

Price calculator guide



About the JobTrainer Fund price calculator

To be deemed eligible, RTOs applying for funding under the JobTrainer Fund (Fund) extension must include a copy of the 'JobTrainer Fund price calculator' tool provided by Skills Tasmania to determine the price for the qualifications, courses or skill sets they are applying for.

The qualifications and courses approved for funding are those in areas of strategic importance to Tasmania and where there are strong future job prospects for Tasmanians. The list of qualifications and courses, including pricings is available on the Skills Tasmania website, or through the price calculator.

Each qualification, course and unit has a pre-determined base price which includes a COVID-19 Loading.

How to use the JobTrainer Fund pricing calculator

All applicants must attach a completed 'JobTrainer Fund price calculator' showing the qualifications, courses and skill sets the RTO is applying for and their associated prices and the local government areas in which the training will be provided.

Key points for applicants

- The calculator must be used as outlined below to arrive at accurate prices and grant totals.
- **Entries must be made in only the blue cells. The yellow cells populate automatically.**
- Do not leave blank lines between entries.

First Steps

1. Enter your SmartyGrants Application Code into cell A6
2. Enter your RTO code into cell B6
3. Enter your RTO Legal Name into cell C6

Entering a **Full Qualification, Nationally Recognised Skill Set or Accredited Course** into the calculator

1. Select your course from the dropdown menu in Column D
2. Select "Full Course" from the dropdown menu in Column F
3. Ignore Column G
4. In Columns AB – BD enter the number of places you wish to apply for in each Local Government Area (zeroes may be left blank)
5. Columns H and J – AA will display automatically calculated information about your selections

Entering a **Single-Unit Skill Set** into the calculator *

1. Select the course your Unit belongs to from the dropdown in Column D
2. Select your Unit from the dropdown menu in Column F
3. Ignore Column G
4. In Columns AB – BD enter the number of places you wish to apply for in each Local Government Area (zeroes may be left blank)
5. Columns H – AA will display automatically calculated information about your selections

Entering a Custom Multi-Unit Skill Set, into the calculator *

Each Custom Multi-Unit Skill Set must use multiple rows in the calculator - one for each unit in the Custom Multi-Unit Skill Set.

1. Select the course one of your Custom Multi-Unit Skill Set Units belongs to from the dropdown menu in Column D
2. Select your Unit from the dropdown in Column F
3. In Column G enter a number to identify that the unit selected in Column F belongs to this Custom Multi-Unit Skill Set.
 - Numbering Note:
If this is the first Custom Multi-Unit Skill Set you have entered, start with the number 1. If this is not the first Custom Multi-Unit Skill Set you have entered simply increase the number you used for the last Custom Multi-Unit Skill Set by one. (i.e. for your second Custom Multi-Unit Skill Set use the number 2, for your third use 3 and so on)
4. If this is the first row of your Custom Multi-Unit Skill Set in Columns AB – BD enter the number of places you wish to apply for in each Local Government Area (zeroes may be left blank). Subsequent rows of this same Custom Multi-Unit Skill Set will turn grey and cannot have data entered in them (as they will be using the places data from this Custom Multi-Unit Skill Set's first row).
5. Repeat steps 1-3 for each unit you want your Custom Multi-Unit Skill Set to include, making sure to enter **the same number** in Column G for every unit in this Custom Multi-Unit Skill Set
6. **NOTE:** Make sure that every Unit in a Custom Multi-Unit Skill Set is entered into a separate row (with the same number in column G) before entering any other courses.
7. Columns H – AA will display automatically calculated information about your selections

* Technical notes on selecting Single and Multi-Unit Skill Sets

If you wish to offer a Single-Unit Skill Set or a Custom Multi-Unit Skill Set, you must first **select the Full Course** that the Skill Set Unit belongs to in Column D (a Full Course is a full Qualification, Nationally Recognised Skill Set or Accredited Course listed in Column D).

A Unit selected in Column F **must be currently offered** as a Unit of competency under the Full Course selected in Column D, as specified on the <https://training.gov.au> website.

Applicants have full responsibility for ensuring that Unit selections in Column F match the listed Units of competency for the Full Course in column D on <https://training.gov.au>.

Skills Tasmania will check all selections and return incorrect submissions to the applicant for correction prior to the application closing date.

Selection of a Unit in Column F can only be made once the appropriate Full Course Selection has been made in Column D.

Cells in Column F do not refresh if a new Full Course selection is made in Column D. If a new selection is made in Column D applicants are advised to delete their corresponding selection in Column F. Column F can then be selected again as normal.

RTOs are reminded that to be eligible, the RTO must be scoped for the full course or unit they are applying for. For a unit, it must be a core unit of a qualification they are currently scoped for.