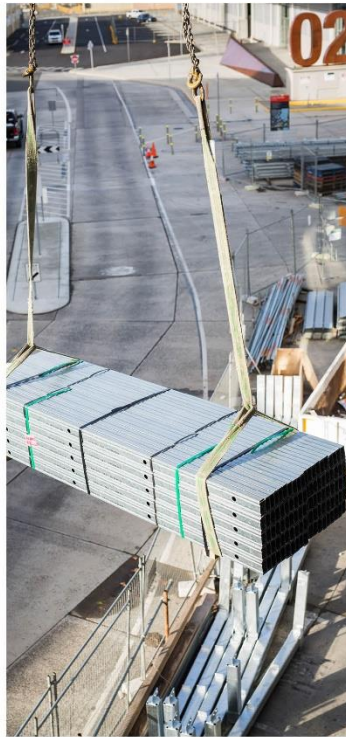
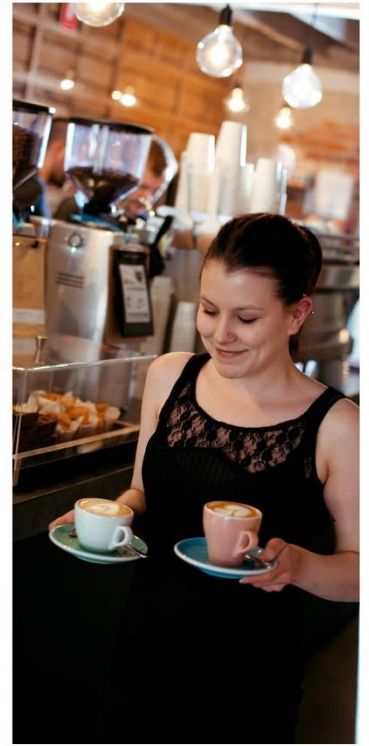


Program Guidelines



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Rapid Response – Careers in Aged Care and Disability Support

I. Aim

The Rapid Response – Careers in Aged Care and Disability Support Program (the Program) is a targeted grant developed in response to the growth of the Aged Care and Disability sectors and need for a larger workforce. It targets individuals who are unemployed, have been made redundant, are underemployed or are employed in other industries but are wanting to change career and transition into careers as aged care or disability support workers.

The only qualification that will be subsidised under this program is **Certificate III in Individual Support (CHC33015)**.

RTOs are required to partner with employers to ensure that the program design includes effective recruitment into the course, program development, mentoring and/or hosting work placements. The preferred outcome of this program is that the learner is job ready, employable and obtains employment.

RTOs are also strongly encouraged to continue to work with both the Aged and Community Services Australia – Tasmania (ACSA) and National Disability Services – Tasmania (NDS) to help promote the program within those industries.

Note: Independent validation of applications may be sought by Skills Tasmania to assist in the assessment of the application.

The Program is for the purchase of nationally recognised training. The outcome of the grant process is that the Department of State Growth enters into funding agreements with Endorsed registered training organisations (RTOs) for the delivery of training and assessment services.

The specifications of the training being purchased are described in the [nationally recognised training packages](#), which detail the units of competence, qualifications and assessment requirements.

The legislation that governs the work of Skills Tasmania is the [Training and Workforce Development Act 2013](#). The object of the Act is to “establish a system of training and workforce development that supports a skilled and productive workforce and contributes to economic and social progress in Tasmania”.

Budget allocation

The Program is a targeted grant with a budget allocation of up to \$3 million.

2. Eligibility criteria

Registered Training Organisations (RTOs) Eligibility

The following conditions determine a RTO's eligibility to apply for subsidies through the Program.

Registration

RTOs must be registered in accordance with the requirements of the Australian Skills Quality Authority (ASQA) to deliver nationally recognised training. ASQA is the national regulator for Australia's vocational education and training (VET) sector. For details go to the ASQA website www.asqa.gov.au.

Scope of registration

RTOs must only submit an application for training subsidies where **Certificate III in Individual Support (CHC33015)** is included on their scope of registration for delivery in Tasmania at the time of lodging the application.

Skills Tasmania Endorsed RTO status

RTOs must be an approved *Skills Tasmania Endorsed RTO* at the time of the grant round closing date. For more details go to https://www.skills.tas.gov.au/providers/rto/non_endorsed_rtos.

The Endorsed RTO, by its lodgement of the grant application, expressly authorises the [Australian Skills Quality Authority](http://www.asqa.gov.au) (ASQA) to release information to Skills Tasmania regarding the Endorsed RTO's registration status, including the results of any recent audits and subsequent sanctions that may have been applied.

Financial viability

RTOs applying for any Skills Tasmania grants must be financially viable at the time of applying for and for the duration of any subsequent funding agreement.

A financially viable entity is one that is not under external administration, being wound up, dissolved or trading while insolvent or where a liquidator has been appointed.

To demonstrate financial viability the RTO must be able to show, if requested, the ability to generate sufficient income to meet operating payments, debt commitments and, where applicable, to allow for growth while maintaining service levels.

In addition, by submitting an application, the applicant agrees to meet all conditions and requirements in the ***Department of State Growth (Skills Tasmania) Agreement for all Programs*** and in this document; ***Rapid Response – Careers in Aged Care and Disability Program Guidelines***.

Skills Tasmania reserves the right to amend the grant requirements, obligations or guidelines at any time prior to the completion of the grant and the finalisation of the schedule agreement with successful RTOs.

Learner eligibility

All learners accessing the Program must be a Tasmanian resident aged 15 years or over and be unemployed, have been made redundant, are underemployed or are employed in other industries wishing to transition in the aged care or disability sector at the time of enrolment into the program if successful. Note: Jobseeker learner eligibility details are available in Schedule 2.1 Clause 4.5.2 of the [Skills Tasmania Agreement](#).

The definition for **underemployed** is employed people who would prefer, and are available for, more hours of work than they currently have. They comprise:

- part-time workers who would prefer to work more hours and were available to start work with more hours, either in the reference week or in the four weeks subsequent to the survey; and
- full-time workers who worked part-time hours in the reference week for economic reasons (such as being stood down or insufficient work being available). It is assumed that these people would prefer to work full-time in the reference week and would have been available to do so.

Source: 6102.0.55.001 - Labour Statistics: Concepts, Sources and Methods, Feb 2018 (updated 26/5/2020) <https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/6102.0.55.001~Feb%202018~Main%20Features~Underutilised%20Labour~7#:~:t ext=DEFINITIONS%20USED%20IN%20ABS%20SURVEYS,work%20than%20they%20currently%20have>.

The learner cohorts that this program is focussed on may include:

- Individuals seeking employment who are currently not working or are underemployed.
- Individuals seeking to change career and are currently working in other industries.
- Individuals with a disability ([Disability Discriminations Act 1992 - https://www.legislation.gov.au/Details/C2018C00125](#)).
- Individual who are long term unemployed (defined as a duration of unemployment of 12 months or more).
- Individuals with low English proficiency/from a migrant background.

Third party arrangements

If the intention is to use a third party arrangement in the delivery of the program, RTOs must comply with [ASQA requirements](#) and provide a copy or copies of current third party agreement/s. The application must also list their details and what their role will be in the delivery of the program.

3. Application process

Program applications must be completed on-line using the SmartyGrants Management System www.smartygrants.com.au. The Help Guide for Applicants provides useful advice, particularly on accessing saved applications and printing the application prior to submission.

Applicants must register with SmartyGrants before making an online application. Registration gives secure access to the application forms allowing you to be worked on over time rather than having to complete them all at once.

Links to the Program grant application form will be available on https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/RRCACDS

Applicants should ensure that all mandatory eligibility requirements are met prior to submitting the application.

Where mandatory criteria are not met, the application will be deemed ineligible and will not be assessed or considered for grant funding.

Developing the cost per learner

The subsidy that Skills Tasmania uses to determine an appropriate funding level is based on a variable pricing model. This subsidy is based on a percentage of the full variable price. For the purposes of this grant, it provides a guide to determine the subsidy for comparison with the requested subsidy per learner. The subsidy requested must include any pre-requisite units as identified in the training package.

The components used to develop the subsidy price per learner is:

Base hourly rate	\$7.00 per hour.
Field of Education Weighting	The Field of Education Cost Weighting is designed to recognise the complexity and effort required to deliver training and assessment for that particular field and determines the variation between the different fields. If you are unable to identify the Field of Study, go to https://www.abs.gov.au/ausstats/abs@.nsf/0/E7779A9FD5C8D846CA256AAF001FCA5C which has all the Field of Study classifications which you can then link to the cost calculator FOE weighting.
Nominal hours	The Nominal hours per unit listing can be accessed at; laureldw.education.tas.gov.au/trainingpackages . Total nominal hours per learner should reflect the qualification/skill set program. This figure is the total of the actual nominal hours for the requested unit(s).
Subsidy percentage	Currently, the subsidy percentage that Skills Tasmania uses to calculate this cost under the Apprentice and Trainee Training Fund (User Choice), as an example is: <ul style="list-style-type: none"> • Certificates II & III (Subsidy price is 95% of the full cost) • Certificate IV (Subsidy price is 75% of the full cost) • Diploma (Subsidy price is 65% of the full cost)

Example (The formula used to estimate the subsidy is based on base hourly rate, multiplied by the nominal hours, Field of Education Weighting and the subsidy percentage of the full cost of the qualification):

The nominal hours for Certificate III in Individual Support might be 675 and the Field of Education is Human Welfare Studies and Services which has a weighted cost of .88. The subsidy percentage of the full cost of a Certificate III is 95%,

To calculate: $\$7.00 \times 675 \times .88 \times .95 = \$3,950.10$ (this is the subsidy).

Note: If the subsidy per learner requested is equivalent to the Skills Tasmania subsidy or has a reasonable adjustment based on the learner cohort, then those applications will rate higher. However if the subsidy requested is considerably higher than the Skills Tasmania subsidy then this may adjust the overall ranking of the application and make it less competitive.

Loadings

A loading can be applied to learners that relate to one or more of the following cohort:

- a person who is long term unemployed (defined as a duration of unemployment of 12 months or more)
- a person with a disability ([Disability Discriminations Act 1992 - https://www.legislation.gov.au/Details/C2018C00125](https://www.legislation.gov.au/Details/C2018C00125))
- a person with a low English proficiency/from a Migrant background

The selected cohort/s **MUST** be reflected in the service provided in both the training summary and learner support criteria.

Student fees

RTOs MUST offer training with no learner fees.

Value for money

Skills Tasmania acknowledges that in some instances, the costs associated with the delivery of training can exceed the subsidy calculated using the variable pricing model.

This is particularly so if the delivery of the program is challenging, e.g. in a regional or remote area or the cohort has additional needs or challenges.

Consequently costs that are higher than the subsidy rate paid by Skills Tasmania must include a justification and reflected in the application.

4. Assessment process

The Program is a competitive process where applications will be assessed on their merit and ranked accordingly.

This means that not all applications will be successful.

Applicants should ensure that the information provided in the application complies with all identified conditions in the Department of State Growth (Skills Tasmania) Agreement for all Programs, this guide and the Program application and templates.

All eligible applications will be assessed and ranked via the following process:

1. An initial assessment of applications against the mandatory conditions and checks for accuracy.
2. A selection panel will independently assess and score the submissions against identified need, how the training will be delivered, how the learner will be supported throughout their training program and the requested subsidy.

Note: Each panel member is required to sign a confidentiality and conflict of interest form. Any individual involved in the selection process who has declared a conflict of interests will not participate in any decisions involving a potential conflict.

3. The panel meets to moderate and finalise the scores and feedback comments.
4. A final ranking of applications is created. This will not exceed the funds available.
5. The recommendations will be endorsed and approval is received from the Minister's Delegate to release the funds.
6. Successful and unsuccessful applicants will be advised of the outcome.

As part of the assessment process, applications will be monitored for excessive requests by any one organisation. If this occurs, Skills Tasmania reserves the right to negotiate to adjust the application.

Also as part of this process, officers within the Department of State Growth (represented by Skills Tasmania) may seek further details from the applicant or an independent industry representative. Skills Tasmania as the purchasing body will make the final decision.

In order to meet the aims of the Program, the final mix of applications that satisfactorily address the assessment criteria, meet the minimum score and covers both the aged care and disability sectors within the available budget will be recommended for funding.

Based on the selection panel's determinations, the findings and any recommendations will be reflected in the selection report.

5. Assessment criteria

The selection criteria requires that applicants demonstrate the skills, networks and organisational capacity to meet the needs of their clients and the requirements of the qualification **Certificate III in Individual Support (CHC33015)**.

Responses to the criteria should be written with the audience in mind and consider that the members of the selection panel who will be assessing the application may not have specific knowledge about training packages and/or learner needs. Therefore the responses must be clear and not assume any prior knowledge of the industry or the history of the registered training organisation making the application.

Applicants must use the templates provided for the criteria. If they are not used, the responses will not be considered.

The maximum score for each criteria is 10 and then a weighting is applied to bring the total score possible to 100. **Submissions which score less than 50 weighted points in total will not be considered for funding.**

The total score will consist of the following:

- The quality of the information provided against criteria 1, 2 and 3.
- If the application is assessed as meeting the quality benchmark, then a further assessment is made of those applications against the requested subsidy.
- If the subsidy requested per learner is equivalent to the Skills Tasmania cost calculator or has a reasonable adjustment based on the learner cohort then those applications will rate higher.
- Other reasonable cost adjustments associated with the delivery of the Program may be considered but will require a justification to be provided in the application and the application must explain how the additional services and cost will support the particular learner cohort.

Note: If the subsidy requested is considerably higher than the Skills Tasmania subsidy then this may adjust the overall ranking of the application and make it less competitive.

- Final rankings will represent an assessment of the overall value for money of each application.

Assessment Criteria	Weighting
<p>Criteria 1 - Demonstrated need for training services</p> <p>The RTO must provide evidence why the qualification is required by employer/s and how the training will lead to employment opportunities.</p> <p>Include an outline of how the number of places have been determined, particularly if they do not match the number of places identified in the employer support.</p> <p>Evidence Guide - The selection panel will assess the application based on the following points.</p> <ul style="list-style-type: none"> • <i>There is a fully-completed employer support form from one or more employers indicating that the employer/s understand and support the RTO's work.</i> • <i>Employer support clearly shows that employers intend to employ learners and be involved in the program.</i> • <i>The number of places nominated by the employer aligns to the number of places requested by the RTO. Any excess numbers must be justified by the RTO.</i> • <i>Employer agrees to provide work placements for the learner, and may also commit to participate in recruitment of learners (helping the RTO to identify learners suitable for working in the aged care or disability sector), development of the program and/or provide workplace visits, guest speakers and/or mentoring.</i> 	40%
<p>Criteria 2 – Outline the training summary for the proposed program/s, taking into consideration the learner cohort that the program is aimed at.</p> <p>In addition to the general Certificate III in Individual Support the qualification has three specialisations – Ageing, Disability and Home and Community. The program delivery must reflect whether the focus is on the general qualification, specialisations or combination of specialisations.</p> <p>The RTO must complete a separate Training Summary for each program specialisation.</p> <p>Evidence Guide - The selection panel will assess the application based on the identified learner cohort and the following points.</p> <ul style="list-style-type: none"> • <i>The training summary aligns to the NEED addressed by the employer/s in criterion 1.</i> • <i>The training summary aligns with the INVOLVEMENT identified by the employer/s in criterion 1</i> • <i>The duration is reasonable and has been justified and suitable for the learner cohort.</i> • <i>The overview of the training program is detailed and incorporates the training and assessment methods.</i> • <i>The proposed resources that will be used and where they will be accessed from are clearly outlined.</i> 	30%

<p>Criteria 3 – Identification of learner support needs, provision of learner support service/s and or referral of learners to support service/s, taking into consideration the learner cohort that the program is aimed at.</p> <p>The RTO must outline the:</p> <ul style="list-style-type: none"> • process for identifying individual learner support needs PRIOR to the commencement of the program. • process used to ensure the learner remains an active participant in the program, and if they are unable to continue, what strategies will be put in place to ensure they exit the program with a plan or partial achievement. • methods used to refer learners to relevant support services. • LLN approach used and documented that is appropriate for the learner cohort. <p>Evidence Guide - The selection panel will assess the application based on the identified learner cohort and the following elements.</p> <ul style="list-style-type: none"> • <i>The process for identifying individual learner support are robust, provided prior to the commencement of training services and do not rely on self-assessment or identification alone.</i> • <i>The RTO's strategy to retain learners in the program and support them if they struggle to complete is reasonable.</i> • <i>The RTO provides a reference resource/s for learners that includes contact details for a wide and relevant range of Tasmanian support options for the cohort. Supporting evidence must be attached.</i> • <i>RTO staff provide some of the support services available.</i> • <i>The support services provided or referrals available include a range of services that address the major risks to learner disengagement such as mental health services, homelessness services, financial counselling, personal counselling, study assistance and mentoring.</i> • <i>An outline of the LLN approach used by the RTO is detailed that is appropriate for the cohort.</i> 	<p>30%</p>
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6. Timeframes

To ensure everyone has an equal opportunity to apply for a grant, late applications will not be accepted after the closing date and time. If there are any extenuating circumstances that may prevent applicants meeting the deadline, applicants must contact the Program Manager before the grant program closes to discuss further.

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.

All potential applicants must read the Program Guidelines carefully to determine their eligibility for funding under the program.

All program documentation, can be accessed from

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

Description	Date
Program opens	Saturday, 9am AEDT, 27 March 2021
Webinar 1	Tuesday, 10:30am AEDT, 30 March 2021
Webinar 2	Thursday, 10:30am AEDT, 1 April 2021
Program closes	Friday, 2pm AEST, 23 April 2021

7. Assessment outcomes

Arrangements for successful applicants

RTOs who are notified that they have successful applications will be required to enter into a funding agreement with the Department of State Growth, on behalf of the Crown in Right of Tasmania.

The conditions for this grant are contained in the [Department of State Growth \(Skills Tasmania\) Agreement for all Programs](#) and of the General Terms and Conditions, Program Specific Terms and Conditions and the schedules outlined in clause 3.0 of that agreement.

Note: The Department of State Growth (Skills Tasmania) Agreement for all Programs has been extended to include new schedule agreements entered into during 2019-20.

Training commencement

It is a condition of the “Program” that training in all places must commence within 12 months of a pre-defined date. The '**training can commence from**' and '**training in all places must commence by**' will be identified in the Schedule agreement and Purchasing Contract (PCID) Report. Delivery of training cannot start earlier than that date.

These timeframes may be extended by contacting the Program Manager, providing a justification to support the request.

Completion of training

Most training will be completed within a four year period. However if an additional period is required RTOs are to obtain permission from the Program Manager to extend the schedule agreement.

8. Appealing a decision

Unsuccessful applications

Applicants will be deemed unsuccessful if they cannot meet all of the eligibility requirements outlined in this guide and/or do not adequately address the assessment criteria or are ranked less competitive.

Unsuccessful applicants will be given the opportunity to receive written feedback on their application.

Appeals

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 Skills Tasmania at 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 Skills Tasmania, Department of State Growth notified you of the decision about your application.

9. Taxation and financial implications

Grants that deliver vocational education and training services under the [Department of State Growth \(Skills Tasmania\) Agreement for all Programs](#) are not subject to Goods and Services Tax (GST). For more information contact the [Australian Taxation Office](#).

10. Reporting and payments

Reporting

RTOs with a [Department of State Growth \(Skills Tasmania\) Agreement for all Programs](#) (“Agreement”) are required to report learner activity data to Skills Tasmania on a quarterly basis.

The learner activity data submitted by the RTO must be in accordance with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).

Payments

A Schedule of Purchased Training Programs is an attachment to the Agreement. The Schedule details the programs and any special conditions related to the Program and the successful applications and must be signed by both parties to be considered an executed component of the Agreement. The details within the schedules will be used to enter the payment details into the payment system “Laurel”.

Payments to Registered Training Organisations (RTOs) are based on the submission of validated learner activity data submitted by the RTO to Skills Tasmania.

Details on payment arrangements can be found in made under Section 1.2 AVETMISS Payments, Reporting and VET Research and Evaluation in the Agreement.

11. 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.

I 2. Administration and contact details

The program will be administered by Skills Tasmania, Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact with the department for any of the following reasons can be directed to the Program Manager: adultlearningfund@skills.tas.gov.au or (03) 6165 6012.

- Further information or advice on the program
- Assistance in making an application
- Further feedback on the decision of the application

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.

I 3. 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.

The names of successful RTO applicants and the training programs approved for each RTO will be made publicly available on the Program website

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

I 4. 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*.

I 5. 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.

16. 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).

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. 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.



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