeod | 03 6165 6027 | userchoice@skills.tas.gov.au

A section has been included in the application designed to provide a justification why the places being applied for are not eligible for the Apprentice and Trainee Training Fund (User Choice) program.

5. Assessment Criteria

The assessment criteria requires that applicants demonstrate the skills, networks and organisational capacity to meet the needs of their clients and the requirements of the training packages.

Responses to the criteria should be written with the audience in mind - in this case, members of the selection panel who will be assessing the application may not have specific knowledge about training packages and/or learner needs. Therefore the responses must be as clear and concise. Evidence that does not specifically relate to this application should not be included.

Applicants should use the templates provided for the criteria. If they are not used, the responses may not be considered.

The maximum score for each criteria is 10 and then the weighting is applied to bring the total score possible to 100. Submissions which score less than 50 weighted points in total will not be considered for funding.

The total score will consist of the following:

- The quality of the information provided against criteria 1, 2 and 3.
- If the application is assessed as meeting the quality benchmark, then a further assessment is made of those applications against the requested subsidy.

If the subsidy requested is equivalent to the Skills Tasmania subsidy or has a reasonable adjustment, then those applications will rate higher.

However if the subsidy requested is considerably higher than the Skills Tasmania subsidy then this may adjust the ranking of the application and deem it less competitive.

Reasonable adjustment is defined as the RTO providing an acceptable justification as outlined in Value for Money. Final rankings will represent an assessment of the overall value for money of each application.

Demand For Training	
<p>I - Demonstrated need for training services</p> <p>The RTO must provide direct written evidence from each employer as to the need for the training and the specific training outcome/s needed by each employer.</p> <p>The selection panel will assess the application based on the following points;</p> <p>Training is in a priority industry and Employer or Business/Small Business application:</p> <ul style="list-style-type: none"> • There is an employer support form from one or more employers completed and is supportive of the RTO's submission. • The employer/s have clearly articulated the business imperative for this training. • The employer/s have made clear the need for the training. • The employer/s have been involved in the development and design of the program and understand the proposed timeframe if successful. • The employer/s have clearly articulated what this training will achieve and what their success measures will be. • The employer/s have indicated confidence with the RTO they have chosen. • The number of places nominated by the employer aligns with the number of places asked by the RTO. <p>Industry association application:</p> <ul style="list-style-type: none"> • The industry association has provided a statement identifying the main reasons the MEMBERS say they want this training. • The industry association support identifies all interested employers who have expressed interest in the training program and have named up separately the number of employees to undertake training and the need for the training. Evidence must be in the form of one of the following: <ul style="list-style-type: none"> ▪ Response to an expression of interest ▪ There is completed employer support form/s that is supportive of the RTO's submission. ▪ An Email that identifies the training program (qualification/skill set), number of employees for each program and the need for this training. • The industry association submission aligns with the individual employer's numbers and need. • The industry association states that their MEMBERS have been involved in the development and design of the program and understand the proposed timeframe if successful. • The industry association support clearly articulates what this training will achieve and what their success measures will be. • The industry association support has indicated confidence with the RTO they have chosen. 	<p>50% weighting</p>

Approach to the delivery of the program	
<p>2 – Outline the training summary for the proposed program/s</p> <p>The RTO must complete a separate Training Summary for each qualification or skill set.</p> <p>The selection panel will assess the application based on the following points:</p> <ul style="list-style-type: none"> • <i>The training summary aligns to the NEED addressed by the employer/s in criterion 1.</i> • <i>The training summary aligns with the INVOLVEMENT identified by the employer/s in criterion 1</i> • <i>The duration is reasonable and has been justified and is suitable for the learner cohort.</i> • <i>The overview of the training program is detailed and incorporates the training and assessment methods.</i> • <i>The proposed resources that will be used and where they will be accessed from is clearly outlined.</i> 	<p>30% weighting</p>
Learner Support	
<p>3 – Identification of learner support needs, provision of learner support service/s and or referral of learners to support service/s appropriate to the learner cohort.</p> <ul style="list-style-type: none"> • Outline the: <ul style="list-style-type: none"> ○ process for identifying individual learner support needs prior to the commencement of the program ○ strategy used to retain learners and help them complete the program ○ methods used to refer learners to relevant support services ○ the LLN approach used and documented that is appropriate for the learner cohort • List the range of support services: <ul style="list-style-type: none"> ○ provided to learners by the RTO ○ to which learners can be referred <p>Evidence Guide</p> <p>The selection panel will assess the application based on the following elements;</p> <ul style="list-style-type: none"> • <i>The processes for identifying individual learner support are robust, provided prior to the commencement of training services and do not rely on self-assessment or identification alone.</i> • <i>The RTO's strategy to retain learners in the program and support them if they struggle to complete is reasonable.</i> • <i>The RTO provides a reference resource/s for learners that includes contact details for a wide and relevant range of Tasmanian support options for the cohort. Supporting evidence must be attached.</i> • <i>RTO staff provide some of the support services available.</i> • <i>The support services provided or referrals available, should be appropriate for the cohort and includes a range of services that address the major risks to learner disengagement such as study assistance and mentoring.</i> • <i>An outline of the LLN approach used by the RTO is detailed and that is appropriate for the cohort.</i> 	<p>20% weighting</p>

6. Timeframes

To ensure everyone has an equal opportunity to apply for a grant, no late applications will be accepted after the closing date and time. For any extenuating circumstances that may prevent applicants meeting the deadline, applicants must contact the Program Manager before the grant program closes to discuss further.

All potential applicants must read the Program Guidelines carefully to determine their eligibility for funding under the program.

All program documentation and details of how to register for webinar are published on https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/skills_fund_-_existing_worker.

Description	Date
Program opens	Saturday, 9am AEST, 24 April 2021
Webinar 1	Tuesday, 2.30pm AEST, 27 April 2021
Webinar 2	Friday, 10.30am AEST, 30 April 2021
Program closes	Monday, 2pm AEST, 24 May 2021

7. Assessment Outcomes

Arrangements for successful applicants

RTOs who are notified they have successful applications will be required to enter into a funding agreement with the Department of State Growth, on behalf of the Crown in Right of Tasmania.

The conditions for this grant are contained in the [Department of State Growth \(Skills Tasmania\) Agreement for all Programs](#) and of the General Terms and Conditions, Program Specific Terms and Conditions and the schedules outlined in clause 3.0 of that agreement.

Training commencement

It is a condition of the Skills Fund program that training in all places must commence within 6 months of a pre-defined date. The '**training can commence from**' and '**training in all places must commence by**' will be identified in the Schedule agreement and PCID Report. Delivery of training cannot start earlier than that date.

These timeframes may be extended by contacting the Skills Fund Program Manager, providing a justification to support the request.

Completion of training

Most training will be completed within a four year period. However if an additional period is required RTOs are to request approval by contacting the Program Manager to extend the schedule agreement.

8. Appealing a decision

Unsuccessful applications

Applicants will be deemed unsuccessful if they cannot meet all of the eligibility requirements outlined in these guidelines and/or do not adequately address the assessment criteria or are ranked less competitive.

Unsuccessful applicants will be given the opportunity to receive written feedback on their application.

Appeals

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 affected adversely 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 irrelevant grounds, such as cultural, religious or linguistic background; race; gender; marital status; sexual orientation; or disability.

All requests must be in writing and should be addressed to the General Manager (Skills Tasmania), Department of State Growth, 4 Salamanca Place, Hobart TAS 7000. The request can be emailed to GMSkillsTas@skills.tas.gov.au.

Your request must be received within 28 days from the date Skills Tasmania, Department of State Growth notified you of the decision about your application.

9. 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](#).

10. Reporting and Payments

Reporting

RTOs with a [Department of State Growth \(Skills Tasmania\) Agreement for all Programs \(“Agreement”\)](#) are required to report learner activity data to Skills Tasmania on a quarterly basis.

The learner activity data submitted by the RTO must be in accordance with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).

Payments

A Schedule of Purchased Training Programs is an attachment to the Agreement. The Schedule details the programs and any special conditions related to the Skills Fund and the successful applications and must be signed by both parties to be considered an executed component of the Agreement. The details within the schedules will be used to enter the payment details into the Skills Tasmania payment system “Laurel”.

Payments to Registered Training Organisations (RTOs) are based on the submission of validated learner activity data submitted by the RTO to Skills Tasmania.

Details on payment arrangements can be found in made under Section 1.2 AVETMISS Payments, Reporting and VET Research and Evaluation in the Agreement.

11. 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 performance of the project for reporting.

I 2. Administration and contact details

The program will be administered by Skills Tasmania, Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact with the department for any of the following reasons can be directed to: theskillsfund@skills.tas.gov.au or Deb Doherty on (03) 6165 6012.

- Further information or advice on the program
- Assistance in making an application
- Further feedback on the decision of the application

Important 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.

I 3. 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.

The names of successful RTO applicants and the training programs approved for each RTO will be made publicly available on the Skills Fund website

https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/skills_fund_-_existing_worker.

I 4. 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 5. 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.

I 6. 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.
- Nothing in this item 15. Disclosure, derogates from a party's obligations under the [Personal Information Protection Act 2004 \(Tas\)](#) or the [Privacy Act 1988 \(Cwlth\)](#).

I 7. 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.



Skills Tasmania, Department of State Growth

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Email: theskillsfund@skills.tas.gov.au

Web: <https://www.skills.tas.gov.au/home>