

Industry Partnerships Program 2024-25

Frequently Asked Questions



The aim of the Industry Partnerships Program is to deliver better quality training experiences for Tasmanian learners and improve the responsiveness of the training system to meet Tasmanian industry and business needs. To support this aim, the Program provides funding for equipment and resources needed for nationally recognised training and the contextualisation of training and assessment materials for delivery of nationally recognised training products.

There are two grant streams available to eligible Skills Tasmania endorsed Registered Training Organisations (RTOs), employers, businesses, and industry groups:

- Small grants of up to \$50,000, and
- Large grants of up to \$250,000.

This FAQ is intended to be read in conjunction with the [Grant Program Guidelines](#).

Why does the Program only fund two project types? What about other issues or barriers to training?

The 2024-2025 release of the Program will provide funding for training-related equipment and resources and contextualisation of training and assessment materials. The goal is to help training providers, business and industry overcome barriers to training where access to equipment, technology, materials, or facilities is a factor, or where there is an industry need for contextualised training.

In future rounds, the funding focus may change to address other issues raised through the Tasmanian Government's Industry Skills Compacts process.

The Program will not fund training activity. Funding for the delivery of training is available through other Skills Tasmania funding programs. See the [Skills Tasmania website](#) for more details.

Do I need a Skills Tasmania endorsed Registered Training Organisation as part of my partnership arrangement?

It is mandatory that your partnership includes a Skills Tasmania endorsed Registered Training Organisation. They can be a lead or a partner.

What are some other examples of eligible expenditure?

The following examples provide an illustration of the types of projects that may be eligible. They are not examples of guaranteed successful applications. Applicants are assessed on the entire proposal and must score highly against all selection criteria.

- Purchase, development or lease of specialised machinery, equipment, or technology necessary for nationally accredited training. Examples include:
 - Equipment used for training (safety equipment, dummies, specialised equipment)
 - Development of software to improve learner experience.
 - Lease or rental costs to access specialised machinery already owned by a business. This could include for example, hourly lease costs and/or supervisor costs.
- Costs associated with establishing shared access to privately-owned equipment (including legal costs, lease or rental costs and/or insurance). Examples include:
 - One-off legal costs to establish contract arrangements.
 - Ongoing hourly lease costs, supervisor costs for up to two years (for large grants).
- Developing or upgrading teaching materials, tools or resources, including by using new technology. Examples include:
 - Training software development or upgrade
 - Modernising online content.
- Establishing or upgrading training facilities, where this is currently a barrier to training. Examples include:
 - Renovating a commercial kitchen
 - Upgrading a workshop
 - Refurbishing training facilities.
- Contextualisation of training and assessment materials for delivery of nationally recognised training products.
 - For example, if you are teaching a unit on customer service, you would need to contextualise the training to the specific industry in which your students work. It could involve using customer service scenarios relevant to their industry, such as handling customer complaints or upselling products and services.

What's is contextualisation of training and assessment materials?

Contextualisation of training and assessment materials in Vocational Education and Training is the process of adapting learning and assessment materials to make training delivery and learning outcomes more meaningful for learners and their employers.

Contextualisation does not alter the integrity of a unit of competency and all components of the unit of competency must still be addressed.

A single unit of competency can be delivered across many different industries and sectors and the unit of competency remains the same, the way it is delivered and assessed can be different.

Training and assessment materials can be contextualised to:

- Meet the needs of specific client cohorts:
 - What is the learner profile?
 - How are the specific group of learners motivated?

- What are the learners preferred learning style?
- Do learners have any experience in the subject matter?
- Are there any barriers to learning?
- Do the learners cultural, language or educational background have any bearing on delivery?
- Accommodate the variety of resources, facilities and equipment used in real workplaces:
 - What suite of resources, facilities and equipment be used by the learner in the workplace (now if employed or in the future is seeking employment)?
 - Are there any regulation, legislations, codes of practice etc specific to the intended work context?
 - What are the workplace conditions specific to the intended work context?
 - Are there any WHS considerations specific to the intended work context?
 - What type of tasks are usually performed in the intended workplace?
- Be appropriate to the training environment:
 - Does the learning environment require any specific safety considerations?
 - Will the training be delivered face-to-face, in a classroom, on the job, online, self-paced, one-on-one etc?
 - What are the facilities, resources, and equipment available in the training environment?

Tailoring training and assessment materials and delivery to meet the needs of specific learners in particular work contexts provide learners with optimal opportunities to demonstrate competency to the standard required in the industry they intend to work in or already work in. Registered training organisations (RTOs) must still ensure that all aspects of a unit of competency are addressed through the training and assessment process and ensure that:

- The transferability of skills is not compromised.
- The competency outcomes are not narrowed to a point which limits the units use.

Should I source quotes from suppliers for the eligible expenditure items I intend to include in my application?

Where applicable, quotes should be provided with your application, and they should specify how long they are valid for to ensure you will still be able to purchase the item (s) at the same price if your application is successful. Where possible, you should provide two quotes if you are applying for a large grant.

Retrospective activities or purchases are ineligible. What is meant by retrospective activities or purchases?

Retrospective activities or purchases mean any costs that occurred BEFORE both parties have signed the Grant Deed under the Program. If you have previously purchased specialised equipment or machinery and would like to enter into an agreement to allow others (for example a training provider, other students, other businesses) to share the use your equipment, you may be able to apply for the costs associated with the sharing (e.g., lease costs, legal arrangements, insurance) but not for purchase costs.

What documents will I need to provide with my application?

You will be asked to attach the following documents to your application in SmartyGrants:

- Business's financial statements for 2022 and 2023 financial years, and 2024 if available. (Eligibility check)

- Evidence of a formalised partnership and collaboration between training providers and Tasmanian industry groups or employers, or ability to build these (Assessment Criterion 1).
- A completed Project Plan and Risk Analysis (Assessment Criterion 2). An abridged version is supplied for small grant applicants.
- A completed budget (Assessment Criterion 3).
- Other evidence to support claims made in your application (see Assessment Criteria note on supporting evidence).

What should be included in my risk analysis?

Here are some suggestions of what to include when thinking about risks.

- Personnel and relationships
 - What if key people change?
 - How to maintain relationships?
 - Do we have someone with project management and reporting skills?
 - What to do if the organisation with the machine/equipment/resources stops sharing it?
- How do you manage obsolete equipment or new technology?
 - How long is the life of the resources or equipment?
 - What will happen if it becomes obsolete/or fails?
- What happens if we don't achieve the outcomes we anticipated?
 - Explain how to avoid this as part of risk management.
- Legal
 - Are there any legal / contractual requirements?
 - Which things should we document?
 - Are there legislated requirements for installation, use, maintenance or training for this equipment? (e.g. Lock In, Tag Out)
- Equipment and resources
 - Where will we buy the equipment? Who will install it? Can timeframes be guaranteed?
 - Are there postage or freight costs?
 - Is it available when we need it?

Where can I get help with writing my application?

The Department of State Growth, through Business Tasmania, publishes a Grant Writing Handbook and other grant writing resources. Visit the [Business Tasmania website](#) for more details.

What are the key tips to support a successful application?

- Read the program guidelines carefully before you start your application to ensure you are eligible, your project aligns with the aims of the Program and the proposed expenditure is eligible.
- Include all the required documents that will support your application. Not providing all required documents may delay assessment of your application and the risk of missing out on available funds.
- Ensure your project is related to the delivery of nationally recognised training that you have a formal partnership, the need fits the aim of the program, and it will fulfill an unmet training need.

What happens if I receive a request for further information?

During the assessment process Skills Tasmania may request further information to support or clarify your application. If this occurs, you will receive an email detailing what is required and instructions about how to supply the information through SmartyGrants. You will have three (3) working days, unless otherwise advised to re-submit your application form with the requested information.

If you do not re-submit your application form within the specified timeframe, your application may not be successful.

If my application is successful, how long will I have to deliver and acquit my grant?

For small grants, you must purchase your approved item (s) and completed your project within 12 months of being notified by email from Skills Tasmania that your application was successful.

For large grants, you must purchase your approved item (s) and completed your project within 24 months of being notified by email from Skills Tasmania that your application was successful.

If circumstances change you are encouraged to contact Skills Tasmania for further advice. For example, the item you have been approved to purchase is no longer in stock and there will be a delay, or you need to identify a new supplier to source the item.

If I am unsuccessful with my application, can I re-apply?

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

I'm not eligible for this grant, how can I find out about other grant programs and funding opportunities?

The Skills Facts e-newsletter provides up-to-date news and events on Tasmanian and national VET-related matters, including workshops, forums, conferences, funding opportunities and professional development activities. [Subscribe](#) to receive news and events or you can also refer to the [Skills Tasmania website](#).

What are some projects that have been successful?

Eight projects were funded in the 2023-24 round. Refer to projects funded under the Industry Partnerships Program here: [Industry Partnerships Program funded projects 2023-2024](#).

Who can I contact for more information?

Contact the Grant Program Manager via email ipp@skills.tas.gov.au or phone (03) 6166 3403.