

Adult Learning Fund Program

RTO Guide to the application process, Eligibility Criteria and Conditions

Grant number - ST052

Open Date: 7 March 2020

Closing Date: 2pm AEDT, 8 April 2020

These guidelines are to be used by Endorsed Registered Training Organisations (ERTOs) applying for funding under the Skills Tasmania Adult Learning Fund.

Lodgement of application

All program documentation, can be accessed from

https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/adult_learning_fund

Key dates

Submissions open: Saturday, 7 March 2020

Closing date for submissions: 2:00 pm (AEDT), 8 April 2020

Details of how to register for webinar are published on

https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/adult_learning_fund.

Enquiries about this program should be directed to the Program Manager

(03) 6165 6012 or adultlearningfund@skills.tas.gov.au

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Adult Learning Fund

This document provides Endorsed Registered Training Organisations (ERTOs) intending to submit applications, with information about the contractual requirements, obligations and conditions of applying for and receiving funding under the Adult Learning Fund.

The Adult Learning Fund is for the purchase of nationally recognised training. The outcome of the grant process is that the Department of State Growth enters into funding agreements with Endorsed RTOs for the delivery of training and assessment services.

The specifications of the training being purchased are described in the [nationally recognised training packages](#), which detail the units of competence, qualifications and assessment requirements.

Objectives

The objectives of the program are to:

1. Deliver and subsidise training and workforce development activities that support priority industries to drive economic growth and employment.
2. Provide subsidised training to support pathways for all Tasmanians to access training and gain skills in priority industries.

Program overview

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

The program supports individual learners to attain skills they need to improve their employment opportunities. Direct involvement from employers such as recruitment support, program development, mentoring and/or hosting work placements, has resulted in employment outcomes. The preferred outcome of this program is that the learner is either job ready, employable and obtains employment or is on a pathway towards becoming job ready and employable.

Single unit skill sets will not be accepted. Skill sets must relate to job entry requirements and support employment outcomes.

Note: Independent validation of applications may be sought by Skills Tasmania to assist in the assessment of the application.

Application conditions, requirements and processes

Mandatory conditions

The following conditions determine a RTO's eligibility to apply for subsidies through the Adult Learning 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. Scope of registration can be downloaded from training.gov.au.
- [Training.gov.au](http://training.gov.au) is the national register for training in Australia and contains the authoritative information about Registered Training Organisations (RTOs), Nationally Recognised Training (NRT), and the approved scope of each RTOs to deliver NRT as required in national and jurisdictional legislation within Australia.

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 go to https://www.skills.tas.gov.au/providers/rto/non_endorsed_rtos.

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 for 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, ***Adult Learning Fund RTO Guide***.

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

Relevant legislation

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”.

All Tasmanian Government grants are administered in accordance with Treasurer’s Instruction FC-12 Grant Management - <https://www.treasury.tas.gov.au/budget-and-financial-management/financial-management-act-2016/fma-treasurers-instructions>.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. Information provided to Skills Tasmania is subject to the provisions of the *Right to Information Act 2009*. These Acts can be viewed in full at www.thelaw.tas.gov.au.

Skills Tasmania will respect the privacy and confidentiality of any information contained within the application, including attachments, that is directly related to the business activities of the nominated grant recipient or identified partner.

Learner eligibility

All learners accessing the Adult Learning Fund must be a Tasmanian resident aged 15 years or over. A Tasmanian resident is defined as a permanent resident of Australia living in Tasmania for a minimum of six (6) months.

Learner eligibility details are available in Schedule 2.1 Clause 4 of the [Skills Tasmania Agreement](#).

The learner cohorts that this program is focussed on may include:

- Individuals seeking employment who are currently not working or are underemployed
- Individuals with a disability ([Disability Discriminations Act 1992 - https://www.legislation.gov.au/Details/C2018C00125](https://www.legislation.gov.au/Details/C2018C00125))
- Individual who are long term unemployed (defined as a duration of unemployment of 12 months or more)
- Individuals from a migrant background.

Conflict of interest

The RTO must declare that at the time of the application, no conflict of interest exists, or is likely to arise, in the performance of the Contracted Services and that if, during the Term, a conflict of interest arises then the RTO is to notify Skills Tasmania immediately in writing of that conflict or risk.

Stream Selection

There are two streams available for selection:

- **Jobseeker** – choose this option for those individuals that are ready to pursue employment opportunities and the training will prepare them for a specific job outcome.
- **Pre-Jobseeker** – choose this option where the client group have barriers that prevent them from accessing employment opportunities but are on an active pathway to further training opportunities and/or employment.

Each application must relate to only ONE stream.

SmartyGrants

Adult Learning 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 submission.

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

Links to the Adult Learning Fund Grant application form will be available on https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/adult_learning_fund.

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.

Alternative submissions

Alternative applications may be submitted if the request does not comply with the standard grant requirements.

Where this is the case, an alternative application can be submitted detailing how the training still aligns with the aims of the program and must include industry/employer support.

The employer/industry support must identify why the training is needed and why this training is more suitable for the learner and for the organisation/employer.

The reason for making an alternative submission should be documented clearly in a separate document to the application form and clearly labelled as such.

Late submissions

Late submissions will not be accepted unless Skills Tasmania is satisfied that:

- circumstances beyond the applicant's control caused the lateness, or
- acceptance will not compromise the integrity of the application process or provide an unfair advantage to the RTO lodging the late application.

Third Party arrangements

If the intention is to use a third party arrangement 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 (see application).

Grant templates and supporting documentation

The grant templates that must be used in the application are:

Employer support – This aligns to Criterion 1 which outlines the support for the program by employers with regards to their participation and potential employment opportunities.

To identify whether the application is aimed at Jobseekers or Pre-Jobseekers, there are two employer support templates for each circumstance.

Training Requested Table – This outlines the list of qualifications and/or skill sets plus the cost per learner. See page 11 of this guide for more information.

Training Summary - It is important to consider how the training will be delivered to the learner cohort identified as the main participants in the application. This is particularly important if you are asking for a higher price to support specific learner needs and therefore the additional effort should be reflected in both the training summary and the learner support criteria.

Risk Management Plan – Consider the risks to the viability and completion of this training program and complete the Risk Management Plan template. The contingency/mitigating actions provided will be used to as part of Skills Tasmania's assessment of the Adult Learning Fund grant application and any variation requests if the application is successful.

Note -

Applicants should attach any relevant material to the application, including the employer support documents, the training summary/s and risk management plan.

Assessors will be looking for evidence listed in the evidence guides. Evidence that does not specifically relate to this application should not be included.

Naming conventions

All attached supporting documentation, the Training Requested Table and Risk Management Plan should be named to reflect the **Application ID** supplied by Smarty Grants, the **name of the RTO** applying, the **section of the submission** that the documentation relates to and a **brief description of the document**.

For example: ALF052001-RTO_SC3_Program Summary

Number of places - Evidence of Demand

The Adult Learning Fund budget is limited and priority will be given to the identified priority industries, which are listed in this guide. The number of places requested will need to be based on evidence of demand provided by employer/s for jobseekers stream and evidence of need for the pre-jobseeker stream.

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.

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 (<http://www.skills.tas.gov.au/employersindustry/workforceplans>) are a useful reference tool.

- Tourism and hospitality
- Building and construction (including Civil Construction)
- Advanced manufacturing (including Maritime and Defence Manufacturing)
- Information and communications technology
- Aged services
- Disability services
- Agriculture (including Forestry)
- Aquaculture (including Maritime)
- Transport and logistics

Skills Tasmania has formal partnerships with Strategic Community and Industry Partners who provide high-level strategic advice on training and workforce development on behalf of their industries which may be of assistance when applying. There are 14 Strategic Community and Industry Partners:

- [Aged and Community Services Australia](#)
- [Engineers Australia](#)
- [Migrant Resource Centre - Southern Tasmania](#)
- [Migrant Resources - Northern Tasmania](#)
- [National Disability Services](#)
- [Neighbourhood Houses Tasmania](#)
- [TasICT](#)
- [Tasmanian Building and Construction Industry Training Board](#)
- [Tasmanian Chamber of Commerce and Industry](#)
- [Tasmanian Farmers and Graziers Association](#)
- [Tasmanian Hospitality Association](#)
- [Tasmanian Minerals and Energy Council](#)
- [Tasmanian Seafood Council](#)
- [Tasmanian Transport and Logistics Workforce Advisory Group](#)

Note: The Industry sector should relate to the qualification/skill set. For example if the qualification is Certificate III in Individual Support (Aged Services) then the industry sector is Aged Services.

Learner exposure to industry

This is designed to provide learners with the opportunity to strengthen and develop their skills, knowledge and understanding of the industry that relates to their training.

It is expected that learners are given opportunities to experience real workplace experiences.

Value for Money

Skills Tasmania acknowledges that in some instances, the costs associated with the delivery of training can exceed the subsidy normally paid via the variable pricing model (see page 10 – Training Requested Table).

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

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

Risk Management Plan

Consider the risks to the viability and completion of this training program and complete the Risk Management Plan Template. The contingency/mitigating actions provided will be used to as part of Skills Tasmania's assessment of any Skills Fund grant application, variation requests (if the application is successful) and in applications in future grant rounds.

Assessment and selection process

The Adult Learning Fund 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 ensure that the information provided in the application complies with all identified conditions in the Skills Tasmania Agreement, this guide and the Adult Learning Fund application and templates.

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 per learner is equivalent to the Skills Tasmania cost calculator or has a reasonable adjustment based on the learner cohort then those applications will rate higher. Other reasonable cost adjustments associated with the delivery of the program may be considered but will require a justification to be provided in the application and the application must explain how the additional services and cost will support the particular learner cohort.

Note: If the subsidy requested is considerably higher than the Skills Tasmania subsidy then this may adjust the overall ranking of the application and make it less competitive.

- Final rankings will represent an assessment of the overall value for money of each application.

All eligible applications will be assessed and ranked via 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, how the learner will be supported throughout their training program and the requested subsidy.
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 reflected in the selection report.

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

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.

Selection criteria

The selection 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 as straight forward as possible.

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

Demand for Training

Criteria 1 - Demonstrated need for training services

Jobseeker stream - The RTO must provide evidence why the qualification/skill set is required by employer/s and how the training will lead to employment opportunities.

Pre-Jobseeker stream - The RTO must provide evidence why the qualification/skill set is required by employer/s and how the training will lead to the learner being better prepared for further training and/or employment opportunities.

Include an outline of how the number of places have been determined, particularly if they do not match the number of places identified in the employer support.

Evidence Guide - The selection panel will assess the application based on the following points.

Jobseeker Stream:

- Training is in a **priority industry**.
- There is a fully-completed employer support form from one or more employers indicating that the employer/s understand and support the RTO's work.
- Employer support clearly shows that employers intend to employ jobseekers and be involved in the program.
- The number of places nominated by the employer aligns to the number of places requested by the RTO. Any excess numbers must be justified by the RTO.
- Employer agrees to provide work placements for the jobseeker cohort, and may also commit to participate in recruitment of learners, development of the program and/or provide workplace visits, guest speakers and/or mentoring.

Pre Jobseeker Stream

- Training is in a **priority industry**.
- There is a fully-completed employer support form from one or more employers indicating that the employer/s understand and support the RTO's work.
- Employer support clearly shows that employers intend to be involved in the program.
- The number of places must be justified by the RTO.
- Employer/s have committed to be involved in the program including guest speakers, industry visits and recruitment of learners or development of the program.

40% weighting

Provide a justification for the number of places requested:

Please upload your employer support forms.

Approach to the delivery of the program

Criteria 2 – Outline the training summary for the proposed program/s, taking into consideration the learner cohort that the program is aimed at.

The RTO must complete a separate Training Summary template for each qualification or skill set.

Evidence Guide - The selection panel will assess the application based on the identified learner cohort and the following points.

- *The training summary reflects the needs identified by the employer/s in criterion 1.*
- *The training summary reflects the involvement by the employer/s in criterion 1.*
- *Details in the training summary's program outline (duration, schedule and resources) aligns with the training package/volume of learning requirements and is appropriate for the cohort.*
- *The RTO's strategy to retain learners in the program or exit them with a plan or partial achievement is reasonable.*
- *The industry experience/employer engagement is appropriate for the cohort and matches with the commitment by the employer in criterion 1.*
- *It is clear that the training proposed would lead to increased employment **outcomes** for the cohort (Jobseeker stream)*
- *It is clear that the training proposed would lead to employment **opportunities** for the cohort (Pre-Jobseeker stream).*

30% weighting

Upload Training Summary/s.

Learner Support

Criteria 3 – Identification of learner support needs, provision of learner support service/s and or referral of learners to support service/s, taking into consideration the learner cohort that the program is aimed at.

The RTO must:

- **outline the processes used for identifying individual learner support needs prior to the commencement of the program**
- **list the range of support services provided to learners by the RTO**
- **outline the methods used to refer learners to relevant support services**
- **list the range of services to which learners are referred**
- **outline the LLN approach used and documented that is appropriate for the learner cohort.**

Evidence Guide - The selection panel will assess the application based on the identified learner cohort and the following elements.

- *The process for identifying individual learner support are robust, provided prior to the commencement of the training services and do not rely on self-assessment or identification alone.*
- *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.*
- *The support services provided by the RTO or referrals available include a range of services that address the major risk to learner disengagement such as mental health services, homelessness services, financial counselling, personal counselling, study assistance and mentoring.*
- *An outline of the LLN approach used by the RTO is detailed and appropriate for the cohort identified in the application.*

30% weighting

Training requested table

The Training requested document/template outlines the list of qualifications and/or skill sets being applied for, the costs. The details provided must be rechecked for accuracy prior to uploading to Smarty Grants.

Adult Learning Fund (ST052)

Training Requested Table

¶

• RTO Code and Name: ¶

• Application ID: ¶

¶

QUALIFICATIONS AND RECOGNISED SKILL SETS

Number of Places	Employer name (if applicable)	Qualification / Skill-Set / Unit National Code	Qualification / Recognised Skill-Set / Unit Title	Nominal Hours	Cohort 1, 2, 3, 4	Requested subsidy per learner \$	Total cost of the Program \$
¶	¶	¶	¶	¶	¶	¶	¶
¶	¶	¶	¶	¶	¶	¶	¶
¶	¶	¶	¶	¶	¶	¶	¶
¶	¶	¶	¶	¶	¶	¶	¶

Cohort

Which learner cohort are you intending will be the MAIN focus of this application? One or more can be selected:

1. → Individuals seeking employment who are currently not working or are underemployed
2. → Individuals that are long term unemployed (defined as a duration of unemployment of 12 months or more)
3. → Individuals with a disability as defined by the follow Act ([Disability Discriminations Act 1992](https://www.legislation.gov.au/Details/C2018C00125) - <https://www.legislation.gov.au/Details/C2018C00125>)
4. → Individuals with a low English proficiency/Migrant background

The **Nominal hours** per unit listing can be accessed at; laureldw.education.tas.gov.au/trainingpackages. Total program nominal hours per person should reflect a typical qualification or skill set program. This figure is the total of the actual nominal hours for the requested unit(s).

Developing the subsidy per learner

The Cost Calculator calculates the subsidy that Skills Tasmania pays under the Apprentice and Trainee Training Fund (User Choice). For the purposes of this grant, it provides a guide to determine the subsidy for comparison with the proposed requested subsidy per learner. Note: The subsidy requested must include any pre-requisite units as identified in the training package.

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: If the subsidy per learner requested is equivalent to the Skills Tasmania subsidy or has a reasonable adjustment based on the learner cohort, then those applications will rate higher. However if the subsidy requested is considerably higher than the Skills Tasmania subsidy then this may adjust the overall ranking of the application and make it less competitive.

Loading

A loading can be applied to learners that relate to one or more of the following cohort:

- long term unemployed (defined as a duration of unemployment of 12 months or more)
- with a disability ([Disability Discriminations Act 1992](https://www.legislation.gov.au/Details/C2018C00125) - <https://www.legislation.gov.au/Details/C2018C00125>)
- with a low English proficiency/Migrant background

The selected cohort/s need to be reflected in the service provided in both the training summary and learner support criteria.

How to use the Cost Calculator –

can be downloaded from the [Adult Learning Fund website](#)

COST CALCULATOR		
Qualification/Skill Set Price Worksheet		
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	0.88	

Step 1 - Enter the total nominal hours

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.

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 value of \$1949.22. THIS IS THE SUBSIDY.

Post-Grant

Arrangements for successful applicants

RTOs who are notified that 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 of Contract 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.

The details of all successful applicants will be published on the Adult Learning Fund website; https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/adult_learning_fund.

Note: The Department of State Growth (Skills Tasmania) Agreement for all Programs has been extended to include new contracts entered into during 2019-20.

Unsuccessful applications

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

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

Payments

Details on payment arrangements can also be found in [Department of State Growth \(Skills Tasmania\) Agreement for all Programs](#).

Publishing details of successful grant applicants

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

Training commencement

It is a condition of the Adult Learning Fund program that training in all places must commence within 12 months of a pre-defined date. The '**training can commence from**' and '**training in all places must commence by**' will be identified in the Schedule agreement and Purchasing Contract (PCID) Report. Delivery of training cannot start earlier than that date.

These timeframes may be extended on request to the Adult Learning Fund Program Manager.

Completion of training

Most training will be completed within a four year period. However if an additional period is required RTOs are to obtain permission from the Adult Learning Fund Program Manager to extend the contract.



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