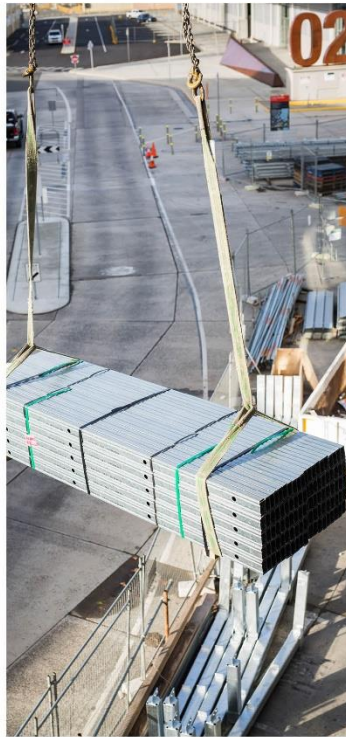
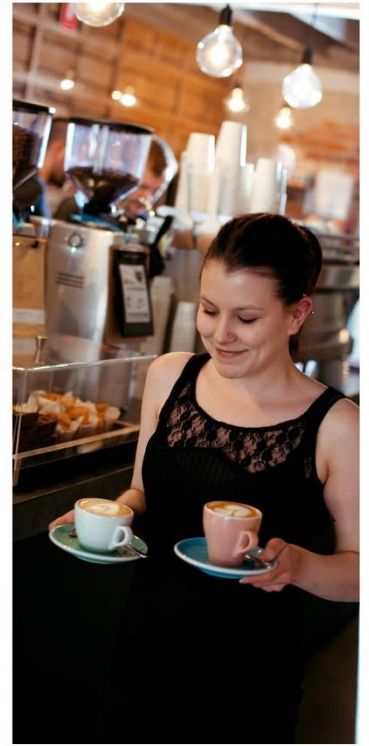


# Program Guidelines





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# I. Aim

The Skills Fund provides grants for nationally recognised training to Skills Tasmania endorsed registered training organisations (RTOs) whose grant applications are successful.

The Fund specifically targets areas of skills demand in priority industries. It supports skill sets and full qualifications where there is demonstrated need from employers.

The training helps to address the workforce skill needs of employers to increase their business productivity, growth and expansion and improves employee retention rates.

The training also supports employees to attain skills to help them do their job better and to further their careers.

The Skills Fund mandates a financial contribution from employers which is based on the size of the employing organisation.

The Skills Fund supports three partner applications – employer, industry association and business group.

If successful, RTOs enter into funding agreements with the Department of State Growth for the delivery of training and assessment services.

## 2. Eligibility criteria

### 2.1 Applicant eligibility

The following conditions outline an endorsed RTO's eligibility to apply for the Skills Fund:

#### 1. Skills Tasmania Endorsed RTO status

RTOs must be an approved Skills Tasmania Endorsed RTO at the time of applying. For more details about the endorsement process go to [www.skills.tas.gov.au/providers/rto/endorsedrto](http://www.skills.tas.gov.au/providers/rto/endorsedrto).

#### 2. Registration

RTOs must be registered in accordance with the requirements of the [Australian Skills Quality Authority \(ASQA\)](http://www.asqa.gov.au) to deliver nationally recognised training.

#### 3. Third Party arrangements

If the RTO intends to use a third party or parties in the delivery of training or assessment services, RTOs must comply with [ASQA requirements](http://www.asqa.gov.au) as they relate to third party agreements and provide a copy or copies of current relevant third party agreement/s with their application.

The information provided in the application must include the third-party contact details and outline the role of the third party in the delivery of the program.

#### 4. Scope of registration

RTOs must only submit applications for training subsidies where the qualification(s) and/or units of competency are included on their scope of registration for delivery in Tasmania at the time of lodging the application.

#### 5. Authorisation to release information

The Endorsed RTO, by its lodgement of the grant application, expressly authorises the [Australian Skills Quality Authority \(ASQA\)](#) 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.

#### 6. Financial viability

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

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

#### 7. Agreement to meet conditions and contractual obligations

By applying, the applicant agrees to meet all the conditions and requirements in the **Department of State Growth (Skills Tasmania) Agreement for all Programs** and the conditions and requirements of the Skills Fund.

#### 8. Skills Tasmania right to amend

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

## 2.2 Learner eligibility

Eligible learners for the Skills Fund program:

- Are entitled to a training place regardless of their prior qualifications.
- Can undertake more than one nationally recognised qualification, course, or skill set (including skill sets developed to reflect the needs of the employer).
- Must be employed or be a sole trader within the identified priority sectors at the time of application and, if successful, during the training period. The employment arrangement can be casual, part-time, or full-time.

If the worker is eligible for an apprenticeship or traineeship, the RTO must apply to the Apprentice and Trainee Training Fund (User Choice) grant program. It is recommended that RTOs consult with the Apprentice and Trainee Training Fund (User Choice) Program Manager, 03 6165 6027 or [userchoice@skills.tas.gov.au](mailto:userchoice@skills.tas.gov.au), if guidance or clarification is required,

Further information about learner eligibility is available on the Skills Tasmania website at [Skills Tasmania Tasmanian Government Subsidised Training \(2019-20\) – Learner Eligibility and Visa Status](#).

## 2.3 Learner ineligibility

Learners are not eligible for a subsidised place if they are:

- Currently enrolled at a Tasmanian school, as defined by the *Education Act 2016*.
- Being funded through another publicly funded training program.
- Employed by a Tasmanian government agency unless the exemption policy applies:  
[Policy Statement - Employer eligibility - subsidising employees of government.pdf \(skills.tas.gov.au\)](https://www.skills.tas.gov.au/data/assets/pdf_file/0011/276968/Exception_statement_-_Employer_Eligibility_-_Subsidising_employees_of_government.pdf)

Exemption to Government employee eligibility policy -

[https://www.skills.tas.gov.au/data/assets/pdf\\_file/0011/276968/Exception\\_statement\\_-\\_Employer\\_Eligibility\\_-\\_Subsidising\\_employees\\_of\\_government.pdf](https://www.skills.tas.gov.au/data/assets/pdf_file/0011/276968/Exception_statement_-_Employer_Eligibility_-_Subsidising_employees_of_government.pdf)

## 2.4 Priority industries

All industries will be considered in the application assessment process, however the industry sectors listed below have been identified as high growth sectors and may be given priority:

- Tourism and hospitality
- Building and construction (including Civil Construction)
- Advance manufacturing (including Maritime and Defence Manufacturing)
- Information and communications technology
- Aged services
- Disability services
- Agriculture (including Forestry)
- Aquaculture (including Maritime)
- Transport and logistics

For more information, download the current Ministerial Priorities document from the Skills Tasmania website -

[https://www.skills.tas.gov.au/data/assets/pdf\\_file/0014/201047/Ministerial\\_Priorities\\_for\\_Training\\_and\\_Workforce\\_Development\\_2018-21.pdf](https://www.skills.tas.gov.au/data/assets/pdf_file/0014/201047/Ministerial_Priorities_for_Training_and_Workforce_Development_2018-21.pdf).

## 2.5 Priority skills development

Training and assessment has been identified as a priority skills development area to address the shortages of qualified trainers and assessors in Tasmania. Specifically, the following qualification and skill sets have been deemed appropriate to address the shortages:

TAE40116 - Certificate IV in Training and Assessment  
TAESS00015 - Enterprise Trainer and Assessor Skill Set  
TAESS00013 - Enterprise Trainer - Mentoring Skill Set  
TAESS00014 - Enterprise Trainer-Presenting Skill Set

Note: Training for the above qualification or skill set is to be delivered at no cost to the learner.

## 2.5 Stream Selection

Each application must relate to only **ONE** of the following streams:

- **Employer** – choose this option when the application relates to a single employer only.
- **Industry Association** – this option should be selected when the partner organisation is making application on behalf of their client base. The association or group must be an independent body that can describe and validate the skill needs of an industry sector.
- **Business Group** – select this option when there are a group of businesses that request the same training. Employers who have different co-contribution rates must be reflected in the 'Cost and Pricing' section of the application.

### 3. Co-contributions

**The co-contribution financial payment must be paid by the business owner/employing organisation.**

It is important to read the **Department of State Growth (Skills Tasmania) Agreement for all Programs** regarding the payment and collection of the co-contribution. *Schedule 2.1 – Service Obligation 1 – Fees and Charges* file outlines the process.

**Tasmanian and Australian Government agencies and departments are ineligible for the Skills Fund.**

Contributions for full qualifications and skill sets will be based on the size of any organisation named in the application process, as follows:

|   |  |
|---|--|
| Government Business Enterprises, State Owned Companies & Local Government | 60 per cent contribution   |
| > 1000 FTEs*  | 50 per cent contribution   |
| 200-999 FTEs  | 30 per cent contribution   |
| 20-199 FTEs   | 20 per cent contribution   |
| 1-19 staff FTEs   | 10 per cent contribution   |
| Not-for-profit organisations** who have an FTE >1000                      | 30 per cent contribution   |
| Industry association applications   | Two options are available:<br>If applied for under 'General Industry'***, 20 per cent contribution<br>Or<br>if the Industry Association identifies the individual employers and the majority of employers would attract a lower co-contribution rate, the applicant may wish to consider applying via the Business group stream. |
| Licensing skill sets  | 50 per cent contribution   |

\*An FTE (full-time equivalent) is the hours worked by one employee on a full-time basis. The concept is used to convert the hours worked by several part-time employees into the hours worked by full-time employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as: 8 hours per day x 5 work days per week.

\*\*Organisation is defined as a legal entity. A legal entity can be an association, corporation, partnership, proprietorship, trust, or individual that has legal standing in the eyes of law. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur, and pay debts, sue and be sued in its own right, and to be held responsible for its actions.

\*\*\*'General Industry' refers to additional places not aligned to direct employer support and is justified by the association as being needed or where there's a reasonable mix of employers whose co-contribution ranges from 10% to 50%.



# 4. Subsidy costing and value for money

## 4.1 Determining the cost per learner

Skills Tasmania uses a variable pricing model to determine the appropriate funding for each qualification level. For the purposes of this grant, the variable pricing model provides a guide to determine the subsidy for comparison with the subsidy per learner requested by the RTO.

The subsidy requested must include any pre-requisite units as identified in the training package.

The skill set subsidy price should be based on the qualification level. If the units in the skill set come from more than one qualification, identify the qualification from which the majority of the units are sourced to determine the Field of Education. If there's a mix of units across multiple qualifications, consider intent of the skill set program and who the employer is. This will help align it to the Field of Education.

The formula used to estimate the subsidy is: the base hourly rate multiplied by the nominal hours and the Field of Education Weighting and the subsidy percentage of the full cost of the qualification.

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

|                                     |  |
|-------------------------------------|--|
| <b>Base hourly rate</b>             | \$7.00 per hour.   |
| <b>Field of Education Weighting</b> | <p>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.</p> <p>If you are unable to identify the Field of Study, go to:<br/><a href="https://www.abs.gov.au/ausstats/abs@.nsf/0/E7779A9FD5C8D846CA256AAF001FCA5C">https://www.abs.gov.au/ausstats/abs@.nsf/0/E7779A9FD5C8D846CA256AAF001FCA5C</a><br/>which contains the Field of Study classifications which can then be linked to the cost calculator FOE weighting.</p> <p>* The Australian Standard Classification of Education (ASCED) is a statistical classification for use in the collection and analysis of data on educational activity and attainment. ASCED comprises two classifications: Level of Education and Field of Education (FOE). The Subject Field of Education Identifier classification is based on the Field of Education (FOE) at the detailed level (6-digit) which is one part of the Australian Standard Classification of Education (ASCED) -<br/><a href="https://www.ncver.edu.au/rto-hub/statistical-standard-software/Subject-field-of-education-identifier">https://www.ncver.edu.au/rto-hub/statistical-standard-software/Subject-field-of-education-identifier</a>.</p> |
| <b>Nominal hours</b>                | <p>The nominal hours per unit listing can be accessed at:<br/><a href="https://laureldw.stategrowth.tas.gov.au/trainingpackages.aspx">https://laureldw.stategrowth.tas.gov.au/trainingpackages.aspx</a></p> <p>Total nominal hours per learner should reflect the qualification or skill set program. This figure is the total of the actual nominal hours for the requested unit(s).</p>  |
| <b>Subsidy percentage</b>           | <p>The prices offered by Skills Tasmania under the variable pricing model are intended to subsidise training rather than funding the full cost of qualifications.</p> <p>The percentage offered under the variable pricing model per qualification level is:</p>   |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Certificates II &amp; III - Subsidy price is 95% of the full cost</li> <li>• Certificate IV - Subsidy price is 75% of the full cost</li> <li>• Diploma - Subsidy price is 65% of the full cost</li> </ul> |
|--|--|

**For example:**

Using the Cost Calculator, to calculate the minimum subsidy: the nominal hours for Certificate III in Individual Support may be 675, 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 minimum subsidy):

| COST CALCULATOR   |                         |                    |
|---|-------------------------|--------------------|
| Qualification/Skill Set Price Worksheet   |                         |                    |
| Enter the Total Number of Hours   | 675                     |                    |
| Enter the FoED Cost Weighting   | 0.88                    |                    |
| <b>Qual/Skill Set Price</b>   | <b>4158</b>             | <b>Hourly rate</b> |
| Qual Price Cert II & III (2015 Subsidy - price less 5%)   | <b>3950.10</b>          | 5.85               |
| Qual Price Cert IV (2015 Subsidy - price less 25%)  | <b>3118.50</b>          | 4.62               |
| Qual Price Diploma (2015 Subsidy - price less 35%)  | <b>2702.70</b>          | 4.00               |
| Notes: The skill set subsidy price should be based on the qualification level. If the units in the skill set come from more than one qualification, identify the skill set as a whole to determine the Field of Education.<br>The FoED can be identified by looking up the qualification/unit on <a href="http://training.gov.au">training.gov.au</a> |                         |                    |
| <b>Field of Education (FoED) Cost Weighting</b>   |                         |                    |
| <b>FoED</b>   | <b>FoED Cost Weight</b> |                    |
| Accounting  | 0.8                     |                    |
| Aerospace Engineering and Technology  | 1.25                    |                    |
| Agriculture   | 1.12                    |                    |
| Architecture And Urban Environment  | 1.14                    |                    |

The Cost Calculator can be downloaded from the Skills Fund webpage:

[https://www.skills.tas.gov.au/providers/rto/funding\\_programs\\_for\\_endorsed\\_rtos/skills\\_fund\\_-\\_existing\\_worker](https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/skills_fund_-_existing_worker).

Applications requesting a price considerably higher than the Skills Tasmania subsidy price must be accompanied by justification for the higher price.

Applications for prices above the Skills Tasmania price that do not include justification for the higher price may be less competitive. See section 4.2 for more detail.

## 4.2 Value for money

The subsidy aims to cover a percentage of the cost of providing training as calculated by Skills Tasmania using the variable pricing model.

Skills Tasmania acknowledges that in some instances, the cost of providing training can exceed the subsidy price determined by the variable pricing model.

For example, the costs of providing training in areas outside major Tasmania cities or towns – including trainer travel costs - can incur additional costs for RTOs that are above the 100% subsidy.

**Regional training loadings are only paid where RTO trainers travel to Tasmanian areas that are eligible to attract this loading and do not apply where the training is online.**

For the purposes of applying the ‘regional’ training loading, the following Tasmanian areas are considered regional:

1. all of the East Coast
2. all of the West Coast
3. North West: 15km+ from Burnie and Devonport
4. North/North East: 25km+ from Launceston
5. Southern Regions: 25km+ from Hobart

RTOs may also be required to provide a level of support to learners that exceeds the level usually required by learners to participate in and complete their training.

Where an RTO is required to provide a higher level of support than is usual to support a particular cohort, the RTO may apply for prices above the subsidy rate offered by Skills Tasmania. Each application must include a detailed rationale to justify the higher price and the need for the additional costs must be reflected in the application.

The justification must include what the additional amount to the cost per learner is and an outline of the support, service or benefit will be provided to the learner or to the program delivery.

Additional grant conditions may be applied by Skills Tasmania where a higher subsidy is approved. Skills Tasmania may require evidence of an employer financial contribution towards training and assessment costs for the learners.

# 5. Application process

## 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.

Applications must be completed using the SmartyGrants online grant management system:  
[www.smartygrants.com.au](http://www.smartygrants.com.au).

The Help Guide for Applicants provides advice to users, including how to access saved applications and print applications prior to submitting.

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

Following the submission of applications applicants will receive an automatic acknowledgement of receipt of their application. This receipt will include details of the application and provides unique application ID.

The application form is available at:  
[https://www.skills.tas.gov.au/providers/rto/funding\\_programs\\_for\\_endorsed\\_rtos/skills\\_fund\\_-\\_existing\\_worker](https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/skills_fund_-_existing_worker).

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

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

# 6. Assessment criteria and process

## 6.1 Assessment Criteria

The assessment criteria require applicants to demonstrate the need for the training, detail the plan for the delivery of the training and outline the support that will be provided to learners.

Applicants must use the mandated templates provided to support claims made in the criteria. If they are not used, the responses may not be considered.

### Criterion 1 - Demonstrated need for training services

The RTO must outline why the qualification is required by the employer/s and provide direct written evidence from each employer as to the need for the training and the specific training outcome/s needed by each employer.

**The intent of this criterion** is for the applicant to provide evidence that the proposal is driven by the employer.

To address this criterion, applicants must:

Identify if the employer's business operates in one of the identified priority industry sectors; and

*For an Employer or Business Group application:*

- Provide a fully completed and sufficiently detailed employer support form from one or more employers indicating that the employer/s understand and support the RTO's submission.
- Ensure that the support clearly articulates the employer's business imperative and need for this training.
- Ensure that the employer/s have been involved in the development and design of the program and understand the proposed timeframe if successful.
- Ensure that the employer/s have clearly articulated what this training will achieve and what their success measures will be.

*For an Industry Association application:*

- Provide a fully completed industry association support form identifying the main reasons the MEMBERS say they want this training.
- Ensure the industry association support identifies all interested employers who have expressed interest in the training program and as well providing the number of employees to undertake training and the need for the training. Evidence from each employer MUST be in the form of one of the following:
  - Response to an expression of interest.
  - A completed employer support form/s that is supportive of the RTO's submission.
  - An email that identifies the training program (qualification/skill set), number of employees for each program and the need for this training.
- Ensure the industry association submission aligns with the individual employer's numbers and need.
- Ensure the industry association states that their MEMBERS have been involved in the development and design of the program and understand the proposed timeframe if successful.
- Ensure the industry association support form clearly articulates what this training will achieve.

Weighting 50%

## **Criterion 2 – Training program summary/summaries**

For each qualification or skill set applied for, the RTO must provide a fully-completed training summary. The summary must show how the program will be delivered to meet the identified need, the structure, duration, and resources to be used in the delivery of the program.

**The intent of this criterion** is to ensure the RTO has developed the program to reflect employer and industry needs, the program can be delivered in a reasonable timeframe taking into account the learner's needs and the program reflects the requirements of the training package.

To address this criterion, the applicant must:

- Provide a fully completed training summary for each qualification or skill set applied for.
- Ensure that the training approach includes and aligns with the role of the employer/s.
- Ensure that the duration is sufficient, has been justified and is suitable for the learner cohort.

Weighting 30%

### Criterion 3 – Learner support

The RTO must outline its strategy to identify individual learner support needs, how it will provide learner support service/s where required and/or how it will manage the referral of learners to support service/s appropriate to the learner cohort where the support is not provided by the RTO.

**The intent of this criterion** is to ensure there are mechanisms in place to support the learner to help them complete their training. The support identified should be in proportion to the experience and existing knowledge of the learner and reflect any risks associated with the delivery of the training program.

To address this criterion, the applicant must ensure that:

- The RTO's strategy includes retaining learners in the program. This should include a range of services that address the major risks to learner disengagement for the cohort.
- The support services in place should be appropriate for the cohort to ensure they learn in a safe and secure environment (this may include physical and mental health support). Supporting evidence may be attached.
- The LLN approach is appropriate for the learner cohort.

Weighting 20%

## 6.2 Assessment process

The Skills Fund is a competitive grant program where applications will be assessed on their merit and ranked accordingly. This means that not all submissions 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, these guidelines and the Skills Fund application.

### Quality Benchmark

The quality benchmark is based on the score given to each criterion.

The highest score for each criterion is 10 with the weighting applied to bring the total possible score to 100. Submissions deemed as minimally addressing all the criteria and receiving a score of less than 50 points will not be considered for funding.

### Costing Score

The costing score is based on comparing the requested subsidy to the variable pricing model and the justification for additional funds.

- 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 is equivalent to the Skills Tasmania subsidy or a reasonable justification is provided, those applications will rate higher.
- If the subsidy requested is considerably higher than the Skills Tasmania subsidy, this may adjust the ranking of the application and deem it less competitive.

Reasonable justification is defined as the RTO providing a justification of a higher price that can be evidenced by either delivery in remote/regionally areas or there are higher costs that are clearly explained and/or costed. Final rankings will represent an assessment of the overall value for money of each application.

## **Total score**

The total score consists of the Quality Benchmark and the Costing Score.

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

1. An initial assessment of applications against the mandatory conditions.
2. A selection panel will independently assess and score the applications against industry priority, the criteria and the amount of 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 for unsuccessful applications.
4. A final ranking of applications will be sorted by highest to lowest scores. The total program value for each application will be added to determine what can be funded.

During the selection process, the Program Manager may seek further details from the applicant or an independent industry representative. Skills Tasmania as the purchasing body will make the final decision.

As part of the assessment process, applications will be monitored for an amount of training places or prices that cannot be justified by any one organisation. If this occurs, Skills Tasmania reserves the right to negotiate to adjust the application.

To ensure the aims of the Skills Fund are achieved, the applications recommended by the panel for approval will represent an equitable mix of applications that satisfactorily address the assessment criteria, meet a benchmark score, and together cover the broadest possible mix of Tasmanian regions and industries.

Based on the Selection Panel's determinations, any findings and recommendations will be used as the basis for a selection report.

The selection report, which includes funding recommendations is submitted to the General Manager, Skills Tasmania for approval.

## 7. Timeframes

To ensure no applicant has an advantage, late applications will not be accepted.

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 and to ensure than any arising issues that may impact lodgement are resolved prior to the closing time.

Applications lodged before the closing time can be reopened by Skills Tasmania to allow applicants to amend an application, but any reopened application must be resubmitted before the closing time.

Grant documentation can be accessed

from:[https://www.skills.tas.gov.au/providers/rto/funding\\_programs\\_for\\_endorsed\\_rtos/skills\\_fund\\_-\\_existing\\_worker](https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/skills_fund_-_existing_worker).

| <b>Description</b> | <b>Date</b>             |
|--------------------|-------------------------|
| Program opens      | 16 October 2021         |
| Webinar 1          | 10:30am 19 October 2021 |
| Webinar 2          | 10:30am 22 October 2021 |
| Program closes     | 16 November 2021        |



# 8. Grant application outcomes

## 8.1 Arrangements for successful applicants

The conditions for the funding of these grants 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.

Successful applicants will be required to enter into a schedule agreement with the Department of State Growth, on behalf of the Crown in Right of Tasmania.

A Schedule of Purchased Training Programs (schedule agreement) is an attachment to the Department of State Growth (Skills Tasmania) Agreement for all Programs.

The schedule agreement details the qualifications, prices and number of places approved and any special conditions.

The agreements must be signed by both parties to be considered an executed component of the Department of State Growth (Skills Tasmania) Agreement for all Programs.

## 8.2 Training commencement and completion timelines

### Training commencement

It is a condition of the Skills Fund program that training in all places must commence within 8 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 the Purchasing Contract ID (PCID) Report. Delivery of training cannot start earlier than that date.

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

### Training completion

Most training will be completed within a four-year period. These timeframes may be extended by contacting the Program Manager and providing a justification to support the request.

# 9. Appealing a decision

## 9.1 Unsuccessful applications

Applicants will be deemed unsuccessful if they cannot meet all the eligibility requirements outlined in these guidelines and/or do not adequately address the assessment criteria.

Unsuccessful applicants will be given the opportunity to receive written feedback on their application and may reapply in future grant rounds.

## 9.2 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](mailto: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.

# 10. 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](#).

# 11. 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 Department of State Growth (Skills Tasmania) Agreement for all Programs. The schedule agreement details the qualifications, prices and number of places approved and any special conditions.

The schedule agreements must be signed by both parties to be considered an executed component of the Department of State Growth (Skills Tasmania) Agreement for all Programs.

Payments to RTOs are based on the submission of validated AVETMISS 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.

# 12. 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 3. 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: via email [theskillsfund@skills.tas.gov.au](mailto:theskillsfund@skills.tas.gov.au) or phone (03) 6165 6012.

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

## I 4. 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 Skills Fund webpage:

[https://www.skills.tas.gov.au/providers/rto/funding\\_programs\\_for\\_endorsed\\_rtos/skills\\_fund\\_-\\_existing\\_worker](https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/skills_fund_-_existing_worker).

## I 5. 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 6. 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.

## I 7. 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 \(Cwlth\)](#).

## 18. 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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