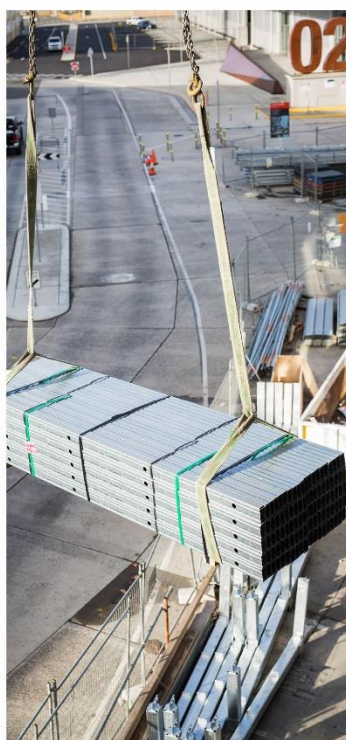


# Energising Tasmania Training Fund

- Apprentice and Trainee Training Fund
- Existing Worker Fund
- Transition Training Fund

# Grant Program Guidelines





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## How to read these guidelines

These guidelines provide registered training organisations (RTOs) with the requirements and conditions to applying for grant funding under the Energising Tasmanian Training Fund (the Fund).

The Fund has three grant streams available to support the Energising Tasmania initiative:

- Apprentice and Trainee Training Fund
- Existing Worker Fund
- Transition Training Fund

### Sections of the guidelines

There are 20 sections in the guidelines. The sections before and after Sections 7, 8 and 9 apply to all three streams.

Sections 1-6 cover the aim of the Fund, applicant eligibility criteria, timeframes of the grants and the application process.

Sections 7, 8 and 9 provide information specific to the stream:

Sections 7 - Energising Tasmania Training Fund - Apprentice and Trainee Training Fund

Sections 8 - Energising Tasmania Training Fund - Existing Worker

Sections 9 - Energising Tasmania Training Fund - Transition Training Fund

Sections 10 - 20 provides information on the assessment, appeals and administration processes.

# Energising Tasmania Training Fund

- Apprentice and Trainee Training Fund
- Existing Worker Fund
- Transition Training Fund

## I. Aim

Energising Tasmania is an Australian Government funding commitment of \$16.143 million to support Tasmania in developing a skilled workforce equipped with the expertise needed for the [Battery of the Nation initiative](#) and, more broadly, renewable energy and related sectors (in Tasmania).

Key outputs of the Energising Tasmania agenda are represented in the [Project Agreement for Energising Tasmania](#) – negotiated between the Australian and Tasmanian Governments. The Energising Tasmania Training Fund (the Fund) is a key output of the Project Agreement for Energising Tasmania.

It is the intention of the Fund to deliver subsidised training to existing workers and to individuals that wish to transition to employment within energy, infrastructure, and related sectors to drive economic growth and employment.

## Overview

The Fund has three grant streams available to provide training to support the Energising Tasmania initiative:

**Apprentice and Trainee Training Fund**, which will fund training for new and existing workers to enter training contracts as apprentices or trainees to gain skills to work in the energy and infrastructure industry sectors.

**Existing Worker Fund**, which will fund existing workers to gain skills to work in the energy and infrastructure industry sectors.

**Transition Training Fund**, which will fund individuals who want to make a career transition into the energy and infrastructure industry sectors.

The fund is a rolling grant and applications will be accepted up until the closing date or when grant funds are fully allocated.

## Learner Fees

Subsidies of up to \$1 000 per qualification and from \$100 per unit to a total maximum payment of \$1 000 in a skill set, can be requested per learner by the RTO.

This fee is intended to cover the costs of any administration, enrolment, equipment or record or health checks usually charged to the learner. Learner fees may include textbooks, workbooks, protective clothing, uniform,

equipment, printing, stationery, police and health checks. RTOs are required to supply evidence (such as quotes and/or previous expenditure receipts) to support their request for the learner subsidy.

Where this additional funding is approved, RTOs cannot charge fees for the same items. Skills Tasmania reserves the right to request evidence of any fees charged to learners.

## 2. Eligibility criteria

### 2.1 Applicant eligibility

The following conditions outline an endorsed RTO's eligibility to apply for the Fund:

#### **Skills Tasmania Endorsed RTO status**

RTOs must be an approved Skills Tasmania Endorsed RTO at the time of applying. For more details about the endorsement process go to [https://www.skills.tas.gov.au/providers/rto/non\\_endorsed\\_rtos](https://www.skills.tas.gov.au/providers/rto/non_endorsed_rtos)

#### **Registration**

RTOs must be registered in accordance with the requirements of the Australian Skills Quality Authority (ASQA) to deliver nationally recognised training.

#### **Third Party arrangements**

If the RTO intends to use a third party or parties in the delivery of training or assessment services, RTOs must comply with [ASQA requirements](#) as they relate to third party agreements and provide a copy or copies of current relevant third party agreement(s). The application must also list the third-party contact details and outline the role of the third party in the delivery of the program.

#### **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.

#### **Authorisation to release information**

The Endorsed RTO, by its lodgement of the grant application, expressly authorises the [Australian Skills Quality Authority](#) (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 and for the duration of any subsequent funding agreement.

A financially viable entity is one that is not under external administration, is not being wound up, dissolved or trading while insolvent nor 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 costs, debt commitments and, where applicable, to allow for growth while maintaining service levels.

## Agreement to meet conditions and contractual obligations

By applying, the applicant agrees to meet all the conditions and requirements in the *Department of State Growth (Skills Tasmania) Agreement for all Programs* and the conditions and requirements of the *Energising Tasmania Training Fund*.

## Skills Tasmania right to amend

Skills Tasmania reserves the right to amend the grant requirements, obligations, or guidelines at any time prior to the grant's closing date and the finalisation of the schedule agreement with successful RTOs.

## 2.2 Learner eligibility

Each stream has specific learner eligibility requirements.

For the Existing Worker Fund and Transition Training streams, eligible learners are:

- Entitled to a training place regardless of their prior qualifications.
- Able to undertake more than one nationally recognised qualification, course, or skill set (including skill sets developed to reflect the needs of the employer).

Further information about learner eligibility is available on the [Skills Tasmania website](#)

## 2.3 Learner ineligibility

Learners are not eligible for a subsidised place if they are:

- Currently enrolled at a Tasmanian school, as defined by the *Education Act 2016*.
- Being funded, or have funding available, through another program.
- Employed by a Tasmanian government agency unless the exemption policy applies:
  - [Skills Tasmania Policy Statement: Employer Eligibility: Subsidising Employees of Government Organisations](#)

## 2.4 Employer eligibility

Where the learner is employed, the employer must be operating in one or more of the identified industries at the time of application and, if successful, during the training period.

## 2.5 Eligible industries

The Energising Tasmania Training Fund is restricted to the following industries:

- Advanced Manufacturing
- Energy (Water, Electricity, Hydrogen, Wind, Solar)
- Engineering
- Infrastructure (Civil Construction and Building and Construction)

## 2.6 Eligible qualifications

The range of eligible qualifications available under the Fund have been determined in consultation with key industry stakeholders and informed by the [Stage 1 Workforce Development Plan for the Energy Sector](#) and other workforce planning activity conducted by relevant peak industry associations - including, but not limited to, the Civil Contractors Federation and Engineers Australia.

The list of qualifications approved for this Fund and the associated subsidy per place can be downloaded from the Skills Tasmania website under the [Energising Tasmania Training Fund webpage](#).

It is important to note that the subsidy is paid in instalments to the RTO as the RTO reports Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data to Skills Tasmania showing the commencement and completion of units by each learner.

### **Adding new qualifications**

RTOs can apply to have additional qualifications included in the published list by lodging a request in writing to [ettf@skills.tas.gov.au](mailto:ettf@skills.tas.gov.au) through Skills Tasmania.

RTOs who apply to expand the qualification list should clearly address and provide evidence as to why the qualification(s) will meet the needs of Tasmania's energy and infrastructure industry and include evidence of the industry consultation.

## 2.7 Skill sets

Skill sets can be applied for under the Existing Worker or Transition Training Fund.

Under the Existing Worker Fund, the creation of a skill set must use unit or units from any of the qualifications on the Fund list.

For the Transition Training Fund, the creation of a skill set can be developed to meet a specific employer or employers need or a broader industry need.

Alternatively, nationally recognised skill sets from the relevant training package may be selected if it is relevant to the employer's business or the broader industry.

# 3. Subsidy costing and value for money

## 3.1 Qualification prices

The list of approved qualifications includes the subsidy for each full qualification as determined by Skills Tasmania.

## 3.2 Skill set prices

The skill set subsidy price can be determined by using the Energising Tasmania Training Fund – Skill Set Cost Calculator which can be downloaded from the [Skills Tasmania website](#).

The training request for skill sets, places and subsidies are embedded into the SmartyGrants application form as part of Criteria 2 - Training Summary.

## How to develop the subsidy price per place using the cost calculator

The formula used to estimate the subsidy is based on \$7.00 per hour which is multiplied with the Field of Education Weighting. The subsidy requested must include any pre-requisite units as identified in the training package.

Note: The subsidy is set at 100 per cent.

Example skill set cost: TLILIC2016 *Licence to drive a heavy rigid vehicle*, the nominal hours are 50 and the Field of Education is Automotive Engineering and Technology which has a weighted cost of 1.31. This results in a price of \$458.50. THIS IS THE MINIMUM SUBSIDY.

COST CALCULATOR		
Skill Set Price Worksheet		
Enter the Total Number of Hours	50	
Enter the FoED Cost Weighting	1.31	Hourly rate
Skill Set Price	\$458.50	\$9.17
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 at the specific qualification or unit on training.gov.au		
Field of Education (FoED) Cost Weighting		
FoED	FoED Cost Weight	
Agriculture	1.12	
Architecture And Urban Environment	1.14	
Automotive Engineering And Technology	1.31	
Building	1.16	

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 [here](#).

Step 2 - The Field of Education Cost Weighting is designed to recognise the complexity and effort required to deliver training and assessment for that specific field and determines the variation between the different fields. If you are unable to identify the Field of Study, go to: [Australian Standard Classification of Education \(ASCED\)](#), which has all the Field of Study classifications which you can then link to the cost calculator Field of Education weighting.

## 3.3 Value for money

The Fund aims to cover 100 per cent of the cost of providing training as calculated by Skills Tasmania using a tool called the variable pricing model.

Skills Tasmania acknowledges that in some instances, the cost of providing training can exceed the 100 per cent subsidy price determined by the variable pricing model.

For example, the costs of providing training in areas outside major Tasmania cities or towns - including trainer travel costs - can incur additional costs for RTOs that are above the 100 per cent subsidy.

Regional training loadings are only paid where RTO trainers travel to Tasmanian areas that are eligible to attract this loading and do not apply where the training is online.

For the purposes of applying the 'regional' training loading, the following Tasmanian areas are considered regional:

1. all of the East Coast
2. all of the West Coast
3. North West: 15km+ from Burnie and Devonport
4. North/North East: 25km+ from Launceston, and
5. Southern Regions: 25km+ from Hobart

RTOs may also be required to support learners who require support services that exceed those usually required by learners in order to participate in and complete their training. This could include long-term unemployed learners, learners with a physical or learning disability or learners for whom English is a second language.

If these circumstances apply, RTOs are able to apply for prices above the subsidy rate offered by Skills Tasmania under the [Skills Tasmania Policy Statement: Tasmanian Training Subsidy Policy](#). Each application must include a detailed rationale to justify the higher price and the need for the additional costs must be reflected in the application.

The justification must include what the added amount to the cost per learner is and what the added cost will cover.

Additional grant conditions may be applied by Skills Tasmania where a higher subsidy is approved. Skills Tasmania may require evidence of an employer financial contribution towards training and assessment costs for the learners.

### 3.4 Determining the total subsidy per learner

The total subsidy per learner is determined by adding the learner fee (if relevant) and the subsidy per learner. The examples below are based on the variable pricing model.

#### Example 1: Energising Tasmania Training Fund - Existing Worker

An RTO is requesting 10 places for BSB50420 Diploma of Leadership and Management. The same employer is also requesting 3 places for the skill set TLILIC2016 Licence to drive a heavy rigid vehicle.

Program number	Code of qualification /skill set	Title of qualification /skill set	Employer(s)**	Places requested	Subsidy per learner (\$)	Learner fee*** (\$)	Total subsidy per learner* (\$)	Total program value* (\$)
1	BSB50420	Diploma of Leadership and Management	Employer XYZ	10	\$4,720	\$1,000	\$5,720	\$57,200
2	TLILIC2016	Licence to drive a heavy rigid vehicle	Employer XYZ	3	\$458.50	\$100	\$558.50	\$1,675.50

The total subsidy is calculated as follows:

\*These sections will be auto calculated by SmartyGrants.

\*\*List each employer who is participating in the specific program. If there are multiple employers, provide a breakdown of the number of places for each employer.

\*\*\*Learner fees can only be claimed if learner fees are usually payable by learners.

## 4. Timeframes

The Fund is a **rolling grant** which means applications from all three grant streams can be accepted between **12 November 2022 and 30 March 2023** (or until grant funds are fully allocated).

## 5. Application process

Applications must be completed through [SmartyGrants](#). The [Help Guide](#) for Applicants provides advice to users, including how to access saved applications and print applications prior to submitting.

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

Questions in relation to using the online application form or SmartyGrants may be answered via the online [Help Guide](#) or on the [SmartyGrants' Applicant FAQ](#) page. Applicants can also email [service@smartygrants.com.au](mailto:service@smartygrants.com.au) or telephone (03) 9320 6888 (Support Desk hours are 9 am - 5 pm (AEST), Monday through Friday).

Following the submission of an application, applicants will receive an automatic acknowledgement receipt of their application. This receipt will include details of the application and provides unique application ID.

### Application forms

- Applications for all three streams are available from the [Energising Tasmania Training Fund webpage](#).

Applicants should ensure that all eligibility requirements are met prior to submitting the application.

Where the eligibility criteria are not met, the application will be deemed ineligible and will not be assessed or considered for grant funding.

## 6. Assessment process

All three grant streams are set up as a rolling grant, which means applications will be assessed by Skills Tasmania as they are submitted. Applicants will be advised of the outcome of their application as soon as practicable.

Applications will be:

- Assessed against the selection criteria and must provide sufficient evidence to support any claims made.

- Assessed on their merit and may not be successful, even if they have met the mandatory and eligibility requirements. If unsuccessful, the applicant can reapply at any time.
- Monitored for excessive requests for training by any one RTO or employer. If this occurs, Skills Tasmania reserves the right to adjust the application.

During the assessment process, the Program Manager may seek further details or clarification from the applicant. Skills Tasmania as the Grantor will make the final decision.

## 7. Energising Tasmania - Apprentice and Trainee Training Fund

### 7.1 Learner eligibility

All apprentices and trainees accessing this grant can be new or existing workers, year 10, 11 or 12 students undertaking a school-based traineeship, or previously qualified apprentices and trainees. RTOs must determine that each learner in receipt of the Apprentice and Trainee Training Fund subsidies is able to meet the learner eligibility criteria. Fund subsidies cannot be paid for learners who are unable to meet the learner eligibility criteria. Failure to ensure learner eligibility may lead to amendment or cancellation of ET-ATTF agreements.

More information about the eligibility of apprentices and trainees is available in the [Tasmanian Traineeships and Apprenticeships Committee \(TTAC\) Policies and Guidelines](#).

The Learner eligibility criteria are as follows:

1. Training contract
  - 1.1 The learner must be an apprentice or trainee and therefore a signatory to an active and registered training contract approved by the TTAC and be able to meet the obligations of the training contract and all TTAC Policies and Guidelines.
2. New workers
  - 2.1 A new worker is an individual who has been employed immediately prior to the commencement date of the training contract for less than three (3) months on a full-time basis or more than twelve (12) part-time or casually engaged by the employer with whom she/he is entering into a training contract.
3. Existing employee
  - 3.1 An existing employee is an individual who has been employed immediately prior to the commencement date of the training contract for more than three (3) months on a full-time basis or more than twelve (12) months on a part-time or casual basis by the employer with whom she/he is entering into a training contract.
  - 3.2 Existing employees may also be eligible to receive ET-ATTF subsidies.
  - 3.3 A school student as defined under the *Education Act 1994 (Tasmania)* is not considered to be an existing employee even if they meet the definition outlined in 3.1.

4. A learner progressing from a lower AQF level to a higher AQF level under a training contract will not be deemed an existing employee if a new training contract is entered into within 12 months of the completion of the previous training contract. This applies whether the higher-level qualification is in the same field or a different field; provided that at the time the first training contract was signed the apprentice or trainee was a new employee, as defined in this section.
5. School-based apprenticeships and traineeships
  - 5.1 The availability of an apprenticeship or traineeship as a school-based apprenticeship or traineeship is indicated at [Skills Tasmania approved apprenticeships and traineeships](#) as a 'School Based Pathway'.
  - 5.2 School-based apprentices and trainees must be currently enrolled in either year 10, 11 and 12 at a Tasmanian school.
  - 5.3 Subsidies for school-based apprentices and trainees will not be paid where the school at which the apprentice or trainee is enrolled is also the RTO providing training and assessment or if the RTO is the Department of Education.

Where the school at which the apprentice or trainee is enrolled is the RTO or the training is provided by the Department of Education Tasmania, it is expected that the training and assessment services will be subsidised through the school or Department's normal resourcing mechanisms for school students.

6. Previously funded apprentices and trainees
  - 6.1 Apprentices and trainees with a qualification that was subsidised by Skills Tasmania within the past 5 years will be eligible for further funding under the Fund for a subsequent qualification if:
    - 6.1.1 the grant sought is for a qualification unrelated to any previous subsidised qualification
    - 6.1.2 the apprentice or trainee progresses to a higher-level qualification in the same training package within 12 months of completing the previous subsidised qualification
    - 6.1.3 the training package Qualification Description indicates that the qualification provides a different occupational outcome and/or additional skills and knowledge to the previously funded qualification completed by the apprentice or trainee
    - 6.1.4 Skills Tasmania determines that a subsequent version of the same qualification contains significant changes and/or additions and that it has become the new industry benchmark of essential skills and knowledge for that industry
    - 6.1.5 Government, through changes to or the introduction of standards, licensing or legislation requires staff to update their qualification.
7. RTO staff ineligibility for funding
  - 7.1 RTO staff are not eligible for Fund subsidies where the RTO providing the training and assessment services is also the employer of the apprentice or trainee, as per the Department of State Growth (Skills Tasmania) Agreement for all Programs, or its replacement.
8. Special consideration
  - 8.1 Where the RTO has determined that an apprentice or trainee does not meet the Fund eligibility criteria, but it is believed that a strong case exists to fund that particular apprentice or trainee, the RTO may make special consideration application to Skills Tasmania.

Such applications will be assessed on merit using the available evidence and funding approval is not guaranteed.

## 7.2 Assessment criteria

The assessment criteria are:

## **Criterion 1 - Training methods, frequency, duration and resources**

To satisfactorily address this criterion, applicants **MUST**:

1. Provide a clear outline of how the training is provided to apprentices/trainees. This may include classroom training, individual face-to-face training by RTO staff in a workplace or online training.
2. If online training is offered, the RTO must provide clear information as to the type of online training system, how RTO trainers will ensure full apprentice/trainee engagement in the training system and how the apprentice/trainees' regular progress towards completion will be ensured by the RTO.
3. Provide an outline of when or how often training is scheduled for each qualification applied for.
4. Provide details of the planned duration of training sessions.
5. Provide a list of the major resources to be provided by the RTO for training, including staffing resources (i.e. the number and names of the staff who will be providing training for each qualification). If the RTO plans to engage additional trainers, this should be outlined in the response.

## **Criterion 2 - Supporting apprentices and trainees**

To satisfactorily address this criterion, applicants **MUST**:

1. provide a clear outline of how apprentice or trainee needs are assessed prior to the commencement of training and/or assessment.
2. provide a clear outline of how RTO staff ensure that apprentices and trainees are receiving the ongoing support services they require throughout the duration of their training, including where support services are provided by external organisations.
3. provide a clear outline of how LLN needs are assessed and how the identified LLN needs of each apprentice and trainee are addressed.

## **7.3 Allocation of places**

The number of places allocated under the Fund cannot be increased without a variation to the RTO's Energising Tasmania – Apprentice and Trainee Training Fund agreement.

If the RTO experiences demand for places beyond their initial allocation, additional places can be requested by emailing [ETTF@skills.tas.gov.au](mailto:ETTF@skills.tas.gov.au). All requests for additional places are subject to availability of funding.

Skills Tasmania will not approve a large number of places for a qualification without written evidence from an employer or employers clearly indicating an intention to employ a particular number of apprentices/trainees in the qualification(s) applied for during the Fund's grant period.

Where additional places are **not** granted under the Energising Tasmania - Apprentice and Trainee Fund, RTOs may elect to apply to deliver the qualification under the Apprentice and Trainee Training Fund.

### **Management of allocation**

The RTO must have a system or method which allows the RTO to identify Apprentice and Trainee Fund subsidised places have been allocated to individual apprentices/trainees and how many places remain for allocation.

## 8. Energising Tasmania - Existing Worker

### 8.1 Learner eligibility

In addition to the learner eligibility requirements in Sections 2.3 and 2.4 of these guidelines, all learners accessing the Existing Worker Fund stream must be employed or be a sole trader within the identified priority sectors at the time of application and if successful during the training period. The employment arrangement can be casual, part-time, or full-time.

If the worker is eligible for an apprenticeship or traineeship, the RTO must apply to the Energising Tasmania - Apprentice and Trainee Training Fund stream.

It is recommended that RTOs consult with the Grant Program Manager if guidance or clarification is required telephone (03) 6165 6037 or email [ettf@skills.tas.gov.au](mailto:ettf@skills.tas.gov.au).

### 8.2 Assessment criteria

The assessment criteria require applicants to demonstrate the need for the training, the plan for the delivery of the training and the support that will be provided to learners.

Applicants must use the mandated templates provided to support claims made in the criteria. If they are not used, the responses may not be considered.

#### **Criterion 1 - Demonstrated need for training services**

- The RTO must outline why the qualification is required by the employer(s) and provide direct written evidence from each employer as to the need for the training and the specific training outcome(s) needed by each employer.

#### **Criterion 2 - Training program summary/summaries**

- For each qualification or skill set applied for, the RTO must complete the training summary in full. The summary must show how the program will be delivered to meet the identified need, the structure, duration, and resources to be used in the delivery of the program.

#### **Criterion 3 - Learner support**

- The RTO must outline its strategy to identify learner support needs, how it will ensure the provision of learner support service(s) where required and/or how it will manage the referral of learners to support service(s) appropriate to the learner cohort where the support is not provided by the RTO.

# 9. Energising Tasmania - Transition Training Fund

## 9.1 Learner eligibility

In addition to the learner eligibility requirements in Sections 2.3 and 2.4 of these guidelines, all learners accessing this grant must be either unemployed, underemployed, have been made redundant, or are employed in other industries and wishing to transition into one of the priority industry sectors at the time of enrolment into the program if successful.

The definition for underemployed is employed people who would prefer, and are available for, more hours of work than they currently have.

## 9.2 Assessment criteria

The assessment criteria require applicants to demonstrate the skills, networks, and organisational capacity to meet the needs of their clients and the requirements of the training packages.

Applicants must use the mandated templates provided to support claims made against the criteria. If they are not used, the responses may not be considered.

### **Criterion 1 - Demonstrated need for training services**

- The RTO must provide evidence of why the training is required by employer(s) or industry and how the training will lead to employment opportunities.

### **Criterion 2 - Training program summary/summaries**

- For each qualification or skill set applied for, the RTO must complete the training summary in full, taking into consideration the learner cohort that the program is aimed at. The summary must show how the program will be delivered to meet the identified need, the structure, duration, and resources to be used in the delivery of the program.

### **Criterion 3 - Outline learner support strategies**

- The RTO must outline its strategy to identify learner support needs taking into consideration the learner cohort that the program is aimed at how it will ensure the provision of learner support service(s) where required or how it will manage the referral of learners to support services where the support is not provided by the RTO.



# 10. Grant application outcomes

## Arrangements for successful applicants

The conditions for the funding of these grants 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.

A Schedule of Purchased Training Programs (schedule agreement) is an attachment to the Agreement. The schedule agreement details the programs and any special conditions related to all three streams. Successful applications must be signed by both parties to be considered an executed component of the Agreement. For more information, see Section 13 of these guidelines.

RTOs notified that they have successful applications will be required to enter into a schedule agreement with the Department of State Growth, on behalf of the Crown in Right of Tasmania.

## Training commencement and completion timelines

It is a condition of all grants that training in all places must commence by a pre-defined date.

The '**training can commence from**' (Agreement start date) will be identified in the schedule agreement. Delivery of training cannot start earlier than that date.

Training activity in all places must commence:	
ETTF - Apprentice and Trainee Training Fund	Within <b>12 months</b> of the schedule agreement date.
ETTF - Existing Worker Fund	
ETTF - Transition Training Fund	

### Training completion

Most training will be completed within a **four-year period**. These timeframes may be extended by contacting the Program Manager, providing a justification to support the request.

# I 1. Appealing a decision

## Unsuccessful applications

Applicants will be deemed unsuccessful if they cannot meet all the eligibility requirements outlined in these guidelines and/or do not adequately address the assessment criteria.

Unsuccessful applicants will be given the opportunity to receive written feedback on their application and may reapply at any time.

## Appeals

If applicants have reason to believe that the proper process was not followed in assessment of an application, a request for review may be submitted.

Grounds for appeal are:

1. The persons making the decision had a direct or indirect financial interest in the outcome of the application.
2. The preparation of the application was affected adversely by incorrect advice provided by a staff member of Skills Tasmania at the Department of State Growth.
3. The persons making the recommendations discriminated against the applicant on irrelevant grounds, such as cultural, religious, or linguistic background; race; gender; marital status; sexual orientation; or disability.

All requests must be in writing and should be addressed to the General Manager, Skills and Workforce, Department of State Growth, 4 Salamanca Place, Hobart TAS 7000. The request can be emailed to [GMSkillsTas@skills.tas.gov.au](mailto:GMSkillsTas@skills.tas.gov.au).

Your request must be received within 28 days from the date Skills Tasmania, Department of State Growth notified you of the decision about your application.

# I 2. Taxation and financial implications

Grants that deliver vocational education and training services under the [Department of State Growth \(Skills Tasmania\) Agreement for all Programs](#) are not subject to Goods and Services Tax (GST). For more information contact the [Australian Taxation Office](#).

# I 3.Reporting and Payments

## Reporting

RTOs with a [Department of State Growth \(Skills Tasmania\) Agreement for all Programs \(“Agreement”\)](#) are required to report learner activity data to Skills Tasmania on a quarterly basis.

The learner activity data submitted by the RTO must be in accordance with the AVETMIS Standard.

## Payments

A Schedule of Purchased Training Programs is an attachment to the Agreement. The Schedule details the programs and any special conditions related to all three streams. The schedule agreements must be signed by both parties to be considered an executed component of the Agreement. The details within the schedules will be used to enter the payment details into the Skills Tasmania payment system Laurel.

Payments to RTOs are based on the submission of validated AVETMIS Standard learner activity data submitted by the RTO to Skills Tasmania.

Details on payment arrangements can be found in made under Section 1.2 AVETMISS Payments, Reporting and VET Research and Evaluation in the Agreement.

# I 4. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the performance of the project for reporting.

# I 5. Administration and contact details

The program will be administered by Skills Tasmania, Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact with the department for any of the following reasons can be directed to the Grant Program Manager Program manager:

- Further information or advice on the program
- Assistance in making an application
- Further feedback on the decision of the application

Grant Program Manager contact details:

### Important note

All applicants 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, will be required to be repaid to the department.

## 16. Publicity of grant assistance

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 may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

The names of successful RTO applicants and the training programs approved for each RTO will be made publicly available at the [Energising Tasmania Training Fund](#) website.

## 17. Right to information

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

## 18. Personal information protection

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 related, on request to the Department of State Growth. A fee for this service may be charged.

## 19. Disclosure

The following applies to all successful applicants:

- 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.
- Nothing in this item 15. Disclosure, derogates from a party's obligations under the [Personal Information Protection Act 2004 \(Tas\)](#) or the [Privacy Act 1988 \(Cwlth\)](#).

## 20.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.



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