

Rapid Response Guidelines

April 2018



Rapid Response Skills Initiative

Overview

The Rapid Response Skills Initiative (RRSI) is a Tasmanian Government program that provides support for people who have lost their jobs because of retrenchment due to company downsizing or closure.

It provides funding assistance to people who need help to up-skill or retrain to in order to gain new employment.

The RRSI program aims to get people back to work as soon as possible by making funding assistance available from the moment the individual finishes with their previous employer. This method has proved time and again to quickly put individuals back on a solid pathway to employment.

The program is designed to help individuals achieve new skills through training, and in doing so, break down barriers to future employment.

The program is administered by Skills Tasmania.

Rapid Response has two levels of funding for eligible individuals	
Level 1	Up to \$1 500 for people who don't have a job offer
Level 1b	Up to a further \$1500 if they have a job offer or have already started a new job, and their new employer has requested specific training before they start or to keep their new job – they must apply within twelve (12) months of commencing employment.
Level 2	Up to \$3 000 for people who already have a job offer or have already started a new job, and their new employer has requested specific training before they start or to keep their new job – they must apply within twelve (12) months of commencing employment.

Additional funding is also available (up to \$500) for individuals to access employment advice services. The \$500 is in addition to the training funds above and does not affect their ability to apply for the full amounts for training.

If they are not sure what sort of job they would like to do next, we strongly suggest they make use of this service to help them explore the possibilities and opportunities available.

The employment advice service is for applicants who are not provided with support through other programs or the separating business.

Eligibility

Individuals are eligible to receive funding if they have recently lost work due to retrenchment, downsizing or business closure and, if barriers to gaining future employment can be addressed through training.

Who is eligible?

- Tasmanian residents.
- Workers who have been retrenched in the last 12 months.
- Partners of workers who have been retrenched in the last 12 months who are looking to enter the workforce or gain more secure employment.

Who is not eligible?

- People who have been dismissed, or decided to resign from their job.
- People who are not Tasmania residents.
- People who can reasonably access funding from other Australian or Tasmanian Government programs, or the separating employer, for the requested assistance.

Skills Tasmania does not provide individual support or employment advisory services directly to applicants.

What the funding can be used for

Training

- occupational tickets and licences
- nationally accredited vocational education and training (VET) courses
- other recognised qualifications such as those through university courses.

Where appropriate and available, preference will be given to accredited courses and Skills Tasmania [endorsed registered training organisations](#) (ERTOs).

In cases where support is sought for non-accredited training, Skills Tasmania will seek evidence that this form of training is in demand from employers and will assist the applicant to secure work.

Funding will not be provided for, includes, but is not limited to the following: Company Director's training, executive coaching, professional development such as attending conferences, unless a strong argument can be made that it is necessary for overcoming specific barriers to employment.

Training materials and equipment

Funding can be sought for materials and equipment needed to complete approved training and receive accreditation. This includes the cost of text books and course materials. Skills Tasmania will consider requests on an individual basis, with reference to eligibility thresholds and available budget.

Support for employment advice

RRSI provides funding support for employment planning services up to \$500 for applicants who are not able to access assistance from other existing programs.

Skills Tasmania has developed a [register of employment advice providers](#). It is up to the applicant to choose a provider which suits them best.

Service expectations from Employment Advisors

The employment planning process must include:

- face-to-face interview(s) between the service provider and the applicant
- preparation of a career pathway plan that is tailored to the applicant's needs and circumstances.

Employment advice plans include but are not limited to:

- current work and life experience
- skills assessment
- employment and career opportunities
- training needs analysis
- agreed actions with timelines
- other relevant information.

Approval

Where applicants are seeking support from this program, they **should not** enrol or pay for training before funding is approved.

Skills Tasmania may consider reimbursement of eligible expenses incurred prior to approval only in exceptional circumstances.

Once approval has been received, an applicant has twelve months to commence training. Requests to extend this timeframe will be considered by Skills Tasmania, with reference to special circumstances.

Payment

Payment to the service provider will usually be made upon receipt of a tax compliant invoice for the agreed funding and evidence of training completed. For example, a copy of licence, statement of attainment or results, certificate or career pathway plan.

Where a training provider requires payment in advance, only with prior approval and in exceptional circumstances, Skills Tasmania may pay up to 50% of the total costs approved and the applicant is responsible for the remaining 50%. The amount paid upfront by the applicant will be reimbursed on provision to Skills Tasmania evidence of:

- payment to the provider
- completion of the course
- a completed Application for Direct Credit Remittance.

Skills Tasmania may be able to reimburse individual applicants who have received prior approval from Skills Tasmania and personally paid course fees or other costs.

Applicants are required to submit the following to Skills Tasmania:

- proof of payment and commencement of training if appropriate
- a completed Application for Direct Credit Remittance.

Reimbursement can take up to one month upon receipt of claim.

Note: Guidelines may be varied or waived under exceptional circumstances at the discretion of Skills Tasmania.



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