Training and Work Pathways
Program (TWPP) 2021

Program
Guidelines

Tasmanian
Government

Contents

1. Aim

The *Training and Work Pathways Program* (the Program), is a Department of State Growth (the Department) program aimed at increasing participation in training and employment by Tasmanians facing disadvantage.

The Tasmanian Government recognises the importance of providing opportunities for all Tasmanians to have the confidence to participate in the labour market and maintain connections to their community.

The *Training and Work Pathways Program* supports this by providing opportunities for Tasmanians to gain the skills they need to overcome barriers to engaging effectively in work. The Ministerial Priorities for Training and Workforce Development 2018-2021, *A stronger training system – investing in skills for jobs*, identifies support for all Tasmanians to access training and skills to participate in the economy and community as a priority. The document is available here: *https://www.skills.tas.gov.au/__data/assets/pdf_file/0014/201047/Ministerial_Priorities_for_Training_and_Workforce_Development_2018-21.pdf*

The Program provides funding to eligible individuals or organisations to undertake targeted activities that address specific disadvantages which impact on the ability of a target group or groups accessing and participating in training and employment.

The Program aims to provide an equitable spread of funding across regions, target groups and categories of disadvantage.

Projects often have multiple stakeholders who each deliver specific specialised services to project participants. Stakeholders include organisations that support Tasmanians facing disadvantage (including community, training and government organisations), individual employers and industry organisations.

Training can be either nationally recognised or non-nationally recognised. Projects for training that is non- nationally recognised must clearly show how they will lead to either nationally recognised training and/or employment for the target group and that they do not replicate existing projects or services funded by other programs.

Program Objectives

All projects must support training and/or employment outcomes.

The specific program objectives are:

- To increase participation in nationally or non-nationally recognised training that leads to employment for Tasmanians facing disadvantage;

- To support the development of collaborative relationships between Tasmanians facing disadvantage, community organisations industry, employers and training organisations to increase access to and participation in training and/or employment;

- To provide targeted solutions to enhance the employment potential of Tasmanians facing disadvantage;

- To create sustainable and tailored training opportunities for Tasmanians facing disadvantage that address the learning needs of the target group/s and lead to increased participation in further training and in employment, and;

- Improve the quality of training experiences and outcomes by promoting training in new and flexible ways, especially with regard to location, training methods and the involvement of employers and/or industry bodies.

2021 budget

The pool of available funds for new projects in the 2021 Program is $1,673,056

What types of projects can be funded?

The Program supports projects that clearly address disadvantages to engagement in training and/or employment faced by specific Tasmanian groups.

Examples include (but are not limited to):

- supported work-readiness, foundation and/or entry-level training
- supported work exposure and placement
- new strategies or initiatives to trial access to training by Tasmanians facing disadvantage
- the adaption of proven practices to the needs of groups of Tasmanians facing disadvantage
- systemic change initiatives that address root causes of disengagement from training and employment by Tasmanians facing disadvantage that include the delivery of training and/or participation in employment
- industry and employer-led initiatives to strengthen their capacity to employ Tasmanians facing disadvantage

Projects for training that is not nationally recognised must clearly show how the project will lead to either nationally recognised training and/or employment for the target group and that there is no replication of existing projects funded by other programs.

Target groups

Target groups of disadvantage to be addressed by the project activities include (but are not limited to):

- low levels of education and skills
- low literacy and numeracy skills, including lack of information technology knowledge and skills
- a history of family violence
- disability

- mental illness
- age
- gender and caring responsibilities
- low income and poverty
- cross-generational under/unemployment
- people living in communities with concentrations of disadvantage
- isolation due to rural or remote location with inadequate transport and services
- economic downturn and/or industry restructure
- lack of English language fluency and minority culture background
- a history of offending and/or imprisonment

2. Project renewals

Projects funded in the 2021 Program that are successfully completed, represent value for money, continue to meet their outcomes and outputs and are considered a priority industry sector and a priority target cohort by Skills Tasmania may be eligible for renewal for a period of up to 12 months. This process allows successful projects to continue with a new grant deed without the need for a new application, and is subject to projects meeting eligibility criteria and budget availability.

3. Eligibility criteria

To be eligible to apply, applicants must be:

1. a community service organisation, club, community-based association, charity, trust or educational institution that is an incorporated body, or under a formal auspice arrangement with a community service organisation that is incorporated;

    OR

2. a Registered Training Organisation (RTO);

    OR

3. be an individual or organisation carrying on business in a VET-related field that has been operating for a period of no less than two years, with a relationship with a community organisation and other relevant stakeholders;

    OR

4. be a government agency (department), government business enterprise or state-owned company, provided that the project activities do not relate to the agency's core business;

    AND

5. have an Australian Business Number (ABN).

If you are unsure about your ability to meet all aspects of the eligibility criteria you should contact us. You may be asked to supply documentation to support your eligibility claims as part of the application process, or as part of an audit process to confirm your claims were true and correct.

Applicants are eligible to apply must also:

- abide by the application submission instructions;
- meet the eligibility criteria;
- have addressed all assessment criteria, attached the required templates and included evidence to support claims to be considered eligible to be assessed;
- ensure that their project takes place in Tasmania and services the Tasmanian community
- not submit more than three (3) applications in any funding round, and;
- ensure that where there is delivery of nationally recognised training, the RTO delivering the training must be a Skills Tasmania endorsed provider at the time of submission, or be in the process of becoming endorsed (grant approval will only occur where the RTOs are endorsed by Skills Tasmania).

What specific project costs are eligible to be funded?

Project funds can only be expended on costs directly associated with the delivery of the specific project and must be identified on the budget template.

This can include:

- Wage costs for project coordinator, service delivery and administrative staff. Applicants must provide details in their project budget.
- The purchase of training (both nationally recognised and non-nationally recognised), training materials, and associated training costs. The applicant must ensure that the training is not already funded for the target group by any other means.
- Accommodation (where projects are delivered outside of base location).
- Project-related travel.
- Overheads that relate to project delivery, for example, costs incurred in the recruitment of participants, support for participants such as childcare or transport.
- The production of promotional material to highlight training and/or VET options for Tasmanians facing disadvantage or to demonstrate to employers the benefits of recruiting from disadvantaged cohorts and/or to assist them to employ Tasmanians facing disadvantage.

- The production of materials and/ or resources required in order to tailor training to address barriers for specific target groups.

What is not eligible to be funded?

The Program will NOT provide funding in the following instances:

- Currently enrolled school students.
- Where nationally recognised training is the <u>sole</u> focus of the activity, or there already exists a more appropriate funding mechanism such as the Adult Learning Fund or the Apprentice and Trainee Training Fund (User Choice) (for apprenticeships and traineeships only).
- Where the project will duplicate services provided under other programs, for example the Australian Government Youth Jobs PaTH program.
- Where project activities are core to the applicant's business.
- Items or services that the applicant is already contracted to provide.
- Training that is not nationally recognised that does not clearly link to and improve opportunities for participants to access nationally recognised training and/or employment.
- Capital fund-raising for building or property purchase, construction and/or maintenance works.
- Plant, which includes land, buildings, machinery, apparatus, and fixtures employed in carrying on a trade or an industrial business.
- General fund-raising appeals.
- The purchase of motor vehicles or other forms of transport.
- Recurrent administrative, infrastructure and other organisational costs.
- Retrospective funding for projects or programs that have already started, or have been completed, including any activity undertaken prior to the notification of application outcome.
- Where the activity is already funded, or more appropriately funded through another mechanism.
- Insufficiently defined items, for example 'contingencies', 'sundries' or 'miscellaneous items'.
- Projects which produce a private benefit to a specific business or person/s.

4. Ineligible applicants

The following are ineligible to apply:

- Organisations that do not have an Australian Business Number (ABN).
- Organisations that do not fall into the categories listed under Eligibility Criteria.
- Applicants must not have outstanding reporting obligations with the Department of State Growth.

5. Assessment Criteria

All applications must address **four assessment criteria**. The criteria are of equal weight.

The SmartyGrants application requires the applicant to address each criterion individually as well as to attach any relevant evidence to support claims made in addressing the relevant criterion.

Each assessment criterion contains text that shows applicants what information they need to provide to address that criterion.

Criterion 1 – Project need and planned achievement/s

The applicant must clearly outline WHY the project is needed and WHAT the project will achieve.

To address this criterion, applicants must:

1. List which Training and Work Pathways Program Objective/s will be addressed by the project. These are listed under the Program objectives section of this guide.

2. Refer to data or research or provide other evidence that confirms the disadvantage/s faced by the target group/s.

3. Provide an outline of what the project will achieve for the target group/s.

4. Outline how the project will create a pathway into training **and/or** employment for the target group/s.

5. Explain how training will help the address the disadvantage/s faced by the target group/s *if* training is a feature of the project.

Criterion 2 – Project plan and stakeholder role/s

The applicant must outline HOW the project will be carried out and WHO will have a role in the project.

To address this criterion, applicants must:

1. Provide a brief summary of how the project will be carried out.

2. Provide evidence of the applicant's capacity to undertake this project through evidence of past performance in managing similar projects.

3. Attach written support from any individual /organisation that has a role in the project showing that they understand their role and commit to provide specific services for the duration of the project.

4. Complete and attach the project plan template which must include:

   a) when and where each step/service will occur

   b) who will manage the project and their specific role/s and responsibilities

   c) how and from where participants will be recruited

   d) specific service delivery methods (and training delivery methods where applicable)

   e) how, where and when support services will be provided.

5. Ensure that all elements of risk relating to how the project will be carried out and who will have a role in the project are addressed in the risk management plan (template provided).

6. If the applicant is a government agency (department), government business enterprise or state-owned company, the applicant must outline how the project activities do not relate to the agency's core business.

Criterion 3 – Project deliverable/s

The applicant must identify the project deliverables in terms of clear, measurable and relevant OUTPUTS and OUTCOMES.

To address this criterion, applicants must:

1. Outline what the project will deliver in terms of specific outputs and outcomes, ensuring that each is clearly described, measurable, relevant and realistic, and that the target number of participants is included.

   If the project includes employment services, the target number of jobs is required. Letters of support from employers outlining their interest in considering participants as a recruitment source should be included.

2. Outline how each project output and outcome will address the disadvantage/s faced by the target group/s.

(NB: For successful applications, the outputs and outcomes stated will need to be reported against during the life of the project and evidence supplied to support claims of activity and progress.)

Criterion 4 – Budget breakdown and project value

The applicant must show how the funds requested have been arrived at and that the project represents value for the investment requested.

To address this criterion, applicants must:

1. Provide a detailed budget (using the template provided) that shows the breakdown of each budget item.

2. Outline the price per participant for the services proposed.

3. Outline and justify the cost of support services.

4. Outline how costs may be minimised by building on existing services where relevant.

5. Provide evidence to support costs where possible and relevant, e.g. where support services are provided by individuals or organisations and quotes have been received outlining the cost of providing that service.

What has to be completed and lodged to apply for the Program?

All applications must be lodged in SmartyGrants and will consist of the following fully-completed documents:

1. the application template;
2. the budget template;
3. the project plan and risk management template, and
4. any evidence that is required to support claims

6. Application and assessment requirements

Project length

The maximum project length is 12 months.

What do applicants need to know when writing applications?

Applicants should ensure that their application contains all of the information and evidence the applicant wants the assessment panel to know. The assessor's existing knowledge of the applicant's business or other projects does not form part of the assessment therefore each application must clearly articulate the details of the proposed project and include all the information the applicant wishes the panel to know. Information should be supported by evidence wherever possible.

Applications should:

- be written in clear, simple and plain language;
- avoid jargon;
- be succinct, precise and specific;
- avoid generalisation;
- include evidence to support any claims made;
- clearly link outcomes to activities and outputs, and;
- identify realistic and achievable targets including the number of participants and the number and nature of outputs and outcomes

The following standards will be used to assess your application.

Supporting Evidence

Applicants should attach relevant evidence to their application where possible. This may include data or research that support assertions of demand or need; successes of similar programs or activities related to the project; copies of Memoranda of Understanding (MOU) or contractual arrangements with project partners that address potential risks. MOUs or contracts with project stakeholders must include identifying the roles and responsibilities of each organisation and must cover the duration of the project.

Attachments must be clearly titled and referenced in the text addressing the criteria, for example, 'Attachment 1 is a schedule for delivery for the training in the two regions'.

Letters of support from individuals or organisations with an interest in the project are welcome, but they must clearly refer to the project and provide detail of their understanding of the project and, where relevant, of their role in or contribution to the project.

See 'Employment Outcomes' for detail on the evidence required to support the number of jobs identified for participants, if relevant to the project.

Outputs and Outcomes

Assessment criterion 3 requires the applicant to outline the project target outputs and outcomes. These will form the basis of grant deeds and progress reports for successful applications as well as assist in determining the budget.

An output is a program activity, something that will be done or produced during the project.

Outputs should be clear, precise and measureable. For example, '6 participants will complete training', '3 focus groups will be conducted', '25% of participants will gain employment', are all clear outputs. These activities and outputs must be precise and realistic to the target group/s.

Outcomes are the benefits of the project resulting from the project's outputs. The target outcomes must have a measurable benefit, and will be used to gauge the success of the project. At project

conclusion, these measures will help answer questions such as, 'What have we achieved?', and, 'How do we know?'

Outcomes should be clearly linked to activities and outputs, which will enable easier project evaluation.

Employment Outcomes

Where employment is part of a project, a target number of jobs is required. This figure should be realistic and seen as indicative only, rather than a fixed deliverable.

Letters of support from employers outlining their interest in considering participants as a recruitment source should be included.

Nationally Recognised Training

If a project includes providing nationally recognised training, the registered training organisation (RTO) must have the unit/s or qualification on their scope of registration for delivery in Tasmania at the time of lodging their application, in addition to being a Skills Tasmania endorsed RTO or in the process of becoming endorsed. Where applications are received and a nominated RTO is not endorsed by Skills Tasmania at the time of lodging the application, grant approval will be conditional upon the RTO becoming endorsed.

The application must identify the qualification or units to be delivered, the number of learners and the cost per learner as well as evidence that shows how the training and assessment will meet the needs of the target group/s.

If the application is successful, the RTO will be required to report training activity in their AVETMISS reporting.

Project Risks

There are always risks associated with projects. For this reason, all applicants must complete the project plan and risk management template, which is lodged with the application.

Project risk refers to any factor that may affect the successful completion of the project outputs and securing of outcomes, or adverse effects on resourcing, time, cost and quality.

The purpose of risk management is to ensure proper management of risk and uncertainty so that the project is successfully completed. A risk plan helps identify possible risks, the manner in which they can be contained and the likely cost of mitigation strategies.

Risk response generally includes:

- avoidance: eliminating a specific threat, usually by eliminating the cause;
- mitigation: reducing the expected impact of a risk event by reducing the probability of occurrence, and;
- acceptance: accepting the consequences of the risk.

A contingency plan to execute should the risk event occur is critical to safeguarding a project.

Project Budget

All applicants must complete the Budget template, which is lodged with the application. The budget forms an integral part of the application and informs the assessment of criterion 4.

The Program works on a full cost attribution basis and applicants must ensure that items contained in the budget are consistent with the activities proposed.

Applications must show the breakdown of costs, particularly where line items shows a cost above market pricing.

Where costs are shared with an existing funding source, applicants should provide detail of the dollar value of each contribution where there is a shared cost item in the budget.

Financial Information

Applicants must ensure that the budget and other financial information is correct.

Applicants should record information on in-kind support. Detail as to how these contributions have/will be sourced and what the funds will be used for should be detailed in the response to criterion 4 and be reflected in the budget.

With respect to in-kind support, specialist volunteer time, for example, literacy tutor, graphic designer or financial planner, should be calculated at the professional rate. General volunteer labour should be calculated at $20 per hour.

Where the project leverages off existing funded programs, projects or services, applicants should include detail as to how these activities will complement the project, and attribute any figures as appropriate.

7. Timeframes

To ensure everyone has an equal opportunity to apply for a grant, no late applications will be accepted after the closing date and time.

Applicants are advised to submit applications well before the closing date and time. This will allow time for applicants to raise any concerns when submitting their application or to ensure they do not get distracted by other matters and miss the cut off time.

The application process will be open from 9 am 17 April 2020, and will close at 2 pm (AEST) on 25 May 2021.

Applications will be submitted via an online grant application service powered by SmartyGrants.

Where can I find out more about the Program?

The Department will provide two program information sessions via webinar.

These sessions, which will be held on 22 April 2021 at 11am – 12pm and 27 April 2021 at 3pm – 4pm, will allow potential applicants to hear how they can maximise their chances of a successful application, how applications will be assessed and will provide an opportunity to ask questions of the program manager.

The sessions will be held online via Microsoft Teams.

Click here to join the meeting for the session at 11 am on 22 April 2021.

Click here to join the meeting for the session at 3 pm on 27 April 2021.

The program manager, Sarah Clark, is also available to answer questions about the Program: 03 6165 6056 or TWPP@skills.tas.gov.au.

8. Application process

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

The online platform allows you to apply for a grant at any time while the program is open. It also allows us to send you notifications throughout the grant application and funding process.

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.

If this does not answer your question, please e-mail service@smartygrants.com.au or call 03 9320 6888. Support Desk hours are 9 am – 5 pm (AEST), Monday through Friday.

If you do not have internet access please contact us to discuss alternate options.

Applicants must have addressed the assessment criteria, attached the required templates and included evidence to support claims to be considered eligible to be assessed. Incomplete applications will not be assessed and therefore will not be eligible for funding.

In order to ensure that the aims of the Program are achieved, the selection panel will ensure that the final mix of successful applications consists of projects that meet a minimum score and together cover a

range of regions, target groups and disadvantages, and that their combined value does not exceed the available budget.

The assessment process is:

1. Applications will be screened for eligibility when the program closes.

2. Eligible applications will be assessed by each selection panel member against the assessment criteria using a standardised assessment tool.

3. Assessment outcomes will be moderated in a series of selection panel meetings.

4. Grant recommendations are made by the selection panel and presented in a report to the Skills Tasmania General Manager.

5. Successful and unsuccessful applicants will be notified of the outcome of their applications.

What does a successful application look like?

A successful application:

- Is submitted before the closing date and time.
- Meets all aspects of the eligibility criteria.
- Demonstrates a good understanding of the purpose of the grant program.
- Shows that the activity or project to be undertaken with the grant funding aligns to the purpose of the grant program.
- Has clear well-structured answers to all the assessment criteria questions.
- Contains, where requested, quality documented evidence to support your claims against the eligibility and/or assessment criteria.

9. Appealing a decision

The Department of State Growth may reconsider a decision if the applicant can demonstrate a proven conflict of interest, error in process or discrimination.

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 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 Tasmania), Department of State Growth, 4 Salamanca Place, Hobart TAS 7000. The request can be emailed to GMSkillsTas@skills.tas.gov.au.

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

10. Reporting and acquittal

What is an acquittal?

An acquittal is a statement that is required to be made by the successful grant recipient, confirming that the grant funding provided was used as it was intended and as per the statements made on the application form and funding agreement.

How to acquit for a grant

Successful applicants will be required to provide some information about the activities and purchases made along with providing evidence such as any quotes, invoices, receipts, statements, reports, etc. as evidence to support the acquittal. This requirement may be at various stages of the grant term and will be issued to you electronically as a link to an acquittal form. The form will clearly define what is required of you to complete the acquittal process.

The acquittal form

In addition to ensuring the funding provided was used as intended the questions on the acquittal form help us determine how successful the grant funding program was.

This success is determined by understanding what the project was able to achieve and, how well we were able to deliver the program to our clients. This helps us improve our client service and determine the best place to invest grant funding in the future.

Failure to complete an acquittal.

The department has a requirement and responsibility to ensure that the public funding we administer is allocated fairly and spent responsibly. So, we must review the outcomes of grant funding to ensure it aligns to the intended original approved purpose.

Failure to lodge a valid acquittal by the due date will result in the grant funding being required to be repaid back to the department.

Project activity reporting

Two (2) project activity reports will be required during the life of the project, at 6 months and 9 months after commencement. These will provide information on the progress of the project and will be available on the SmartyGrants portal.

11. Taxation and financial implications

Grants under the program attract Goods and Services Tax (GST). Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. A valid tax invoice must be supplied, by the successful applicant, to the department where GST applies to the grant funding.
The receipt of funding from this program may be treated as income by the ATO. While grants are typically treated as assessable income for taxation purposes, how they are treated will depend on the recipient's particular circumstances.

The Department **will pay GST** on a grant when the recipient is:

- an incorporated applicant or other not-for-profit legal entity registered for GST;
or
- an unincorporated applicant which is sponsored by an incorporated body or other not-for-profit legal entity registered for GST.
In this case, the amount requested should be **exclusive** of GST.

The Department **will not pay GST** as part of the grant where:

- an incorporated recipient or other not-for-profit legal entity is NOT registered for GST
 or
- an unincorporated applicant is sponsored by an incorporated body or other not-for-profit legal entity NOT registered for GST.

In this case, the amount requested should be **inclusive** of GST.

It is strongly recommended that potential applicants seek independent advice about the possible tax implications for receiving the grant under the program from a tax advisor, financial advisor and/or the Australian Taxation Office (ATO), prior to submitting an application.

12. Grant payments

Successful applicants will enter into a grant deed with the Department of State Growth on behalf of the Crown in Right of Tasmania.

What are the responsibilities of successful applicants?

The deed sets out the obligations of both parties.

Successful applicants are required to report project activity and progress through the life of the project.

Staged grant payments are dependent on the lodgement of reports and evidence of activity and progress showing that the project deliverables are being achieved.

Applicants will be asked for your bank account details so that we can process successful grant payments. This bank account must be in the same name of the person or business who applied for the grant. You may be asked to provide a copy of your bank statement or a letter from you bank to confirm your bank account details.

For any successful applicants who provides incorrect bank account details, this may result in funds being paid to an incorrect account and then these funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays any funding being received.

Additionally we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

If an applicant is successful in being awarded a grant and any of the following events occur, the applicant will be required to return the funds to the department:

1. their situation changes,
2. they do not complete the activities or tasks required under the funding agreement,
3. they do not use any or all of the funding provided, or
4. the information provided to us is found to be false or misleading,

13. 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.

14. Administration and contact details

The program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania, and can be contacted for any of the following reasons:
- further information or advice on the Program;
- assistance in making an application;
- further feedback on decision of the application, and;
- request a review of the decision

Enquiries should be directed to: TWPP@skills.tas.gov.au or Sarah Clark on (03) 6165 6056.

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.

15. 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.

16. 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*.

17. 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.

18. 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).

19. 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.