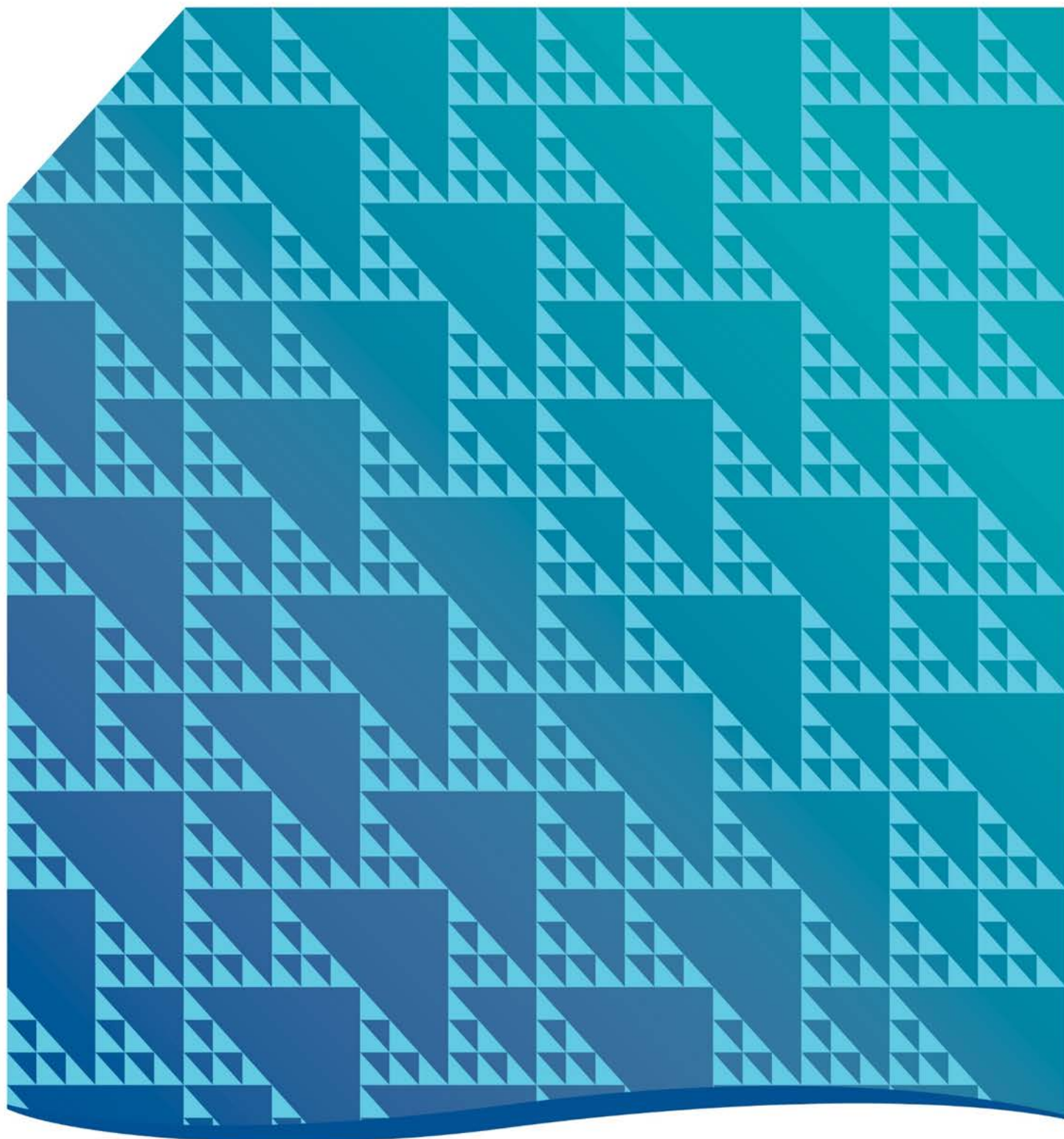


Infection Control Training Fund 2020

Round 2 Applicant Guide



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Program outline

What is the *Infection Control Training Fund*?

The Australian and Tasmanian Governments have entered into a partnership to support the delivery of infection control training at no (or low) cost to customer-facing workers. In Tasmania, the *Fund* is managed by Skills Tasmania.

The *Fund* consists of two Rounds:

- Round 1, which closed to applications on 17 August 2020, provided funding for the following skill sets to employees of the retail, food handling and transport and logistics sectors:
 - HLTSS00065 Infection Control Skill Set (Retail)
 - HLTSS00066 Infection Control Skill Set (Food Handling)
 - HLTSS00067 Infection Control Skill Set (Transport and Logistics)

- Round 2 will provide funding for the following skill sets:
 - HLTSS00065 Infection Control Skill Set (Retail)
 - HLTSS00066 Infection Control Skill Set (Food Handling)
 - HLTSS00067 Infection Control Skill Set (Transport and Logistics)
 - BSBSS00095 Cross-sector Infection Control Skill Set
 - CHCSS00114 Entry into Care Roles Skill Set
 - HLTINF001 Comply with infection prevention and control policies and procedures (employees of the care sector only)

The *Fund* aims to provide an equitable spread of grants across industries and regions.

When does Round 2 open and close?

Applications for Round 2 will be accepted from 3 October 2020 until **the program closes at 2pm on 19 October 2020**.

What is the budget for Round 2?

The budget for Round 2 is \$840,000.

What are the objectives of the *Fund*?

The objectives of the *Fund* are to provide training places in infection control skill sets to:

- support businesses to reopen and continue to operate safely following the COVID-19 health and economic crisis
- reduce the risk of transmission of COVID-19
- support consumer confidence that it is safe to re-engage and continue to engage with businesses

Who is eligible to apply?

To be eligible to apply, applicants must be:

1. a Skills Tasmania endorsed registered training organisation (RTO) and the RTO must appear on the list on the Skills Tasmania website:
https://www.skills.tas.gov.au/providers/rto/non_endorsed_rtos
https://www.skills.tas.gov.au/providers/rto/non_endorsed_rtos
2. scoped for the skill set/s for which they are applying and the scope must include Tasmania as a delivery site.

What are the *Fund* application conditions?

To be eligible to be assessed, applicants must:

1. meet the applicant eligibility criteria
2. address the assessment criteria:
 - *Criterion 1 – Determining the required number of places and establishing the RTO's capacity to deliver training in the required timeframe*
 - *Criterion 2 – The training and assessment strategy/approach for each skill set*
3. apply for training places for one or more of the following skill sets:
 - HLTSS00065 Infection Control Skill Set (Retail)
 - HLTSS00066 Infection Control Skill Set (Food Handling)
 - HLTSS00067 Infection Control Skill Set (Transport and Logistics)
 - BSBSS00095 Cross-sector Infection Control Skill Set
 - CHCSS00114 Entry into Care Roles Skill Set
 - HLTINF001 Comply with infection prevention and control policies and procedures (employees of the care sector only)
4. complete the RTO declaration in the application.

What are the *Fund* grant conditions for Round 2?

The conditions for Round 2 are:

1. Skills Tasmania will pay the following totals per skill set/per place to successful applicants for learners who complete each skill set. This will be paid when the RTO reports AVETMISS activity data and may be subject to a requirement to provide evidence of training to individuals:

HLTSS00065 Infection Control Skill Set (Retail)	\$300
HLTSS00066 Infection Control Skill Set (Food Handling)	\$300
HLTSS00067 Infection Control Skill Set (Transport and Logistics)	\$300
BSBSS00095 Cross-sector Infection Control Skill Set	\$300
CHCSS00114 Entry into Care Roles Skill	\$960
HLTINF001 Comply with infection prevention and control policies and procedures	\$300

2. All approved training must be delivered within 4 months of approval.

What are the *Fund* eligibility criteria?

1. The skill set/s for which training is provided must relate directly to the type of business whose staff are receiving training if the skill set is industry-specific.

2. **Only employees of the care sector are eligible for funding for HLTINF001 Comply with infection prevention and control policies and procedures.**
3. Learners must be currently employed and may include casual employees and those on *Jobkeeper* payments.
4. Learners who have completed *HLTINF001 Comply with infection prevention and control policies and procedures*, *CHCCCS015 Provide individualised support* or *HLTWHS002 Follow safe work practices for direct client care* within the previous 5 years whose training was funded by Skills Tasmania **are eligible** for funding.
5. Employees of the Australian, Tasmanian and local governments are **not eligible** for funding.

Where can I find out more about the Fund?

The Fund manager, Deb Wilcox, is available to answer questions about the Fund: 03 6165 6060 or deb.wilcox@skills.tas.gov.au

The application stage

How are applications submitted?

Applications must be submitted via the SmartyGrants online grants system.

The application can be found at: <https://skills.smartygrants.com.au/ICTF2>

SmartyGrants will send an automatic acknowledgement to the applicant when the application has been lodged successfully.

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

All applications must be submitted prior to the closing time of 2pm, 19 October 2020.

Assessment and selection process

Applications will be managed and assessed in accordance with the Treasurer's Instruction *FC-12 Grant Management* and the Department of Treasury and Finance *Best Practice Guide for the Administration of Grants*.

Applicants must have addressed each of the assessment criteria and attached any required documents to be eligible to be assessed.

In order to ensure that the aims of the Fund are achieved, the group of applications approved will represent an equitable mix of applications that satisfactorily address the assessment criteria, meet a benchmark score and together cover the broadest possible mix of Tasmanian regions and industries.

The process is:

1. applications will be screened for eligibility when the Fund closes

2. eligible applications will be assessed by the *Fund* manager against the assessment criteria using an assessment tool
3. grant recommendations are made by the *Fund* manager and presented in a report to the Skills Tasmania General Manager
4. successful and unsuccessful applicants will be notified of the outcome of their applications via email.

Application assessment criteria

All applicants must address two assessment criteria and attach a training and assessment strategy for each skill set applied for. The criteria are of equal weight.

Criterion 1 - Determining the required number of places and establishing the RTO's capacity to deliver training in the required timeframe

The RTO must detail the methodology used to determine the number of places required and of its capacity to deliver training within 4 months of approval for the number of places for which it has applied.

To address this criterion, applicants must:

1. Detail the method used to determine the number of training places required. **Stating that emails or phone calls were made is not sufficient to address this criterion.** While employer support letters can be used as a method of evidencing how the number of places was determined by the applicant, employer support letters are not mandated for the Fund. However, **the information provided must include enough detail to show that the method used is a reliable and thorough method and that the number of places is as accurate as possible in the absence of written employer support.**
2. Outline how it has been determined that the RTO will be able to provide training in 4 months for the number of places for which it has applied.
3. Provide the names and location of trainers who will provide the training.

Criterion 2 - The training and assessment strategy/approach for each skill set

The RTO must provide a training and assessment strategy for each skill set for which it has applied showing the specific training methods and resources to be used to provide training to Tasmanian learners.

To address this criterion, applicants must:

1. Provide a training and assessment strategy for each skill set applied for that clearly shows the specific methods to be used to provide the training for each skill set. If a range of training options will be offered, the RTO must outline here which will be the primary method of training and how this has been determined to be the most suitable for Tasmanian learners.
2. Ensure that the training and assessment strategy is suitable for and relevant to Tasmanian learners and shows the specific resources to be used to provide the training including online training systems.

Number of places per skill set per region

Page 2 of the SmartyGrants application requires the applicant to identify which skill sets are required, the local government region of the learner's workplace and the number of places per skill set to be delivered.

While it is accepted that the exact number per region may not be known at the time of application, it is expected that the applicant has used a method of determining the number of places required that is reliable and thorough and that the number of places is as accurate as possible in the absence of written employer support.

What happens if an application is approved?

Successful applicants will be notified as soon as possible if their application has been approved. This notification will be provided via email to the person nominated in the application as the contact person.

Successful applicants will enter into an agreement with the Department of State Growth. This agreement is a schedule to the Department of State Growth (Skills Tasmania) Agreement for all Programs.

The names of successful applicants and the skill set/s for which they have been approved will be published on the Skills Tasmania website.

What are the responsibilities of successful applicants?

Successful applicants are required to report activity through their regular AVETMISS data reporting.

Skills Tasmania reserves the right to request evidence of training provided to learners at any stage during or after the training has been provided.

Evidence provided to show that training has been provided to individuals must meet the following criteria:

- how, where, when, by whom and with which learners the training was conducted
- the specific methods and resources used to train
- the skill set to which the training relates.

RTOs unable to provide sufficient evidence of training may be required to repay any funds paid.

What happens if an application is not approved?

Unsuccessful applicants will be notified via email that their application is unsuccessful.

The email will contain the reasons for the decision.



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Skills Tasmania

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Email: deb.wilcox@skills.tas.gov.au

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