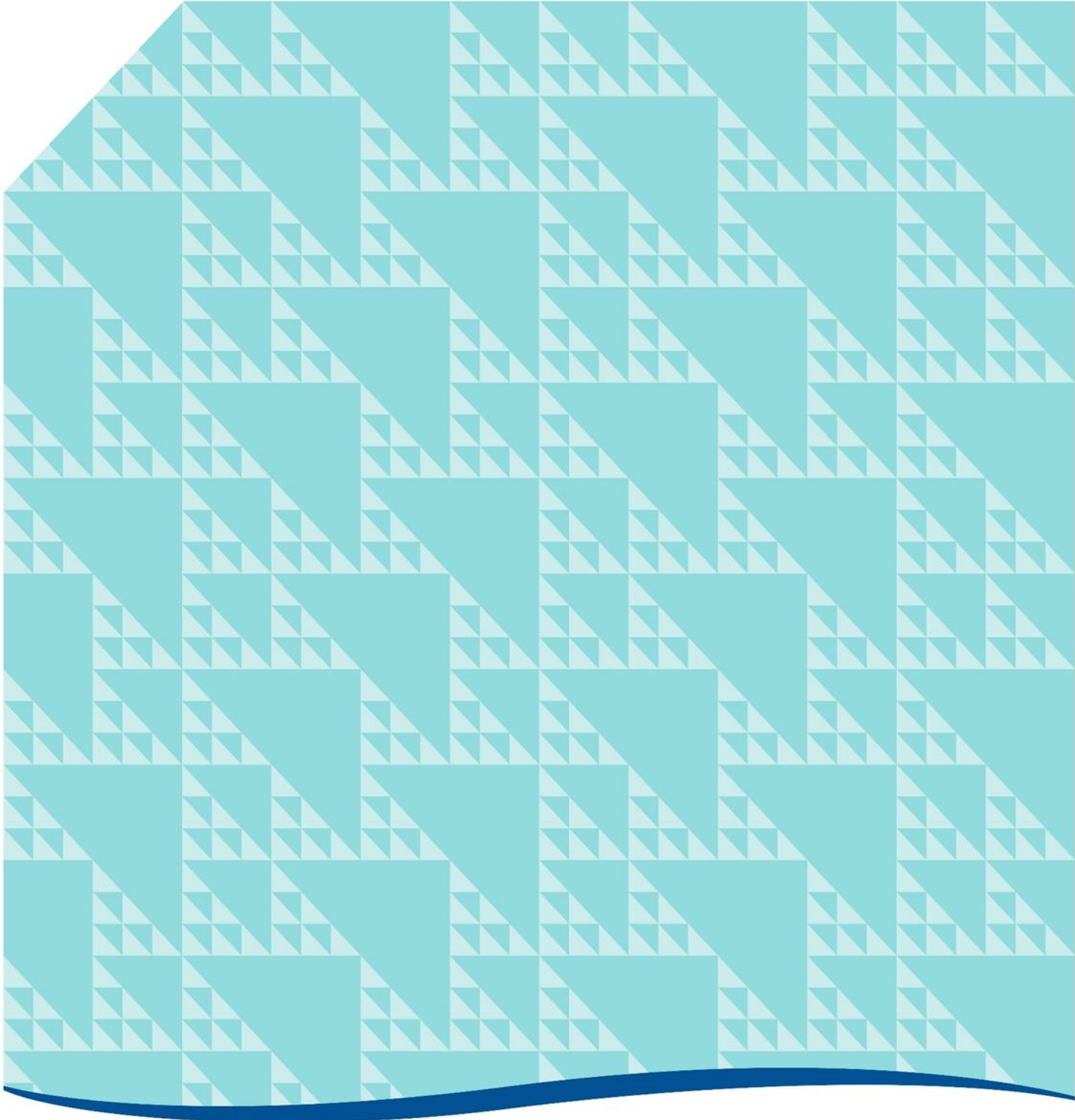


# Guidelines



These guidelines are to be used by parties seeking information in relation to the *Targeted Apprentice and Trainee Grant for Small Business*.

The program is effective as of 23 May 2018.

**Enquiries about this program should be directed to the Program Manager**

Ms Carolyn Nichols, Assistant Director Training Operations

Phone: (03) 6165 6024

Email: [Carolyn.Nichols@skills.tas.gov.au](mailto:Carolyn.Nichols@skills.tas.gov.au)

Potential applicants are encouraged to discuss their application with an Apprenticeship Network Provider prior to preparation of an application (see <http://www.skills.tas.gov.au/apprenticeshipstraineeships/importantcontacts/role-of-ANPs> for contact details).

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## I. Program overview

The *Targeted Apprentice and Trainee Grant for Small Business* is a grants program aimed at increasing the number of apprentices and trainees employed in target industries.

This Program replaces the Small Business Grant to support Apprentices and Trainees Pilot Program effective as at 23 May 2018.

The Program complements the [Payroll Tax Rebate \(Apprentices, Trainees and Youth Employees\) Scheme](#) administered by the State Revenue Office, which is aimed at larger employers.

Under the Program, employers in an eligible target industry who are not eligible to claim the Payroll Tax Rebate (*Apprentices, Trainees and Youth Employees*), can apply for a subsidy of up to \$5,000 for each apprentice or trainee they employ as a new worker from 23 May 2018 onwards.

The Program aims to increase apprenticeships and traineeships in target industries. The program will initially be restricted to the following target industries:

- Building and construction
- Tourism
- Hospitality
- Manufacturing

The Program targets specific industries that are well placed to deliver growth in the number of apprentices and trainees employed in Tasmania, which will assist the Government's agenda to increase the number of apprentices and trainees by 40 per cent by 2025.

The scope, eligibility and performance of the Program will be regularly monitored and reviewed.

## 2. Program objectives

The Program aims to:

- Support a skilled workforce in target industries in Tasmania.
- Increase the number of apprentices and trainees employed in small businesses in Tasmania.
- Provide financial subsidies to assist small businesses to employ an apprentice or trainee.
- Provide additional opportunities for people wishing to gain a qualification under an apprenticeship or traineeship arrangement.

## 3. Eligibility

For the employer of an apprentice or trainee to be eligible to receive a grant under this Program, both the employer and the apprentice or trainee must meet a range of criteria, as detailed below.

### 3.1 Employer eligibility criteria

To be considered eligible for the Program, the legal entity that is the employer of the apprentice or trainee:

3.1.1 must, according to the Australian Business Register, undertake activity in one of the nominated target industries as its main business activity.

A list of nominated target industries is provided in Section 3.3.

3.1.2 must not be liable to pay Payroll Tax to the Commissioner of State Revenue for the individual apprentice or trainee within the financial year that the application is lodged; and

3.1.3 must employ the apprentice or trainee in a workplace physically located in Tasmania.

Where the legal employer of an apprentice or trainee is a Group Training Organisation, for the GTO to be eligible for the Program, the host employer is required to meet criteria 3.1.1 and 3.1.3, and the GTO is required to meet criteria 3.1.2.

All apprentice or trainee eligibility criteria must also be met.

### 3.2 Apprentice or trainee eligibility criteria

For an employer to be eligible to claim the grant for an apprentice or trainee, the apprentice or trainee:

3.2.1 must have commenced in a valid training contract, dated on or after 23 May 2018, with an employer who meets the employer eligibility criteria;

3.2.2 must be classified as a new worker on that training contract; and

3.2.3 must continue to be in employment with the employer at the time of payment of the first instalment of the grant.

All conditions of a training contract, including TTAC policies and guidelines, must be met for the training contract to be registered as valid.

### 3.3 Industry sectors

The Program is available where the legal entity that is the employer (or the host employer in the case of an apprentice or trainee employed by a Group Training Organisation), undertakes its main business activity in one of the eligible target industries.

Businesses in those industries will be identified as those with specific Division codes within the Australian and New Zealand Standard Industry Classification (ANZSIC) system, as recorded on the Australian Business Register. This ANZSIC Division code forms part of every ABN registration. ABN details can be updated

with the Australian Business Register if the main business activity of the business has changed since registration.

The ANZSIC division codes of the target industries currently nominated for the program are shown in Table I.

Eligibility for the Program is determined and assessed by Skills Tasmania, in accordance with instructions from the Minister for Education and Training.

**Table I: Nominated target industries by ANZSIC Division code and subdivision**

<b>ANZSIC Division code</b>	<b>Industry</b>	<b>Included subdivisions</b>
C	Manufacturing	11 Food Product Manufacturing 12 Beverage and Tobacco Product Manufacturing 13 Textile, Leather, Clothing and Footwear Manufacturing 14 Wood Product Manufacturing 15 Pulp, Paper and Converted Paper Product Manufacturing 16 Printing (including the Reproduction of Recorded Media) 17 Petroleum and Coal Product Manufacturing 18 Basic Chemical and Chemical Product Manufacturing 19 Polymer Product and Rubber Product Manufacturing 20 Non-Metallic Mineral Product Manufacturing 21 Primary Metal and Metal Product Manufacturing 22 Fabricated Metal Product Manufacturing 23 Transport Equipment Manufacturing 24 Machinery and Equipment Manufacturing
E	Construction	30 Building Construction 31 Heavy and Civil Engineering Construction 32 Construction Services
H	Accommodation and Food Services	44 Accommodation 45 Food and Beverage Services

## 4. Who is NOT eligible for the Program

### 4.1 Employer ineligibility

An employer will be deemed ineligible for payment of a grant under this Program where the employer (or, in the case of an apprentice or trainee employed by a Group Training Organisation, the host employer where specified in Section 3.1):

- 4.1.1 according to the Australian Business Register, undertakes its main business activity in an industry that is not listed in Table 1 in Section 3.3; or
- 4.1.2 is liable to pay payroll tax for that apprentice or trainee and therefore eligible to claim the Payroll Tax Rebate (Apprentices, Trainees and Youth Employees) Scheme; or
- 4.1.3 has already previously accessed this Program for that apprentice or trainee, irrespective of whether that claim was under the same or a different training contract.

### 4.2 Apprentice or trainee ineligibility

An employer of an apprentice or trainee will be deemed ineligible for payment of a grant under this Program where the apprentice or trainee:

- 4.2.1 is classified as an existing worker on their training contract; or
- 4.2.2 is employed in a workplace NOT physically located in Tasmania; or
- 4.2.3 leaves employment, for any reason, prior to the time of payment of the first instalment of the grant.

## 5. Program administration

This Program is administered by Skills Tasmania, under the management of Program Manager, Carolyn Nichols, Assistant Director, Training Operations.

The Program Manager is responsible for:

- A. Implementation of the Program;
- B. Communications relating to the Program;
- C. The general administration of the Program including the implementation of business systems and processes, the assessment of applications, and facilitation of payments under the Program; and
- D. Ensuring the Program is reviewed periodically.



## 5.1 Program marketing

Apprenticeship Network Providers (ANPs) operating in Tasmania are responsible for the promotion of this program, as they are the initial point of contact with employers interested in signing up an apprentice or trainee.

The ANP is to provide the employer with relevant information and assistance in relation to the Program as part of their process for completing a training contract sign up, including:

- A. Providing information and advice regarding the eligibility criteria to businesses who may be eligible;
- B. Assisting employers to complete the application form; and
- C. Lodging application forms with Skills Tasmania along with the related training contract.

## 5.2 Program budget

Funding of \$2.5 million per financial year for three years has been committed to this Program.

Allocation of Program funding will be closely monitored by Skills Tasmania to ensure the Minister for Education and Training is provided with timely advice regarding the commitment of funding.

If the funding is close to becoming exhausted, a review of the Program will occur and a decision made regarding continuing the Program or closing it to new applications.

Skills Tasmania will update the information on its website, and inform ANPs and industry organisations of any changes to the Program, as soon as practicable.

## 5.3 Withdrawal of Program

Skills Tasmania has a responsibility to ensure the management of Program funds.

This Program may be withdrawn at any time.

If the Program is withdrawn, payment of the grant will still be honoured for all applications that have been received by Skills Tasmania but one or more payments has yet to fall due. This is provided that the applicant meets and continues to meet the eligibility criteria at the time the payment falls due.

## 6. Application and Assessment

### 6.1 Application and assessment process

Employers who wish to apply for this Program should ensure that all eligibility conditions are met prior to completing an application form (see Section 3). ANPs can provide employers with relevant information and assistance in relation to the Program as part of their process for completing a training contract sign up.

Eligibility for the Program will be assessed by Skills Tasmania against the criteria at Section 3 on the basis of the information provided on the application form lodged by the applicant. This information may be verified against various data sources, including data exchanged with the Department of Treasury and Finance and the Australian Business Register.

Where mandatory criteria are not met, the application will be deemed ineligible and will not be approved for funding.

Skills Tasmania aims to process applications, and notify the employer in writing regarding the approval or otherwise of an application, within 45 days of receipt.

Skills Tasmania, under the direction of the Minister for Education and Training, will determine the eligibility of each application for the Program.

### 6.2 Application form

The application form for this Program is available from ANPs and [from this page](#) of the Skills Tasmania website.

### 6.3 Submitting an application

For an application to be considered, it must be lodged with Skills Tasmania whilst the Program is active, and meet the following requirements:

- 6.3.1 Each application must be submitted on the approved template form and lodged by the legal employer or the ANP on behalf of the employer.
- 6.3.2 Where the application is to be lodged by the legal employer, it should be submitted by email to [tsbg@skills.tas.gov.au](mailto:tsbg@skills.tas.gov.au).
- 6.3.3 Where the application is lodged by the ANP, it is the employer's responsibility to ensure the application has been lodged and received by Skills Tasmania. Evidence of lodgement should be sought from the ANP in the first instance.

This Program may be withdrawn at any time. Applications lodged with Skills Tasmania after the Program has been withdrawn will not be eligible for the grant.

## 6.4 Relevant legislation and policies

Skills Tasmania will respect the privacy and confidentiality of any application information directly related to the business activities of the employer applying for funding under this Program.

Underpinning all Tasmanian Government grants is *Treasurer's Instruction 709: Grants Management Framework* (TI709). An overview of TI 709 is provided at <http://www.treasury.tas.gov.au/Documents/FMTI-0709.PDF>.

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the Department will publicise the level of its financial assistance including the terms and conditions of that financial assistance.

Management of personal information is in accordance with the [Personal Information Protection Act 2004 \(Tasmania\)](#) and the [Privacy Act 1988 \(Commonwealth\)](#). Information provided to Skills Tasmania is subject to the provisions of the [Right to Information Act 2009 \(Tasmania\)](#), and may – where appropriate – be disclosed in accordance with this Act.

For an Apprenticeship or traineeship to be registered in Tasmania, it must meet the requirements of the national training contract, the *Training and Workforce Development Act 2013*, (found [here](#) on [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au)) and the Tasmanian Traineeships and Apprenticeships Committee (TTAC) Policies and Guidelines (found at <http://www.skills.tas.gov.au/skillstas/systemtas/ttac>).

## 7. Arrangements for Successful Applicants

### 7.1 Grant Deed Agreement

All approved applicants are required to enter into a Grant Deed with the Department of State Growth (Skills Tasmania), on behalf of the Crown in Right of Tasmania, to receive payment of the grant. The Deed sets out the obligations of both parties including the conditions of eligibility, and terms for acceptance and payment of the grant. The approved applicant should read the Deed and understand their obligations, rights and responsibilities under the Deed prior to execution of the agreement.

The Grant Deed of Agreement must be validly executed by both parties before any payment can be made under the Program.

Approval of an application under this Program does not commit the Department of State Growth to any future financial assistance under this or any other program.

### 7.2 Payment of the grant

The total grant payable to approved applicants is \$5,000 (2 x \$2,500) for each apprentice or trainee employed on a full-time basis, and \$2,500 (2 x \$1,250) for each apprentice or trainee employed on a part-time basis. Part-time includes any eligible school-based training contracts.

Part-time and full-time employment conditions are defined by the industrial arrangement under which the apprentice or trainee is employed.

The grant will be paid to approved applicants in two equal payments:

- Payment 1 is payable 6 months after the commencement of the training contract of the apprentice or trainee.
- Payment 2 is payable 12 months after the commencement of the training contract of the apprentice or trainee.

#### 7.2.1 Payment 1

A Grant Deed of Agreement will be forwarded to the employer within 28 days of the date the first grant payment is payable (6 months from commencement of the training contract). The first grant payment will be paid by the Department of State Growth (Skills Tasmania) upon return of:

- the signed agreement, completed to the satisfaction of Skills Tasmania;
- current evidence of employment, such as a payslip; and
- a correctly rendered tax invoice for the grant amount.

### 7.2.2 Payment 2

A confirmation of eligibility form will be forwarded to the employer within 28 days of the date the second grant payment is payable (12 months from commencement of the training contract). The second instalment payment will be paid by the Department of State Growth (Skills Tasmania) upon return of:

- the signed form, completed to the satisfaction of Skills Tasmania;
- current evidence of employment, such as a payslip; and
- a correctly rendered tax invoice for the grant amount.

Grant payments are made via electronic funds transfer to the account nominated by the applicant.

## 7.3 Conditions of payment

Employers are required to continue to meet all of the eligibility criteria at the time each payment is due in order to receive each payment.

All TTAC policies and guidelines must also be met, including the minimum and maximum hours requirements for each type of training contract. Payments will only be made where Skills Tasmania has no concerns in relation to the training contract and there are no known issues between the employer and the apprentice or trainee.

Where an apprentice or trainee changes employment status from full-time to part-time, or part-time to full-time while their training contract is active, the applicant will receive the grant amount that is applicable to the employment status that has been in place for the majority of the training contract. This will be calculated as at the date each payment is due.

Where an apprentice or trainee is employed through a Group Training Organisation and moves to a different host employer while under their training contract, eligibility for the grant will be assessed based on the host employer who has hosted the apprentice or trainee for the majority of the training contract, calculated as at the date each payment is due. Evidence of time spent with each host employer may be requested.

Where an apprentice or trainee completes their qualification prior to both of the grant instalments being payable, the employer will still be eligible to receive each grant instalment provided the individual that is the eligible apprentice or trainee is still in employment with the employer at time of the first payment, and Skills Tasmania has received notification from the RTO that the apprentice or trainee successfully completed their qualification.

Where a grant payment has been made to the employer and it is subsequently confirmed that the payment was paid based on incorrect information provided by the employer, Skills Tasmania reserve the right to recover the grant amount that has been paid.

## 7.4 Withdrawal of Grant

Once awarded, Skills Tasmania may withdraw the grant at any time before or after issuing if the grant conditions or Grant Deed obligations are not met. These include:

- That approval was based on misleading or incorrect information provided in the application or associated documentation.
- There are material changes to an application – within or beyond the applicant’s control – that would significantly alter the assessment.
- The approved applicant is unresponsive to contact from Skills Tasmania regarding their application for the Program on at least three occasions.
- Skills Tasmania is unable to gain sufficient information to progress the Grant Deed.

If a payment has been made, Skills Tasmania has the option of seeking the return of the funds. If a grant payment has not yet been made, approval for the grant may be withdrawn.

## 7.5 Goods and Services Tax

Each grant payment amount of \$1,250 or \$2,500 is exempt of GST.



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