

# Industry Partnerships Program

## Grant Program Guidelines

2026



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# 1. Aim

The Tasmanian Government is committed to working collaboratively with industry to strengthen engagement in the Vocational Education Training (VET) system and build stronger partnerships between Skill Tasmania’s eligible Registered Training Organisations (RTOs) and industry. This commitment is outlined in the Tasmanian Skills Plan 2024-28 and reflected in the Government’s Industry Skills Compacts.

The Industry Partnerships Program (the Program) encourages collaborative action to deliver better quality training for Tasmanian learners and improve the responsiveness of the training system to meet a Tasmanian industry or business need. The goal is to help overcome barriers to VET where access to equipment and resources exist, contextualisation of training is needed to meet a specific industry or regional need, or where investment is needed to trial new ways to attract and retain a high quality, strong and capable VET workforce to train Tasmania’s future workers.

## 1.1. Objective

The objective of the Program is to provide funding support for:

- the purchase or lease of equipment and resources needed for delivery of nationally recognised training
- contextualisation of nationally recognised training products or developing or upgrading teaching materials
- projects led by RTOs that help to strengthen and grow a quality Tasmanian VET workforce.

Applications must demonstrate a clearly defined industry need. While employers may participate as applicants or partners, projects that address only a business-specific need without broader industry benefit are unlikely to be supported.

## 1.2. Outcomes

The Program is expected to deliver outcomes aligned with the Tasmanian Skills Plan 2024–28.

Skills Plan Theme #	Outcome
1. Skills for Jobs	Ensuring training is responsive and matched to industry need
2. Supporting learners to succeed	Supporting place-based learning with the right delivery methods
3. Building a stronger, more connected system	Supporting training providers in embracing new technologies, thinking innovatively and flexibly, delivering contextualised training and growing and retaining quality VET trainers

## 2. Funding available

There are two grant streams. Different requirements apply for each stream.

	Stream 1	Stream 2
Support for:	<ul style="list-style-type: none"> <li>training-related equipment and resources</li> <li>contextualisation of nationally recognised training products, or</li> <li>developing or upgrading teaching materials.</li> </ul>	<ul style="list-style-type: none"> <li>support for VET trainers and assessors - strategies or initiatives that help to grow and support a sustainable VET workforce and/or to reduce barriers to entry.</li> </ul>
Small grants	From \$500 to \$50,000 <i>(completed in 12 months or less)</i>	From \$500 to \$50,000 <i>(completed in 12 months or less)</i>
Large grants	\$50,000 to \$250,000 <i>(completed in 24 months or less)</i> Lead applicants must provide a co-contribution of at least 20% of the total requested grant amount.	x
<b>Total funding available</b>	<b>\$2 million</b>	<b>\$300,000</b>

This is a competitive grants program. Applications will be competitively assessed using the assessment criteria and funded based on a comparative rating scale. Because the Program has limited funding, not all eligible applications will be successful, and applications will not be accepted when the funding limit has been reached.

The Fund is administered by Skills Tasmania, a division of the Department of State Growth that manages the Government funded training and workforce development system in Tasmania in partnership with industry, training providers and employers, as set out in the *Training and Workforce Development Act 2013* (the Act).

Funding provided to support VET trainers and assessors is a joint initiative between the Australian Government and Tasmanian Government and forms part of Tasmania's Measures to Strengthen the VET Workforce initiative under the National Skills Agreement.

These Grant Program Guidelines may change. Visit the Skills Tasmania website for updates before applying.

## 3. Applicant eligibility

### 3.1. Eligible lead applicants

To be deemed eligible, the **lead applicant** must:

- a) have an ABN
- b) be able to provide its most recent financial statements to demonstrate financial viability
- c) have a current contract of public liability insurance for at least \$20 million for each individual claim or series of claims arising out of a single occurrence
- d) be one of the following entities:

Eligible lead applicants	Stream 1		Stream 2
	Small	Large	Small
Skills Tasmania eligible Registered Training Organisation	✓	✓	✓
Tasmanian-based industry peak organisation	✓	✓	✗
Industry peak organisation with a physical presence in Tasmania	✓	✓	✗
Tasmanian-based employer (turnover \$500k+)	✓	✓	✗
Community service or not-for-profit organisation	✓	✓	✗
Regional Jobs Hub	✓	✓	✗
TasTAFE*	✓	✓	✗

You may be asked to provide information or documentation to support your eligibility claims, either as part of the application process, or after you have submitted your application.

The lead organisation is responsible for all legal, financial and project obligations under the grant.

\* See section 3.4 for further information regarding applications from TasTAFE.

### 3.2. Eligible project partners

All eligible lead applicants can be a project partner.

The following entities can be a **project partner only**:

- RTOs not deemed eligible by Skills Tasmania
- Industry peak organisations that do not have a permanent physical presence in Tasmania
- Tasmanian-based employers with turnover under \$500,000
- Tertiary education providers
- Eligible Government Entity (Local Government, GBE, SOC)

- Eligible Government Entities include Public non-financial and Public financial corporations (as set out in Tasmania’s Financial Management Framework administered by the Department of Treasury and Finance) and Local Governments. This includes Government Business Enterprises (GBE) and State-Owned Companies (SOC).
- Eligible Government Entities must provide a co-contribution to the project. At a minimum, this must meet the same co-contribution requirements that apply to Stream 1 large grants.

### 3.3. Ineligible applicants

Regardless of whether the organisation meets the other eligibility criteria, the following entities are ineligible as a lead applicant or project partner:

- Australian and Tasmanian Government agencies
- Tasmanian schools as defined in the *Tasmanian Education Act 2016*
- any business that is for sale, planning towards sale, trading insolvent, under external administration or bankruptcy at the time of submitting an application
- applications submitted by a third party without evidence of permission of the lead applicant in the application.

### 3.4. Applications from TasTAFE

TasTAFE is eligible to apply for Stream 1 grants as a lead applicant or project partner.

TasTAFE is ineligible for Stream 2.

Where TasTAFE is the lead applicant, the project must only support activity funded under the current year TasTAFE Deed of Purchasing Arrangement and not new business opportunities.

TasTAFE is required to independently confirm and demonstrate to Skills Tasmania that TasTAFE Deed funding will not be used to cross subsidise the proposed project. This requirement needs to be met before an application is submitted and must be endorsed by the TasTAFE Chief Executive Officer.

TasTAFE is exempt from the mandatory co-contribution requirement for Stream1 large grants, however, TasTAFE will be required to sufficiently detail its contribution to a project by outlining facilities (capital and maintenance), ongoing operating costs, and direct and indirect costs.

### 3.5. Partnership requirements

#### 3.5.1 Stream 1 - Mandatory partnership requirements

To be eligible for a Stream 1 grant, evidence of a formalised partnership arrangement is mandatory. An eligible application must demonstrate a partnership between:

- a Skills Tasmania eligible RTO contributing in its capacity as an RTO; AND
- at least one eligible project partner. A list of eligible project partner types is provided above.

You will be asked to provide evidence that demonstrates:

- a formalised partnership arrangement, such as an MoU or letters of support signed by both parties
- a clear outline of:
  - each partner’s roles and responsibilities
  - planned contributions to the project (cash and/or in kind)

- how the partnership will operate during project delivery
- how the applicant will engage project partners to successfully facilitate the project.

Applications that do not provide sufficient evidence of a genuine, formalised partnership may be deemed ineligible and will not proceed to assessment.

### 3.5.2 Stream 2 - Partnership requirements

Partnership arrangements are not mandatory for Stream 2 applications; however, to foster collaboration and innovation, eligible applicants are encouraged to establish partnerships with employers/industry where relevant.

## 3.6 Mandatory co-contribution for large grants

A co-contribution from the **lead applicant** is mandatory for Stream 1 large grants. Failure to meet the mandatory co-contribution requirement will deem the application ineligible.

The mandatory co-contribution must be clearly outlined in the budget template submitted in the application and must be supported by evidence.

Stream 1	Criteria for mandatory co-contributions
Large grants	<ul style="list-style-type: none"> <li>✓ Must include an eligible mandatory co-contribution from the lead applicant.</li> <li>✓ The co-contribution must be a minimum of <b>20 per cent of the total requested grant amount</b>.</li> <li>✓ The contribution can be either monetary or in-kind (donated equipment and material, professional services).</li> <li>✓ Salaries, wages and overheads can be considered as in-kind contributions.</li> <li>✓ In-kind contributions are required to be outlined in the mandatory budget template and evidenced, including how they have been costed.</li> <li>✓ Partner contributions may supplement but cannot replace the lead applicant's contribution.</li> <li>✓ Eligible Government Entities must also make a mandatory contribution if they are a partner applicant for small or large grants.</li> </ul>

## 3.7. Submitting more than one application

Only one application per lead organisation / ABN per stream is permitted in this grant round.

Eligible applicants can be a partner in more than one project or can lead one project and be a partner in another.

If an application is unsuccessful, the applicant is eligible to apply again at any time provided the application is for a different project.

If an application is successful, the applicant is eligible to submit a second application under this grant round provided all reporting and acquittal obligations have been met at the time of applying.

Applicants in either of these circumstances are strongly encouraged to contact the Grant Program Manager to discuss their eligibility.

## 3.8. Previous applicants

Applicants who previously applied for a grant under the Program and were unsuccessful are eligible to apply again for the same or different project.

# 4. Project eligibility

This Program aims to support a wide range of initiatives, including projects of varying scales across a range of industries. New and innovative projects are welcomed, including small-scale projects that address the objectives of this program within a specific industry.

## 4.1 Project eligibility conditions

In addition to the applicant eligibility criteria and partnership requirements, to be eligible for a grant under this Program, a project must:

- meet one or more of the objectives of this program
- be undertaken in Tasmania
- (where the project is location-based), have written approval and appropriate permissions to undertake the project from the property owner and any other required parties
- have not already been supported through other Tasmanian Government funding sources
- be able to commence within 12 weeks of the funding agreement being finalised
- be completed within the following timeframes:

	Stream 1	Stream 2
Small grants	Within 12 months from date the funding agreement is finalised	Within 12 months from date the funding agreement is finalised
Large grants	Within 24 months from the date the funding agreement is finalised	-

A project may form part of a broader program of work if it independently meets all project eligibility criteria and the scope of the project, including start and end points, and links with other phases of the program of work, are clearly articulated in your application.

## 4.2. Eligible expenditure

Funding type	Eligible expenditure
<b>Stream 1 – small and large</b>	<ul style="list-style-type: none"><li>✓ Purchase, development or lease of specialised machinery, equipment, or technology necessary for delivery of current nationally recognised training</li><li>✓ Costs associated with establishing shared access to privately-owned equipment (including legal costs, lease or rental costs, insurance)</li><li>✓ Establishing or upgrading training facilities</li><li>✓ Developing or upgrading teaching materials, tools or resources, including by using new technology</li></ul>

Funding type	Eligible expenditure
	<ul style="list-style-type: none"> <li>✓ Contextualisation of training and assessment materials for delivery of nationally recognised training products</li> <li>✓ Payment of wages or salaries where it is an essential component of using or accessing the equipment or resource, where contracting expertise is considered an essential component of the project</li> </ul>
<b>Stream 2</b>	<ul style="list-style-type: none"> <li>✓ Trialling new strategies or initiatives to grow and support a sustainable VET workforce and/or reduce barriers to entry</li> <li>✓ Developing stronger pathways or innovative approaches to becoming trainers and assessors, including promoting or raising awareness of VET workforce careers</li> <li>✓ Supporting industry people with VET teaching qualifications to enter or return to the VET workforce</li> <li>✓ Short placements or structured tours with employers so VET trainers can update their industry currency by observing contemporary practices, new technologies, and emerging work methods</li> <li>✓ Supporting new VET teachers to deliver training (e.g. supporting VET teachers to develop their language, literacy and numeracy teaching skills, or mathematics and ICT skills relevant to their VET teaching)</li> <li>✓ Projects or programs that provide VET trainers with exposure to contemporary industry and employer experiences to support them maintain industry currency</li> <li>✓ Professional development relevant to the specific industry area and current industry practices</li> <li>✓ Other activities by negotiation with Skills Tasmania.</li> </ul>

## 4.3. Ownership of equipment or resources

For Stream 1 small grants, the preference is for equipment or resources to be owned by the lead applicant training provider, business/employer or industry body.

For Stream 1 large grants, the preference is for high-cost equipment or resources to be owned by the business/employer or industry body.

The Program may fund costs of establishing shared access to privately-owned equipment.

The Tasmanian Government will not own the equipment and is not responsible for future repairs, maintenance, or resale.

## 4.4. What expenditure will not be funded?

We will not fund the following activities:

- ✗ Training delivery costs (alternative funding may be available from other Skills Tasmania programs). This includes TAE40122 Certificate IV in Training and Assessment and TAE50122 Diploma of Vocational Education and Training)
- ✗ Payment of wages or salaries (unless it is an essential component of the project and evidence can be provided to support the justification, as referred to in Section 4.2 - Eligible Expenditure)
- ✗ Recurrent operational costs associated with 'business as usual'
- ✗ Purchase of land or property, including property improvements, and vehicles

- × Consumables or materials used for training
- × Projects already directly supported through other Australian or Tasmanian Government funding programs, or where the contribution of new funding is not clearly additional to existing activity
- × Retrospective activities or purchases incurred prior to the execution of a funding agreement under the Industry Partnerships Program
- × Repayment of loan or debt
- × Workforce development activities
- × Projects that only produce a private benefit to a specific business or individual(s) without demonstrable broader industry benefit.

# 5. Assessment criteria

Applications that meet the eligibility criteria will be competitively assessed using the following assessment criteria. The assessment criteria apply to both grant streams.

Assessment criteria	Weighting
<p><b>Criterion 1 – Project Proposal</b></p>	<p><b>50%</b></p>
<p>You will be asked to upload a Project Proposal. There is no template provided for this criterion; however, your document must:</p> <ul style="list-style-type: none"> <li>• demonstrate how the project supports the aims of the Program (see Section 1)</li> <li>• address what we are looking for in a Project Proposal (see Appendix A)</li> <li>• address Criterion 1A and 1B elements below.</li> </ul> <p>Applicants may also wish to review the Reporting and Acquittal requirements in Sections 13 to understand how progress and outcomes will be documented if funded.</p> <p><b>1A. Project Design, Impact and Alignment</b></p> <p>We will review your Project Proposal to assess:</p> <ul style="list-style-type: none"> <li>• how well the project addresses a clearly demonstrated need or opportunity</li> <li>• alignment with the Program aims and key Tasmanian Government skills strategies such as the Tasmanian Skills Plan 2024–28 and Industry Skills Compacts</li> <li>• the strength of the proposed partnership arrangements, and</li> <li>• the expected benefits for learners, industry and/or the VET workforce.</li> </ul> <p><b>1B. Measuring success</b></p> <p>We will review your Project Proposal to assess:</p> <ul style="list-style-type: none"> <li>• how impact will be assessed</li> <li>• the sustainability of benefits</li> <li>• the clarity and relevance of proposed measures of success.</li> </ul> <p><b>Mandatory evidence</b></p> <ul style="list-style-type: none"> <li>• Project Proposal (document upload, no template provided)</li> <li>• Memorandum of Understanding (MoU) or similar partnership document signed by both parties (for Stream 1 applicants only).</li> </ul> <p><b>Supporting evidence</b></p> <ul style="list-style-type: none"> <li>• Strongly encouraged (see Evidence Guide at Appendix B).</li> </ul>	
<p><b>Criterion 2 - Capability and Capacity to Deliver</b></p>	<p><b>30%</b></p>
<p>You will be asked to upload a Project Plan using the template provided.</p> <p>We will review your Project Plan to assess:</p> <ul style="list-style-type: none"> <li>• the applicant and partners’ ability to deliver the project</li> <li>• clarity and feasibility of activities and planned outcomes</li> <li>• realistic timelines</li> </ul>	

Assessment criteria	Weighting
<ul style="list-style-type: none"> <li>clearly defined responsibilities</li> <li>identification and management of key risks.</li> </ul> <p><b>Mandatory evidence</b></p> <ul style="list-style-type: none"> <li>Project Plan (Project Plan template provided in SmartyGrants).</li> </ul> <p><b>Supporting evidence</b></p> <ul style="list-style-type: none"> <li>Strongly encouraged (see Evidence Guide at Appendix B).</li> </ul>	
<b>Criterion 3 - Budget and Value for Money</b>	<b>20%</b>
<p>You will be asked to upload a Project Budget using the template provided.</p> <p>We will review your Budget Template to assess:</p> <ul style="list-style-type: none"> <li>clarity and appropriateness of the budget</li> <li>value for money</li> <li>adequacy of the co-contribution, where required</li> <li>sustainability beyond the funding period.</li> </ul> <p>Applicants should review the Eligible and Ineligible Expenditure guidance in Section 4 to ensure costs included in the budget are accepted.</p> <p>The project budget must give a breakdown of the total cost of the project, which is equal to or higher than the funding amount requested.</p> <p>All in-kind contributions must be itemised and costed, supported by quotes or links, with final acquittals reconciled to the original approved budget.</p> <p><b>Mandatory evidence</b></p> <ul style="list-style-type: none"> <li>Budget Template (Budget template provided in SmartyGrants)</li> <li>Quotes, cost estimates, evidence of planned partner contributions.</li> </ul> <p><b>Supporting evidence</b></p> <ul style="list-style-type: none"> <li>Strongly encouraged (see Evidence Guide at Appendix B).</li> </ul>	20%

## 5.1. Evidence requirements

Applicants are encouraged to attach evidence to support any claims made. Where there is no evidence to support claims made or the information provided in the application, the assessment score will be affected. Any evidence provided must be attached to the relevant criterion, should have a clear document title and be referred to in the text in the application addressing the related criterion. For more information on evidence requirements, refer to the Evidence Guide at Appendix B.

## 6. Timeframes

Description	Date/time
Program open to applications	19 March 2026
Program closes	31 December 2026 2:00pm or until funds are fully allocated
Applications assessed	Applications will be assessed in the order that they are received.
Applicants notified	Applicants will be notified within six weeks of submitting a complete application.

Applicants should note that funding availability can change quickly. State Growth may not be able to confirm or guarantee funding availability at any stage of the application process. Contact the Grant Program Manager to discuss funding availability before starting an application.

Applications will not be accepted after the program closes.

## 7. Contact details

For more information about this program, contact the Grant Program Manager, Skills Tasmania at [ipp@skills.tas.gov.au](mailto:ipp@skills.tas.gov.au) or 03 6166 3403.

## 8. How to apply

Applications must be submitted using SmartyGrants.

For assistance with using SmartyGrants, please see the [applicant help guide](#).

Contact us to discuss any issue preventing you from using SmartyGrants to submit your application.

1. **Prepare:** Read the Grant Program Guidelines before starting your application. The application form is designed to help structure applicants' responses to the eligibility and assessment criteria as set out in the Guidelines.

Before preparing an application, you are encouraged to contact the Grant Program Manager to discuss your proposed project. Seeking advice before you start may help to confirm eligibility, alignment with program objectives, and determine the suitability of your project concept. You are also encouraged to engage with Skills Tasmania Industry Partnership Managers to help refine your proposal to ensure it reflects current industry needs and priorities.

The Department of State Growth publishes a help guide for grant applicants which is available here: [www.business.tas.gov.au/managing/grant-writing](http://www.business.tas.gov.au/managing/grant-writing)

2. **Start:** There is one application form:  
<https://stategrowthtas.smartygrants.com.au/industrypartnershipsprogram2026>

3. **Confirm:** Ensure all information and documentation is accurate and attached. You may not be able to change an application or provide additional information after you submit your application.
4. **Submit:** You will receive an email notification after you submit your application. Keep this notification as confirmation of your submission.
5. **Notification:** We will notify you with the outcome of your application within 6 weeks of your initial application. The decision will be final. All applicants will not be able to reapply with the same request.

You may be asked to provide information or documentation after you have submitted your application. If you are asked to provide additional information, your SmartyGrants form will be re-opened. Documents sent by email will not be accepted.

You must provide this information within three working days, unless otherwise advised. Failure to provide the information within the timeframe may result in the application being unsuccessful. The information you provide may be subject to third party authenticity checks.

## 9. Application assessment

The assessment process is overseen by the Grant Program Manager.

We will not assess applications from ineligible applicants, or incomplete applications.

Applications are first assessed against the eligibility criteria. This includes a check to confirm the project activity is not already supported by another Australian or Tasmanian Government funding program.

If the application is deemed eligible, it will then proceed to the quality assessment stage. This process is conducted by a minimum of two independent assessors using a structured scoring rubric that aligns with the assessment criteria and the weightings outlined in Section 5 of these Guidelines.

Assessors:

- independently evaluate the responses to the assessment criteria employing the approved methodology and data recording tools
- discuss the application as a group and individually moderate their assessment scores for each of the responses to the assessment criteria
- submit an assessment form to the Grant Program Manager that includes a total raw and total weighted score (which is automatically calculated).

A final total score for the application is then calculated as an average of the total weighted application score provided by each of the assessors.

A benchmark score, representing an acceptable minimum standard of quality determined by the scoring rubric is established to guide the outcome. Applications that do not meet this benchmark are unlikely to be considered for funding.

The funding recommendation is then made to the appropriate delegate for the final decision.

## 10. Appealing a decision

If your application is unsuccessful, you may appeal the decision.

The appeals process ensures that all applicants have been treated fairly.

We will consider appeals that relate to administrative process issues in grants management.

All requests must be in writing and addressed to Director, Purchasing Policy and Programs, Skills Tasmania. Your request must be received within 28 days from the date of State Growth notifying you of the decision about your application.

For further information about the appeal process, contact the Grant Program Manager via email at [ipp@skills.tas.gov.au](mailto:ipp@skills.tas.gov.au).

## 11. Grant funding agreement

If your application is successful, you will be required to enter a legally binding funding agreement. The funding agreement, along with these Grant Program Guidelines, provide the grant terms and conditions. You will not receive payments until the funding agreement is completed.

## 12. Grant payments

If your application is successful, you will be asked for your bank account details to receive your grant payment.

The bank account must be in your name. You may be asked to provide a copy of your bank statement or a letter from your bank as confirmation.

Providing incorrect bank account details may result in significant delays or not receiving your grant payment. We cannot guarantee the recovery of funds paid to an incorrect bank account.

Payments will be paid in instalments depending on the size of the grant. Payments are tied to reporting requirements identified in the funding agreement and payments will require submission of an appropriate tax invoice.

You will be required to return some or all the funds if:

- you do not complete the activities required under the funding agreement
- you do not use any or all of the funding provided
- your situation changes in a way that prevents completion of the grant, or
- we find that the information provided to us is false or misleading.

## 13. Reporting requirements

If your application is successful, you will be required to provide a Progress Report(s) every six-months and a Final Report that includes a Financial Acquittal. The payment of grant instalments is subject to the submission of these reports and that each requirement is met to the satisfaction of Skills Tasmania.

Recipients of Stream 2 grants will be required to report on specific performance indicators. This may include number of participants supported, case studies and feedback from participants and stakeholders.

### 13.1. Acquittal

An acquittal is a statement that confirms the grant was completed as per the funding agreement.

We will send you an acquittal form using SmartyGrants that requires:

- a Final Report on the activities completed and the outcomes achieved
- a Financial Acquittal, and
- supporting evidence such as invoices, receipts and images.

We may ask you to provide a Statement of Expenditure certified by an independent, professional auditor. You will be responsible for the cost of obtaining the certified Statement of Expenditure.

### 13.2 Failure to complete an acquittal

If you do not satisfactorily acquit your grant by the due date:

- you may be required to return the funding to the State Growth; and
- you may be ineligible for other grants from State Growth.

Contact us to discuss any issue preventing you from acquitting your grant.

## 14. Taxation and financial implications

Grants distributed under this program may be treated as income by the Australian Tax Office (ATO).

We strongly recommend that, prior to applying, you seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

Grants distributed under this program attract Goods and Services Tax (GST).

If you are registered for GST, the grant amount will include GST. A valid tax invoice must be supplied by the successful applicant to State Growth.

Information on invoices can be found on our Business Tasmania website:

[www.business.tas.gov.au/manage\\_a\\_business/invoices](http://www.business.tas.gov.au/manage_a_business/invoices)

## 15. Publicity of grant assistance

State Growth is accountable for its spending of public funds, including providing grants. As part of the accountability process, State Growth may publicise, without further notice, information about the grants provided, including the level of financial assistance, the identity of the recipient, and the purpose of the financial assistance.

If you have received a grant from State Growth:

- 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, and you consent to the disclosure of your name in this context.
- all obligations under the *Personal Information Protection Act 2004* (Tas) still apply.

The details of all successful applicants will be published on the Skills Tasmania website.

## 16. True and accurate information

You 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, may be required to be repaid to State Growth.

## 17. Right to information

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

## 18. Information collection and usage

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 State Growth.

State Growth may use and disclose the information you provide for the purposes of discharging its functions under the Program Guidelines and otherwise for the purposes of the program and related uses. State Growth may also use information received in applications and during the delivery of the project for reporting purposes.

## 19. 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.

# Appendix A – Assessment Criteria guide

## Rationale for grant streams

### Training-related equipment and resources

Industry consultation highlights that training providers across several sectors lack access to contemporary equipment, facilities, resources and technology, and this issue emerged as a key theme in Industry Skills Compacts. The issue includes trainers and training providers being skilled in and able to access and use new industry and technologies and practices.

The issue is exacerbated across industries where there is increasing use of new technologies and high-tech equipment. It is challenging for training providers to keep up with technological developments and obtain access to high-cost equipment for training purposes. Technical literacy is increasingly important, from familiarisation with industry-current software through to having understanding and experience with sophisticated equipment and machinery.

This issue impacts significantly on industry's perception of and confidence in teaching quality, the training system in general and its relevance to businesses. It also impacts learner experience.

### Contextualisation of nationally recognised training products or developing or upgrading teaching materials

It is a commitment of the Tasmanian Government to invest in skills and training that is aligned with industry training needs and to ensure that more Tasmanians have the skills they need to take up new job opportunities and to be adaptable to changing economic conditions. Contextualisation of training is the cornerstone of these commitments and is supported through this Program to ensure that better training opportunities are available for Tasmanian learners and the training system meets industry needs.

Through our engagement with industry through the Industry Skills Compacts process we heard that employers want to enhance the value of vocational education and training through greater contextualisation of training. It is jointly recognised that partnerships with employers and RTOs are essential to understand current industry practices, trends, and demands and to ensure current and future workforce development needs are met.

### Support for VET trainers and assessors

It is a commitment of the Tasmanian Government to strengthen the VET workforce. This commitment recognises that it is essential to attract and retain a high quality, strong and capable VET workforce to train Tasmania's future workers. Many training providers are struggling to find the trainers they need. Trainers also need to access up-to-date industry knowledge and experience to meet current and emerging local industry and learner needs.

The Program seeks to draw on the expertise of eligible RTOs operating in Tasmania to trial new strategies or initiatives that help to grow and support a sustainable VET workforce and/or to reduce barriers to entry. The intent is that funded projects may be used as a model for other RTOs to ensure the funding has a lasting impact on helping the sector to address this key issue.

# What we are looking for in each assessment criteria

The following table outlines what our assessors will be looking for when assessing your application. Missing or insufficiently explained and evidenced responses will result in lower assessment scores.

Format	Criterion 1 – Project Proposal
<p><b>Document upload</b> (no template)</p>	<p><b>1A</b></p> <p>A Project Proposal should, at minimum, cover the following elements, where relevant to the grant stream and project type:</p> <ul style="list-style-type: none"> <li>• What are you seeking funding for?</li> <li>• Who are you working with and what will each partner contribute?</li> <li>• Who is the target student cohort who will benefit post project completion?</li> <li>• How will the project result in better quality training experiences for Tasmanian learners, or grow and strengthen the VET workforce?</li> <li>• How will the project better meet Tasmanian industry and business training needs?</li> <li>• What industry consultation process was undertaken, who was involved and what were the results that are supporting the application.</li> <li>• How will the project benefit others beyond your immediate organisation and partners?</li> </ul> <p><b>For Equipment and resources</b> also consider:</p> <ul style="list-style-type: none"> <li>• What is the need or problem you are seeking to address through equipment/resources?</li> <li>• How will the equipment/resources address that need?</li> <li>• Who will own the equipment and resources, /training and assessment materials and why?</li> <li>• How will the use of the resources or equipment/resources/training and assessment materials be shared? What legal / contractual arrangements will be required (if any)?</li> <li>• For how long will the resources or equipment/training and assessment materials remain current and relevant? What happens when they become obsolete?</li> </ul> <p><b>For Contextualisation</b> also consider:</p> <ul style="list-style-type: none"> <li>• What are the current limitations of the training product that is the subject of your application and how will you overcome these through contextualisation?</li> <li>• How have you engaged with industry and employers to identify the need and test the viability of the proposed response to that need?</li> <li>• How will you ensure the project outcome will be inclusive to and reflect the diversity of all Tasmanians?</li> <li>• For site-specific or custom training resources, applicants must explain how other industry participants will benefit. This may include shared access arrangements, open licensing, transferable content, or shared placement and training models.</li> <li>• Note: the training product must be on the RTOs scope of delivery in Tasmania at the time of application. Superseded training products identified in an application will be deemed ineligible.</li> </ul> <p><b>For Support for VET trainers and assessors</b> also consider</p> <ul style="list-style-type: none"> <li>• How effectively does the proposal trial new strategies or initiatives to grow and sustain the VET workforce or reduce barriers to entry?</li> <li>• To what extent does it develop stronger pathways or innovative approaches for becoming trainers and assessors, including raising awareness of VET workforce careers?</li> </ul>

Format	Criterion 1 – Project Proposal
	<ul style="list-style-type: none"> <li>• In what ways will the project support industry professionals with VET teaching qualifications to enter or return to the VET workforce?</li> <li>• How does the proposal equip new VET teachers to deliver training—such as by developing language, literacy and numeracy, mathematics, or ICT teaching skills?</li> <li>• What mechanisms ensure VET trainers gain exposure to contemporary industry and employer experiences to maintain their industry currency?</li> <li>• How relevant and aligned is the professional development to current industry practices in the specified sector?</li> </ul> <p><b>1B</b></p> <ul style="list-style-type: none"> <li>• How will you know if it has been a success?</li> <li>• How will you measure the impact of the project?</li> <li>• How will benefits be sustained? How will you and others benefit from the resources or equipment after the first year?</li> </ul>
	<b>Criterion 2 – Capability and Capacity to Deliver (weighting 30%)</b>
<b>Document upload – template provided</b>	<p>Provide a Project Plan using the template provided, covering:</p> <ul style="list-style-type: none"> <li>• what steps will you take and when</li> <li>• who is responsible for each step (including partners)?</li> <li>• who are the key personnel and what experience and expertise do they bring?</li> <li>• how will you manage stakeholder engagement?</li> <li>• what risks are there, and what steps will you take to mitigate them?</li> <li>• how will you ensure this project succeeds?</li> <li>• what capacity and capability do you have to make it work?</li> </ul>
	<b>Criterion 3 – Budget and Value for Money (weighting 20%)</b>
<b>Document upload – template provided</b>	<p>Provide a Budget using the template provided that clearly outlines how much the project will cost, including the co-contribution amount (if applicable).</p> <p>Include quotes, costings and other information to support identified costs.</p>

# Appendix B – Evidence Guide

## General evidence expectations

### Clear, well-labelled attachments

Each attachment should have a clear title, reference the relevant criterion number, and be referred to by name in the application.

### Avoid repetition

Only attach evidence once and reference it rather than repeating information.

### Relevance and currency

Evidence should be no more than 24-months old unless justified and sourced from credible organisations or partners.

### Formatting

Combine documents where appropriate into a single PDF to reduce attachment volume.

### Privacy and confidentiality

Ensure evidence complies with the *Personal Information Protection Act 2004* (Tas). Do not include personal data unless anonymised.

## Evidence guide by Assessment Criteria

<b>Mandatory evidence:</b>	<b>Supporting evidence may include</b>
<b>Criterion 1 – Project Proposal</b>	
<ul style="list-style-type: none"><li>• Project Proposal (document upload, no template provided)</li><li>• Formal partnership agreements such as an MOU</li></ul>	<ul style="list-style-type: none"><li>• Data showing need, barriers, or constraints</li><li>• Employer or industry letters of support (in addition to the mandatory partnership requirements)</li><li>• Stakeholder engagement findings</li><li>• Evidence supporting the need for contextualisation of training</li><li>• Results from consultation processes</li><li>• Outcome measurement tools</li><li>• Sustainability or cost-recovery plans</li></ul>

**Criterion 2 – Capability and Capacity to Deliver**

- Project Plan (template provided)

- Staff CVs showing relevant experience
- Professional certifications (e.g., ISO, industry accreditations)
- Evidence of specialist expertise
- Risk management frameworks
- Project management methodologies
- Case studies with measurable outcomes, testimonials or client references
- Awards or industry recognition
- Policies (e.g., safety, security, environment, privacy)
- Staffing levels and organisational charts, resource allocation plans
- Ability to scale up (contractors, partners, talent pools)
- Facilities, equipment, or production capacity
- Financial statements

**Criterion 3 – Budget and Value for Money**

- Budget Template.

- Evidence of co-contributions
- Lease or insurance documents
- Quotes and costings



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