

Building a Skilled Workforce – Existing Worker Fund

Grant Program Guidelines

ST067



Contents

1. Aim	1
2. Funding available	1
3. Eligibility	1
3.1. Eligible applicants	1
3.2. Ineligible applicants.....	2
3.3. Eligible learners	3
3.4. Ineligible learners.....	3
3.5. Eligible expenditure.....	3
3.6. Ineligible expenditure	4
4. Assessment criteria	5
4.1 Supporting evidence	8
4.2 Learner support needs	8
5. Timeframes	8
6. Contact details.....	9
7. How to apply	9
8. Calculating training subsidies.....	10
8.1. Government Subsidy Amount	10
Applying set loadings.....	10
8.2. Requests for subsidies higher than the Government Subsidy Amount	11
8.3. Employer financial contributions to the costs of training	12
9. Application assessment and funding allocation	12
9.1 Assessment process	12
9.2 Funding allocation.....	15
10. Funding agreement, reporting and payments	15
10.1. Grant agreements for successful applicants.....	15
10.2. Training commencement and completion timelines	16
10.3. Reporting and payments	16
10.3.1. Reporting.....	16
10.3.2. Grant payments.....	16
11. Appealing a decision.....	16
12. Taxation and financial implications	17
13. Publicity of grant assistance	17

14. True and accurate information	17
15. Right to information	17
16. Information collection and usage.....	18
17. Disclaimer	18

1. Aim

It is a priority of the Tasmanian Government to invest in training and learner support that aligns with industry needs and gets more unemployed and underemployed Tasmanians into meaningful training connected to jobs.

This objective is set down in the Tasmanian Skills Plan, which outlines how we will grow Tasmania's future workforce through investment in vocational education and training (VET) and complementary activities to meet skills and workforce needs. Identifying workforce needs and involving all partners, including industry, employers, and learners, will help to ensure that Tasmania is well positioned to adapt to future changes, and that learners get the skills they need for jobs.

To meet this priority, Skills Tasmania's Building a Skilled Workforce program provides grants to Registered Training Organisations (RTOs) to subsidise the cost of delivering training and assessment and associated learner support services for Tasmanian existing workers and jobseekers.

The program is designed to encourage existing workers and jobseekers to undertake training with the aim of improving their employment outcomes such as to secure employment, support career transitions, upskilling, reskilling, and lifelong learning. It also seeks to improve accessibility to training for regional learners, diverse cohorts, and Tasmanians facing disadvantage.

The **Building a Skilled Workforce - Existing Worker Fund** (the Fund) subsidises training for existing workers to allow them to gain skills and knowledge to assist them to perform their jobs more effectively, efficiently, safely, and confidently. New skills and knowledge for employees also supports future career planning and progression. The Government's investment under the Fund will focus on industry and employer identified areas of training need, to achieve outcomes for both industry and learners.

2. Funding available

A total of \$15 million in funding is available for the 2026 Building a Skilled Workforce Program.

It is expected that requests for funding will exceed the available budget. This means that not all applications approved for funding will receive the full number of requested training places.

The Fund is administered by Skills Tasmania, a division in the Department of State Growth that manages the Government-funded training and workforce development system in Tasmania in partnership with industry, training providers and employers, as set out in the *Training and Workforce Development Act 2013 (the Act)*.

3. Eligibility

3.1. Eligible applicants

To be eligible for a grant you must:

- a) be a Skills Tasmania endorsed RTO

- b) have the qualification/s, accredited course/s, skill set/s and/or uni/s) of competency included on the RTO's scope of registration for delivery in Tasmania
- c) be financially viable - (Applicants must provide financial statements for 2022, 2023 and 2024. If you are yet to prepare FY2024 statements, you must provide management accounts from Xero, MYOB or equivalent)
- d) have a current contract of public liability insurance for at least \$20 million for:
 - each individual claim, and
 - series of claims arising out of a single occurrence.

Applicants must ensure that all eligibility requirements are met prior to submitting the application and for the duration of any subsequent funding agreement. If the eligibility criteria are not met, the application will be deemed ineligible and will not be assessed or considered for grant funding.

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 establish financial viability the applicant must be able to demonstrate, through the required financial statements, the ability to generate sufficient income to meet operating costs, debt commitments and, where applicable, to allow for growth while maintaining service levels.

Applications submitted by a third party will not be accepted without evidence of permission in the application.

Declarations

Eligible applicants are required to complete numerous declarations in the application form including:

- a declaration against the applicant eligibility criteria.
- a declaration that the applicant has read and will comply with:
 - the Skills Tasmania Learner Eligibility Policy
 - section 3.2.3 of the Tasmanian Government: RTO Grant Recipient Standard Conditions Manual - School Learner Status (Noting that Apprentice and Trainee Training Fund is exempt from this requirement).
- a compliance history regarding all RTO regulatory obligations and funding contract obligations (across all jurisdictions).
- a general declaration at the end of the application form to ensure that all grant requirements are understood.

Consideration of applicant responses to all declarations will be incorporated into funding decisions.

You may be asked to provide information or documentation to support your eligibility claims, either as part of the application process, or after you have submitted your application. The information you provide may be subject to authenticity checks.

This program has limited funding. Not all eligible applications will receive a grant.

3.2. Ineligible applicants

TasTAFE is ineligible for funding under this Fund. Organisations are encouraged to contact TasTAFE directly to discuss options for TasTAFE to deliver training under its existing funding arrangements.

Tasmanian School based RTOs (Schools as defined in the *Tasmanian Education Act 2016*) are not eligible for funding under the existing Skills Tasmania funding arrangements.

3.3. Eligible learners

To be eligible for a training place, learners must be employed by an employer that is expected to contribute the cost of training (including self-employed) at the time of application, and throughout the training period. The employment arrangement can be casual, part-time, or full-time.

Eligible learners:

- can undertake training in more than one qualification, course or skill set per round
- will be eligible for a training place regardless of their prior qualifications, and
- will also need to meet any course specific essential entry requirements.

Existing workers may be eligible for an apprenticeship or traineeship. If this is the case, RTOs should apply for funding under the Apprentice and Trainee Training Fund (ATTF) or contact the ATTF Grant Program Manager via attf@skills.tas.gov.au for assistance. Skills Tasmania will not concurrently fund the same training product under ATTF and BASW programs.

3.4. Ineligible learners

Learners are not eligible for a place under the Fund if they:

- are not a Tasmanian resident
- are currently enrolled at a Tasmanian school, as defined by the *Education Act 2016*
- are currently funded for the same training by another funding source
- are an apprentice or trainee with a current training contract, and
- do not satisfy the eligibility requirements outlined in the Learner Eligibility Policy which covers:
 - eligible visa status
 - ineligible government employees, and
 - restrictions on RTOs training their own staff.

Please review the [Skills Tasmania Learner Eligibility Policy](#).

3.5. Eligible expenditure

Funding is available for the delivery of nationally recognised training (in either qualifications, accredited courses, skill sets or stand-alone unit of competency), assessment, and learner support services to eligible learners.

The training must provide learners with the opportunity to strengthen and/or develop their skills, knowledge and understanding of the industry that relates to their employment and to achieve the outcome for a training product(s).

Online training delivery is an eligible activity for delivery to eligible learners. Where online delivery is proposed, applicants must ensure that quality of service is maintained by:

- identifying and providing individual learner support
- addressing all training package requirements (including all practical and work placement aspects), and
- complying with the principles of assessment and rules of evidence embedded in the 2025 *Standards for Registered Training Organisations* or its successor.

RTO's intending to deliver services online, must specify in their written response to assessment criteria and supporting evidence what percentage of the overall training delivery will be delivered online and how the delivery methodology/ies will address training and assessment of practically oriented units of competency.

3.6. Ineligible expenditure

The following activities are not eligible to be funded under the Existing Worker Fund:

- non-nationally recognised training, and
- training demand that is better serviced by other Skills Tasmania grant programs, such as the Apprentice and Trainee Training Fund.

4. Assessment criteria

Applications that meet the eligibility criteria will be competitively assessed against the assessment criteria.

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

Assessment criteria	
Criterion 1 – Demonstrated demand – 25%	Sample evidence
Element 1A - How did you identify that the training was needed in Tasmania?	Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive): - Letters from employer/s, industry groups, Regional Jobs Hubs supporting the need for the training and the number of training places requested. - Records on the results of consultative processes. - Verifiable data on workforce circumstances and or issues. - Evidence of data analysis. - Previous years data, extrapolated for the current year. - Workforce development plans. - Data on the need for training to achieve licenced outcomes.
Element 1B - How did you determine the requested number of training places?	
Criterion 2 – Alignment with Government Priorities – 10%	Sample evidence
Element 2A – Which government priorities will you be addressing through the proposed training? (Your response should be linked to the Tasmanian Skills Plan, the Skills Tasmania Snapshot of Training Needs, and Priority Course List.	Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive): - Specific excerpts or reference to: Tasmanian Skills Plan Skills Tasmania Snapshot of Training Needs

Element 2B – How does the requested training and number of training places align with areas of economic growth, skills shortage and/or occupations in demand?	○ Skills Tasmania Priority Course list ○ Industry compacts ○ Jobs and Skills Atlas ● Tasmanian Government projects and commitments ● Australian Government priorities ● ABS industry demand data
Criterion 3 – Learner outcomes – 25%	Sample evidence
Element 3A – How do you intend to identify individual learner needs? (Your supporting evidence must demonstrate how you have done this previously).	Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive): ● Examples of: ○ completed training support plans for individual learners. ○ file notes detailing support activities implemented for individual students. ○ changes made to individual support plans based on monitoring activities identifying a lack of progress. ○ before and after test results showing learner improvement post support. ● Schedule/s showing the times and dates for additional support classes. ● Samples of qualifications held by RTO staff enabling the enhancement of learner support (e.g. counselling qualifications, foundation skills qualifications or similar). ● Contracts/agreements with third party support providers. ● NCVET Student Outcomes Survey Results. ● Summary of student responses to internal surveys. <i>Note that any evidence which includes a learner's name must have the learners name redacted.</i> <i>Note also that learner support needs are not limited to language, literacy, and numeracy (LLN), as detailed in the section 4.2 below.</i>
Element 3B – Once a learner's needs are identified, what will you do to support them? (Your supporting evidence must demonstrate how you have done this previously).	
Element 3C – How do you monitor the support provided to ensure it is working for the learner? (Your supporting evidence must demonstrate how you have done this previously).	
Element 3D – How do you intend to measure learner satisfaction? (Your supporting evidence must demonstrate how you have done this previously).	

Criterion 4 – Employer and industry outcomes – 25%	Sample evidence
Element 4A – What strategies have you and will you implement to identify individual employer needs for the requested training products? (Your supporting evidence must demonstrate what has been implemented previously).	Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive): • Populated needs analysis templates. • Meeting minutes / notes. • Examples of: ○ industry consultation plans and summary of results. ○ partnerships / collaboration. ○ contextualisation. ○ flexibility. • Employer Quality Indicator data. • Summary of employer responses to internal surveys. • Summary of employer responses to independent third-party surveys contracted by the RTO. • Membership to peak bodies. • Quality indicator reports for employers. • Holding positions in the governance structure of industry bodies. • Attendance at industry events. • Tables summarising changes made to service delivery (before and after status) based on industry feedback. • Letters of thanks or recognition from industry bodies.
Element 4B – How have you and will you monitor and measure that what you have implemented is meeting individual employer needs? (Your supporting evidence must demonstrate how this has been done previously)	
Element 4C – Which industry bodies do you have a relationship with and how has this influenced your training delivery? (Note that this criterion relates to industry bodies and not individual employers. Industry bodies in this context are defined as organisations whose membership is made up of numerous organisations with allied interests. Membership to the industry body can be free, or fee based).	
Criterion 5 – Capacity to deliver – 15%	Sample evidence
Element 5A – How do you plan to enrol learners, deliver training and ensure successful completions (Is there a delivery schedule, timetable, project plan etc?)	Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive): • Project plan/s. • Training delivery schedule/s. • Facilities and equipment list/s (appropriate for the specific training product and number of students) • Staffing allocation plan. • Risk management plan. • Training staff skills/experience/qualification matrices. <i>Note that RTO's do not have to own all of the facilities and equipment but must be able to demonstrate timely access to the required facilities and equipment for the specific training product and number of learners</i>
Element 5B – What staff will be involved in setting up and delivering the proposed training? (What staff will be involved in recruitment of learners, administrative support, learner support and delivering training and assessment?)	
Element 5C – How will you ensure appropriate facilities, equipment and resources are available for the number of learners being delivered to?	
Element 5D – How do you intend to manage any barriers to achieving the training, assessment and support services delivery? (Do you have a risk management plan, or similar, for the program?)	

4.1 Supporting evidence

Applicants should attach evidence to support any claims made.

Where there is no evidence to support claims made or the information provided in the application, the assessment score will be affected.

Any evidence provided must be attached to the relevant criterion, should have a clear document title and be referred to in the text in the application addressing the related criterion.

4.2 Learner support needs

Skills Tasmania considers that learner support needs are split into two types of need. The first is educational support and the second is wellbeing support needs. Educational support requires tailored instruction strategies to support the learner's engagement and progression through to successful completion of the training product.

Wellbeing support needs relate to providing services and resources to assist the learner's physical, mental and emotional wellbeing. Examples of support strategies for each type of need are provided below, noting that the lists are not prescriptive or exhaustive:

- Educational support
 - tutoring
 - additional classes
 - customising resources
 - practice tests
 - regular touch points with delivery staff, checking progress
 - assistive technology
 - reasonable adjustments
 - delivering sessions on learning how to learn, and
 - language, literacy and numeracy (LLN) support.
- Wellbeing support
 - referrals to external providers for things such as mental health, addiction, financial support, domestic violence, youth support networks etc
 - adjusting training delivery times to accommodate child rearing responsibilities
 - subsidising transport (cab charges, bus fares, courtesy bus etc), and
 - providing culture-specific or demographic-specific supports in their local community (e.g. youth support networks).

5. Timeframes

No applications will be accepted after the closing date and time.

Applicants are advised to submit applications well before the closing date and time. This allows time for applicants to raise any concerns when submitting their application and to increase the likelihood of any issues that may impact lodgement being resolved prior to the closing time.

Applications lodged before the closing time can be reopened by Skills Tasmania to allow applicants to make amendments. A reopened application must be resubmitted before the closing time to be eligible for consideration for funding.

Description	Date/time
Fund opens for applications	17 September 2025
Fund closes	15 October 2025 2:00pm
Applications assessed	October - November 2025
Applicants notified	November 2025

6. Contact details

For information about the Existing Worker Fund, contact:

- Grant Program Manager, Skills Tasmania
- existingworkerfund@skills.tas.gov.au
- 03 6165 6060

7. How to apply

Applications must be submitted using the SmartyGrants online grant management system.

Applicants must register with SmartyGrants before making an application. There is a Help Guide for Applicants available from Smarty Grants. This can be accessed via the SmartyGrants website at:

<https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

This is a competitive, merit-based process. Meeting the eligibility criteria will not automatically result in a successful outcome.

These are the steps:

- 1. Prepare:** Read the Grant Program Guidelines before starting your application. The application form is designed to help structure applicants' responses to the eligibility and assessment criteria as set out in the Guidelines.
- 2. Start:** The application form is available at in [SmartyGrants](#).
- 3. Confirm:** Ensure all information and documentation is accurate and attached. You may not be able to change an application or provide additional information after you submit your application.
- 4. Submit:** You will receive an email notification after you submit your application. Keep this notification as confirmation of your submission.
- 5. Assessment:** Applications will be assessed by Skills Tasmania and an independent panel. Grant recommendations will be made by the selection panel and presented in a report to the General Manager, Skills and Workforce to make a determination.
- 6. Notification:** We will notify you with the outcome of your application in writing.

The decision will be final, and applicants will not be able to re-apply with the same request.

You may be asked to provide information or documentation after you have submitted your application. You must provide this information within three (3) working days, unless otherwise advised. Failure to provide the information within the timeframe may result in the application being unsuccessful. The information you provide may be subject to authenticity checks.

Unsuccessful applicants

Applicants will be deemed ineligible if they do not meet the applicant eligibility requirements.

Applicants will be deemed unsuccessful if they do not adequately address and evidence the assessment criteria or do not meet the minimum quality benchmark score.

Unsuccessful applicants will be provided with an opportunity to receive written feedback on their application.

8. Calculating training subsidies

Applicants must use the *Skills Tasmania – Subsidy Request Spreadsheet* (SRS) to detail their funding request. The SRS file is available within the SmartyGrants application form and must be uploaded with your application.

Instructions on how to use the SRS are available in the file. If you require support for this element of your application, please contact the Grant Program Manager listed under section 6 (page 9)

8.1. Government Subsidy Amount

Skills Tasmania subsidies are set in accordance with [the Skills Tasmania Policy Statement – What we pay for training \(Subsidy Policy\)](#). This Policy Statement is for use by Skills Tasmania and for reference by RTOs applying for funding.

The Policy provides that Skills Tasmania subsidises training and assessment services to reduce the cost to learners and employers for the services provided by RTOs. This encourages greater levels of participation in training than would occur without government support.

The Government Subsidy Amount is the total amount in (\$) that the Government will contribute towards the cost of training and assessment services per learner, which includes any applicable loadings. The Government Subsidy Amount is identified in the Subsidy Request Spreadsheet.

The Skills Tasmania Government Subsidy Amount is only one contribution towards the total cost of training. The actual cost of training and assessment services is expected to be met by the Government Subsidy Amount plus contributions from learners and/or employers.

Applying set loadings

Set loadings are available to deliver to particular learner cohorts or locations. The loading types and rates are set out in the Subsidy Policy and in the SRS, applicants can select more than one applicable loading per training product as part of the application process.

When requesting location loadings, applicants are required to provide detailed evidence to support the increased cost of delivery, based on the location's delivery setting. Applications for location loadings that are not sufficiently evidenced through the application process are unlikely to be approved.

Applicants need to be aware that successful applications for any loading types, including location loadings, will be reviewed by Skills Tasmania as part of our increased focus on monitoring RTO compliance with all contractual obligations. If approved, Skills Tasmania may require successful applicants to provide evidence of learners meeting the parameters of whatever loading has been approved.

8.2. Requests for subsidies higher than the Government Subsidy Amount

As the Government Subsidy Amount is only a contribution to the cost of training, requests for subsidies higher than the Government Subsidy Amount are treated as an exception. The exception instances are described in the Subsidy Policy. You will be required to identify the applicable exception in the Subsidy Request Spreadsheet.

Requests for a subsidy higher than the Government Subsidy Amount will only be considered where a clear and detailed rationale is provided in the SmartyGrants application, with strong supporting evidence. Note: loadings will not be applied to higher subsidy requests in the Subsidy Request Spreadsheet. You will need to account for these in your rationale.

The following assessment elements will be used to scrutinise higher subsidy requests. The assessment elements align with the exceptions statement in the Policy and include:

- ensuring the higher subsidy request is not part of business-as-usual RTO operational costs (i.e. the expense will be borne by the RTO even if the grant application is unsuccessful)
- the rationale provided for the request is clearly linked to the training products and the number of training places requested
- there is sufficient detail to determine exactly what any increased costs are attributed to
- evidence is provided to justify additional costs (i.e. quotes, invoices, payslips (redacted), pricing advertisements, etc)
- comparisons with the subsidies requested by other applicants proposing to deliver similar training products
- consideration of where the requested training products fit in [the Skill Tasmania Snapshot of Training Needs](#) or the [Skills Tasmania Qualification Priority Course list](#).
- Skills Tasmania checking the accuracy and reliability of any evidence provided to support requests for higher subsidies, and
- for Existing Worker Fund applications, a verifiable commitment to collect a minimum twenty per cent (20%) employer contribution and a breakdown of how this contributes to the amount requested that is over and above the Government Subsidy Amount benchmark.

Successful requests for higher subsidy requests in the past will not form part of the considerations for higher subsidy requests in this grant round.

8.3. Employer financial contributions to the costs of training

The actual cost of training and assessment services is expected to be met by the Government Subsidy Amount plus contributions from learners and/or employers.

Small businesses who employ up to 19 employees are expected to contribute a minimum of ten per cent (10%) to the cost of training. Larger employers are expected to contribute a minimum of twenty per cent (20%). These funds are to be paid to the RTO directly.

Any employer contributions are considered separate to the Government subsidy contribution from Skills Tasmania.

9. Application assessment and funding allocation

Applications that meet the eligibility criteria undergo a two-stage process before a funding recommendation is made to the General Manager-Skills and Workforce: first, an assessment against the assessment criteria, followed by the allocation of funding.

9.1 Assessment process

The assessment process is conducted by an independent selection panel, using a structured framework and scoring methodology that aligns with the assessment criteria and the weightings outlined in Section 4 of these Guidelines. This process is overseen by the Grant Program Manager.

Stage 1 of the assessment process is where each member of the selection panel independently evaluates every criterion for each application, employing the approved methodology and data recording tools. An example of the scoring rubric used by each panel member is provided below.

		Comprehensively evidenced all elements in the criterion	A mix of comprehensive and adequately evidenced all elements in the criterion	Adequately evidenced all elements in the criterion	A mix of comprehensive and insufficiently evidenced all elements in the criterion	A mix of adequate and insufficiently evidenced all elements in the criterion	Insufficiently evidenced all elements in the criterion
		6	5	4	3	2	1
Comprehensively addressed all elements in the written response	6	12	11	10	9	8	7
A mix of comprehensive and adequately addressed all elements in the written response	5	11	10	9	8	7	6
Adequately addressed all elements in the written response	4	10	9	8	7	6	5
A mix of comprehensively and insufficiently addressed all elements in the written response	3	9	8	7	6	5	4
A mix of adequate and insufficiently addressed all elements in the written response	2	8	7	6	5	4	3
Insufficiently addressed all elements in the written response	1	7	6	5	4	4	2

Following the individual assessments, the panel convenes to discuss the applications and their respective scores. The total score for each application is calculated as an average of the scores provided by all panel members.

A benchmark score, representing an acceptable minimum standard of quality determined by the scoring rubric is then established by the selection panel. Applications that do not meet this benchmark are unlikely to be considered for funding. Those that achieve the benchmark score proceed to Stage 2 of the process (the funding allocation) for further consideration, although this does not guarantee funding of all training places requested.

Skills Tasmania Prioritisation Framework

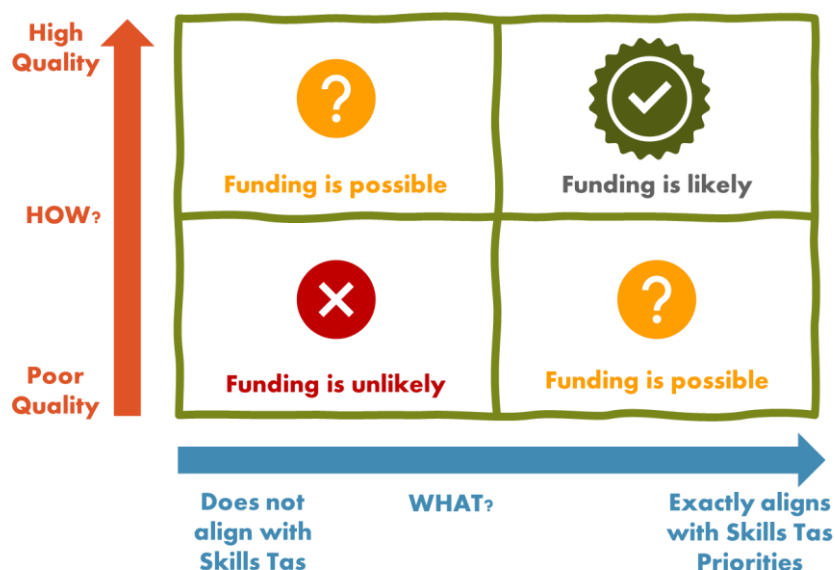
Applicants are most likely to be successful if they have demonstrated high-quality scores across all assessment criteria and the training products they have requested align with Tasmania's skills priorities. The Snapshot of Training Needs provides an outline of funding priorities for Skills Tasmania's contestable grant programs and includes a guide to Government Funded Priority Courses.

The assessment criteria for the Fund align with the two key components (summarised as 'WHAT' and 'HOW') of Skills Tasmania's funding prioritisation framework (see Figure 1 below):

- 'WHAT' training will be delivered; how it aligns with industry, employer, learner and community needs and Government priorities; and the RTO's capacity to deliver the training.
- 'HOW' training will be delivered – capturing training provider quality delivery and compliance (based on previous outcomes).

Applicants that can demonstrate high quality training delivery and propose to deliver training that closely aligns with Skills Tasmania priorities and meets industry, employer, learner and community needs, are more likely to score higher and be funded.

Figure 1: Skills Tasmania funding prioritisation framework



9.2 Funding allocation

Skills Tasmania aims to maximise public benefit and positive outcomes for the Tasmanian community in each funding round. The funding allocation will consist of an equitable and diverse mix of applications that align with Tasmania's industry, regional and learner needs, underpinned by the quality standards established by the assessment benchmarking process.

Given the finite availability of funding, there is no guarantee that every high-quality application offering priority skills training will secure funding for the full number of training places requested. Skills Tasmania reserves the right to offer applicants an adjusted number of training places, particularly in cases where the demand for funding exceeds the allocated budget.

In the funding allocation process, an allocation methodology, incorporating both qualitative and quantitative analyses is applied to the applications that met the benchmark score set by the selection panel. This determines the recommended funding allocation, which is scaled to fit within the available budget. The method considers:

- the Government Funded Priority Courses list
- the economic value of the qualifications, skill sets, and occupations to the Tasmanian economy and alignment with government priorities
- the estimated demand for training places in specific industry qualifications, and
- the applicant's previous enrolment performance under Skills Tasmania grant deeds.

After the allocation methodology has been applied, adjustments may be made in circumstances where:

- multiple high-quality training providers request funding for similar training programs.
- a significant number of training places are being offered in one or adjoining regions.
- a single training provider has requested funding for an exceptionally large number of training places.
- the recommendation does not reasonably align with minimum class size requirements.

The recommendations are then compiled into a selection report that details the assessment process and the steps taken in the funding allocation to determine the recommended applications, training products and training places. The recommendations are then considered for approval by the General Manager Skills and Workforce.

10. Funding agreement, reporting and payments

10.1. Grant agreements for successful applicants

Applicants that are approved for a Building a Skilled Workforce - Existing Worker fund will be required to enter into a *Department of State Growth, Skills Tasmania Grant Deed (Training Services)*, on behalf of the Crown in Right of Tasmania. Breaches of a grant condition/s may lead to amendment or cancellation of the RTO's grant agreement.

The details of all successful applicants will be published on the Skills Tasmania website.

10.2. Training commencement and completion timelines

It is a condition of the Fund that training in all places must commence within 12-months of execution of the Grant Deed.

The 'training can commence from' and 'training must commence by' dates will be identified in the Agreed Budget attached to the Grant Deed. RTOs can apply to change the 'training in all places must commence by date' by submitting a request to the Building a Skilled Workforce – Existing Worker email address: existingworkerfund@skills.tas.gov.au.

10.3. Reporting and payments

10.3.1. Reporting

RTOs with a *Department of State Growth (Skills Tasmania) Grant Deed* (Training Services) are required to report training activity data to Skills Tasmania monthly.

The training activity data submitted by the RTO must be in accordance with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). This section of the Skills Tasmania website provides more information regarding reporting: [Reporting my activity](#).

If an RTO receives funding for a custom skill set, this must be reported in the same manner as a full Qualification or Training Package Skill Set (i.e. activity must be reported in both the NAT00120 and NAT00130). In order to facilitate reporting, Skills Tasmania will allocate a name and code for all custom skill sets, which is to be reported in the same way as a qualification code (for example - CHC33015 Certificate III in Individual Support). This means that custom skill set completions must be reported in the NAT00130, as well as the corresponding NAT00120.

Program specific reporting elements may be set out in the Grant Deed.

10.3.2. Grant payments

Grant payments are based on RTOs submitting validated AVETMISS learner activity data to Skills Tasmania. Details on payment arrangements can be found in the AVETMISS Payments, Reporting and VET Research and Evaluation section of the *Department of State Growth (Skills Tasmania) Grant Deed* (Training Services).

Payment arrangements for custom skill sets are identical to the payment structure for a full qualification and training package skill sets.

11. Appealing a decision

If your application is unsuccessful, you may appeal the decision.

The appeals process ensures that all applicants have been treated fairly.

We will consider appeals that relate to administrative process issues in grants management.

All requests must be in writing and addressed to Director Purchasing, Policy and Programs. Your request must be received within 28 days from the date of State Growth notifying you of the decision about your application.

For further information about the process, contact the Grant Program Manager via email at existingworkerfund@skills.tas.gov.au or phone (03) 6165 6060.

12. Taxation and financial implications

Grants that deliver vocational education and training services are not subject to Goods and Services Tax (GST). For more information, contact the Australian Tax Office.

Grants distributed under this program may be treated as income by the Australian Tax Office (ATO).

We strongly recommend that, prior to applying, you seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

Information on invoices can be found on our Business Tasmania website:

www.business.tas.gov.au/manage_a_business/invoices.

13. Publicity of grant assistance

State Growth is accountable for its spending of public funds, including providing grants. As part of the accountability process, State Growth may publicise, without further notice, information about the grants provided, including the level of financial assistance, the identity of the recipient, and the purpose of the financial assistance.

If you have received a grant from State Growth:

- 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, and you consent to the disclosure of your name in this context.
- all obligations under the *Personal Information Protection Act 2004* (Tas) still apply.

The details of all successful applicants will be published on the Skills Tasmania website.

14. True and accurate information

You 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, may be required to be repaid to State Growth.

15. Right to information

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

16. Information collection and usage

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 relates, on request to State Growth.

State Growth may use and disclose the information you provide for the purposes of discharging its functions under the Program Guidelines and otherwise for the purposes of the program and related uses. State Growth may also use information received in applications and during the delivery of the project for reporting purposes.

17. 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.

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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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