

Rapid Response Skills Initiative





Career Development Association of Australia
2019 Award for Excellence in Policy (Organisation)
awarded to the
Rapid Response Skills Initiative, Tasmania

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Contents

- Rapid Response Skills Initiative2
 - Overview2
 - Eligibility4
 - Who is eligible?4
 - Who is not eligible?4
 - What the funding can be used for.....5
 - Employment advice5
 - Training5
 - Training materials and equipment6
 - Approval.....7
 - Payment.....7
 - Notes.....8
 - How to apply9

Rapid Response Skills Initiative

Overview

The Rapid Response Skills Initiative (RRSI) is a Tasmanian Government program that provides support for people who have lost their jobs because of retrenchment due to company downsizing or closure.

It provides funding assistance to people who need help to up-skill, retrain or obtain licences in order to gain new employment.

The RRSI program aims to get people back to work as soon as possible by making funding assistance available when the individual has been notified by their employer that they will be made redundant.

This method has proved time and again to quickly put individuals back on a solid pathway to employment.

The program is designed to help people achieve new skills through training, and in doing so, break down barriers to future employment.

For eligible individuals Rapid Response offers funding up to \$3000 to assist with:

- employment advice for the applicant and/or spouse to maximise employment opportunities and successful training outcomes (up to \$500)
- general training for the applicant and/or spouse;

The program is administered by Skills Tasmania – Skills Response Unit.

\$3 000

Up to \$3 000
(includes up to \$500 for employment advice)
for you and/or your spouse
to retrain or obtain a licence

Application forms and further information



Freecall 1800 655 846



rapid.response@skills.tas.gov.au



skills.tas.gov.au/rapidresponse

Eligibility

Individuals can apply for funding if they have recently lost work due to retrenchment, downsizing or business closure.

Who is eligible?

- Workers who have been notified they are to be made redundant or have been retrenched in the last 12 months.
- Partners of workers who have been retrenched in the last 12 months who are looking to enter the workforce or gain more secure employment.

Who is not eligible?

- People who have been dismissed, or decided to resign from their job.
- People who are not Tasmanian residents.
- People who can reasonably access funding from other Australian or Tasmanian Government programs, or the separating employer, for the requested assistance.



What the funding can be used for

Employment advice

If you are not sure what you would like to do next, an employment advisor can help you explore possibilities and opportunities. They can also help you to write your CV and apply for your next job. The employment advice service is available and recommended if you are not provided with support through other programs or your separating business.

Employment advice includes, but is not limited to, the preparation of an employment plan tailored to your needs and circumstances.

It will include face-to-face meeting/s and/or conversation/s between you and the employment advisor to discuss:

- your current work and life experience
- a skills assessment
- employment and career opportunities
- training needs if required
- agreed actions with timelines
- other relevant information to help you find employment.

Skills Tasmania has developed a register of employment advice providers. It is up to the applicant to choose a provider which suits them best.

Training

Training includes but is not limited to:

- occupational tickets and licences
- nationally accredited and vocational education and training (VET) courses
- other accredited qualifications such as those through university courses.

Where appropriate and available, preference will be given to accredited courses delivered by Skills Tasmania endorsed registered training organisations (ERTOs) *.

The requested cost of training will be assessed by Skills Tasmania and should be commensurate with usual commercial rates for the same qualification.

In cases where support is sought for non-accredited training, Skills Tasmania will seek evidence that this form of training is credible and recognised by employers and will assist the applicant to secure work.

Funding will not be provided for programs such as Company Director's training, executive coaching, professional development such as attending conferences, unless a strong argument can be made that it is necessary for overcoming specific barriers to employment.



Training materials and equipment

Funding can be sought for materials and equipment needed to complete approved training and receive accreditation.

This includes the cost of text books and course materials. Skills Tasmania will consider requests on an individual basis, with reference to eligibility thresholds and available budget.

Approval

Where applicants are seeking support from this program, they should not enrol or pay for training before funding is approved.

Skills Tasmania may consider reimbursement of eligible expenses incurred prior to approval only in exceptional circumstances.

Once approval has been received, an applicant has twelve months to commence training. Requests to extend this timeframe will be considered by Skills Tasmania, with reference to special circumstances.

Payment

Payment to the service provider will usually be made upon receipt of a tax compliant invoice for the agreed funding and evidence of training completed.

For example, a copy of licence, statement of attainment or results, certificate or career pathway plan.

Where a training provider requires payment in advance, only with prior approval and in exceptional circumstances, Skills Tasmania may pay up to 50 per cent of the total costs approved and the applicant is responsible for the remaining 50 per cent.

The amount paid upfront by the applicant will be reimbursed on provision to Skills Tasmania evidence of:

- payment to the provider
- completion of the course
- a completed Application for Direct Credit Remittance.

Skills Tasmania may be able to reimburse individual applicants who have received prior approval from Skills Tasmania and personally paid course fees or other costs.

Applicants are required to submit the following to Skills Tasmania:

- proof of payment and completion of training if appropriate
- a completed Application for Direct Credit Remittance.

Please allow up to 30 days from the date of your claim for funds to appear in your bank account.

Notes:

1. * See Guidelines on the Skills Tasmania website or contact RRSI – see back page
2. Guidelines may be varied or waived under exceptional circumstances at the discretion of Skills Tasmania.



How to apply

Complete and submit your application online.

The Rapid Response Skills Initiative (RRSI) uses SmartyGrants an online grants management system.

Applications can be made through the Skills Tasmania website www.skills.tas.gov.au search for Rapid Response Skills Initiative or RRSI.

New applicants will be required to create a SmartyGrants account before completing an application (similar to creating an email account).

Applicants will be required to provide full details of:

- evidence of redundancy, this can include a Centrelink Separation Certificate, an employer or company's notification of redundancy addressed to the applicant
- full details of the employment advice service selected, and/or
- full details of the training course requested.
 - if this information is not provided the application cannot be forwarded for approval and will be returned for completion.

For assistance with the guidelines, deadlines, or help with completing the form, please phone 1800 655 846 during business hours or email rapid.response@skills.tas.gov.au and quote the application number, it looks like this: RRSI000_ _ _ and is unique to each applicant.





Skills Tasmania

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