

Apprentice and Trainee Training Fund 2027

Grant Program Guidelines



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1. Aim

The Tasmanian Government is committed to developing a skilled, inclusive and adaptable workforce through targeted investment in vocational education and training (VET) that responds to current and emerging industry needs and supports learners to achieve sustainable employment outcomes. As outlined in the Tasmanian Skills Plan, Tasmanian Government investment in training is focused on aligning skills development with workforce demand, supporting learners to succeed, and building a stronger and more connected skills system. This includes prioritising training pathways that address skills shortages, strengthen workforce participation, and support industries critical to Tasmania's economic growth and future prosperity.

To support these objectives, Skills Tasmania's Apprentice and Trainee Training Fund (ATTF) provides grant funding to eligible Registered Training Organisations (RTOs) to deliver subsidised training, assessment and learner support services for Tasmanian apprentices and trainees. Consistent with the Tasmanian Skills Plan, the Fund supports quality training that is responsive to industry demand, accessible across Tasmania, and aligned with the needs of employers, learners and the broader workforce.

Specifically, the ATTF supports apprenticeships and traineeships as a key pathway for developing a skilled and job-ready workforce. The Fund aims to attract, retain and support apprentices and trainees to successfully complete their training, equipping them with the skills, knowledge and capabilities required to contribute to Tasmania's current and future workforce needs. Through investment in apprenticeship and traineeship training, the Fund supports learners to gain nationally recognised qualifications while helping employers meet workforce demands and build capability across priority industries.

2. Funding available

The Fund is administered by Building Tasmania, through Skills Tasmania, which manages Tasmania's government-funded training and workforce development system in partnership with industry, training providers and employers, and in accordance with the *Training and Workforce Development Act 2013*.

The ATTF is a rolling grant program that is released annually. Applications for each annual round close on the first day of the final month of the applicable calendar year.

Approval of applications is subject to budget being available.

3. Eligibility

3.1. Eligible applicants

To be eligible for a grant you must:

- a) be an 'Eligible' RTO, which includes TasVET Suppliers and RTOs previously 'Endorsed' by Skills Tasmania
- b) have the qualification/s, included on the RTO's scope of registration for delivery in Tasmania.

Note: Current TasVET Suppliers will not need to provide evidence of financial viability or insurance coverage. All other applicants will be required to provide evidence of the following at the time of applying:

- c) financial viability (applicants must provide financial statements for 2023, 2024 and 2025. If you are yet to prepare FY2025 statements, you must provide management accounts from Xero, MYOB or equivalent)
- d) a current contract of public liability insurance for at least \$20 million for:
 - o each individual claim; and
 - o 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 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.

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.

Applications submitted by a third party will not be accepted without evidence of permission in the application. Where training is to be delivered under a third-party arrangement, the third-party agreement will be required to be submitted as part of the application process. All third-party agreements must comply with the applicable requirements of the Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations (RTOs) 2025, including the Outcome Standards, Compliance Standards and Credential Policy.

3.2. Ineligible applicants

Any RTO that is not a TasVET Supplier or an RTO that has not previously been 'Endorsed' by Skills Tasmania, is ineligible.

TasTAFE is ineligible 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 existing Skills Tasmania funding arrangements.

3.3. Eligible learners

A learner must meet the eligibility requirements set out in the Skills Tasmania Learner Eligibility for Government Training Subsidies Policy Statement and be an apprentice or trainee with a registered training contract in Tasmania. Learners can be new or existing workers, school aged learners or previously qualified apprentices or trainees.

Training contract

The learner must be an apprentice or trainee and therefore a signatory to an active and registered training contract approved by the Tasmanian Traineeships and Apprenticeships Committee (TTAC) and be able to meet the obligations of the training contract and all applicable TTAC policies.

School-based apprentices and trainees

Subsidies for school-based apprentices and trainees will not be paid where the school at which the apprentice or trainee is enrolled is also the RTO providing training and assessment or if the RTO is the Tasmanian Department of Education, Children and Young People (DECYP).

Apprentices and trainees previously funded under the ATTF

Apprentices and trainees with a qualification that was subsidised within the past five (5) years will be eligible for further ATTF subsidies for a subsequent qualification if:

- the qualification is unrelated to any previous subsidised qualification.
- the apprentice or trainee progresses from a Certificate II to a Certificate III qualification within the same training package within 12 months of completing the previous subsidised qualification.
- a subsequent version of the same qualification is deemed non-equivalent to the previously subsidised qualification, indicating significant changes and/or additions that result in a different vocational outcome.
- there are changes to, or the introduction of Government standards, licensing or legislation requires staff to update their qualification.

Eligible learners will also need to meet any course specific essential entry requirements, or other applicable eligibility conditions set out in the [Skills Tasmania Grant Agreement and Standard Conditions Manual](#).

3.4. Ineligible learners

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

- are not a Tasmanian resident
- are currently funded for the same training by any government funding source (local, State or Australian)
- have been subsidised through the ATTF for the same qualification within the past five (5) years
- do not satisfy the eligibility requirements outlined in the Skills Tasmania Learner Eligibility for Government Training Subsidies Policy Statement which covers
- eligible visa status, ineligible government employees, and restrictions on RTOs training their own staff.

3.5. Eligible expenditure

Funding is available for the delivery of nationally recognised training, assessment, and learner support services to eligible learners for qualifications approved by Skills Tasmania as apprenticeships or traineeships which may be undertaken under a training contract in Tasmania. The list of approved qualifications is available on the [Skills Tasmania website](#).

The training must provide learners with the opportunity to strengthen and/or develop their skills, knowledge and understanding of the industry that directly 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 their 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 ATTF:

- Training in qualifications not approved by Skills Tasmania as eligible for delivery as an apprenticeship or traineeship under a training contract in Tasmania.
- Training demand that is better serviced by other Skills Tasmania grant programs, such as the Building a Skilled Workforce – Existing Worker Fund.

3.7. Application conditions

Mandatory declarations

All eligible applicants are required to complete mandatory 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 for Government Training Subsidies policy
 - the Skills Tasmania Registered Training Organisation Standard Conditions Manual; and
- a current compliance history regarding all RTO regulatory 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.

4. Assessment criteria

Applications that meet the eligibility criteria will be assessed against the assessment criteria. The application form requires applicants to address each criterion individually and to attach relevant evidence to support claims made in addressing the criterion.

To reduce the size of applications all written responses have a strict word limit of 250 words.

Advice for TasVET Suppliers

Skills Tasmania has established the TasVET Supplier Program to recognise high performing RTOs that can deliver Tasmanian Government subsidised training where and when it is needed. The TasVET Supplier Program provides a framework that incentivises high performance through access to streamlined funding applications and opportunities for longer-term funding arrangements.

A shorter application form will be provided for TasVET Suppliers, and specific assessment criteria are detailed in section 4.1 below.

For the 2027 Apprentice Trainee Training Fund, TasVET Suppliers will not be required to provide responses against assessment criterion 2 (Learner outcomes) and assessment criterion 3 (Employer and industry outcomes). TasVET Suppliers have already demonstrated their capacity for high-quality delivery through the TasVET Supplier Program eligibility assessment of quality parameters 1 (Learners needs are met) and quality parameter 2 (Employers are satisfied with training services). TasVET Suppliers will automatically be allocated the highest score for each of these criteria.

The RTO's TasVET Supplier status on the date the application is commenced by the applicant should be used to determine which assessment criteria are relevant to the applicant type.

4.1. Assessment criteria for TasVET Suppliers

Section 4.1. only applies to approved TasVET Suppliers.

If your RTO is NOT an approved TasVET Supplier, please proceed to section 4.2.

Assessment criteria	
Criterion 1 – Demonstrated need – 15% Please answer the following questions and provide evidence to support your claim where applicable.	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 for each training product?	
Criterion 2 – Learner outcomes – 35%	- No response required for TasVET Suppliers - Maximum total scores are awarded for this criterion for TasVET Suppliers
Criterion 3 – Employer and industry outcomes – 20%	- No response required for TasVET Suppliers - Maximum total scores are awarded for this criterion for TasVET Suppliers
Criterion 4 – Capacity to deliver – 30% Please answer the following questions and provide evidence to support your claim. Please be specific in your response, refer to staff positions, staff ratios to the number of learners etc	Sample evidence
Element 4A – 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
Element 4B – What administrative staff will be involved in supporting the setup of service delivery, administering the Student Management System, monitoring learner progress and certifying graduates?	

Element 4C – What facilities and equipment will be used to deliver each requested training product? Does the RTO (or third party) own the assets, hire the assets, have an arrangement to access the assets or a combination?	• Training staff skills/experience/qualification matrices. • MOU with job referral agencies • Asset list mapped to specific units • Session plans • Learning resources • Contracts with third party suppliers or partners Note 1: Please ensure that your response is sufficiently detailed to enable assessors to understand who is doing what, when, where and how. (Do not say something like the Ami team will do ...). Note 2: RTOs are not required to own all facilities and equipment but must demonstrate timely access to the facilities and equipment required to deliver the specific training product to the proposed number of learners.
Element 4D – Who will be delivering the training and assessment services for each requested training product?	
Element 4E – How have you ensured that training and delivery staff have appropriate skills, experience and qualifications?	
Element 4F – What learning resources will be provided to learners for each training product?	
Element 4G – Who will be delivering support services to learners, how will they do this and what skills do they have in relation to student support?	
Element 4H – 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?)	
Element 4I – What are the delivery logistics for each training product? (Delivery locations, delivery duration, contact hours, worksite visits, online learning, attendance patterns, amount of self-directed study etc).	

4.1.1. Supporting evidence

Applicants should attach evidence to support any claims made against criteria 1 and 4.

Where there is no evidence to support claims made or the information provided in the application is unclear, 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. Assessment criteria for RTO's previously 'Endorsed' by Skills Tasmania

Those RTO's who were previously endorsed by Skills Tasmania but have not yet applied and been approved as a TasVET Supplier will need to provide responses and evidence for all four assessment criteria under this section.

TasVET Suppliers only need to complete section 4.1.

Assessment criteria	
Criterion 1 – Demonstrated need – 15% Please answer the following questions and provide evidence to support your claim where applicable.	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 for each training product?	
Criterion 2 – Learner outcomes – 35%	Sample evidence
Element 2A – 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. Note 1: Any evidence which includes a learner's name must have the learners name redacted. Note 2: Learner support needs are not limited to language, literacy and numeracy (LLN), as detailed in Section 4.3 below.
Element 2B – 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 2C – 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 2D – How do you intend to measure learner satisfaction? (Your supporting evidence must demonstrate how you have done this previously).	

Criterion 3 – Employer and industry outcomes – 20%	Sample evidence
Element 3A – 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 3B – 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 3C – 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 4 – Capacity to deliver – 30% Please answer the following questions and provide evidence to support your claim. Please be specific in your response, refer to staff positions, staff ratios to the number of learners etc	Sample evidence
Element 4A – 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. • MOU with job referral agencies • Asset list mapped to specific units • Session plans • Learning resources • Contracts with third party suppliers or partners
Element 4B – What administrative staff will be involved in supporting the setup of service delivery, administering the Student Management System, monitoring learner progress and certifying graduates?	
Element 4C – What facilities and equipment will be used to deliver each requested training product? Does the RTO (or third party) own the assets, hire the assets, have an arrangement to access the assets or a combination?	
Element 4D – Who will be delivering the training and assessment services for each requested training product?	

Element 4E – How have you ensured that training and delivery staff have appropriate skills, experience and qualifications?	Note 1: Please ensure that your response is sufficiently detailed to enable assessors to understand who is doing what, when, where and how. (Do not say something like the Ami team will do ...). Note 2: RTOs are not required to own all facilities and equipment but must demonstrate timely access to the facilities and equipment required to deliver the specific training product to the proposed number of learners.
Element 4F – What learning resources will be provided to learners for each training product?	
Element 4G – Who will be delivering support services to learners, how will they do this and what skills do they have in relation to student support?	
Element 4H – 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?)	
Element 4I – What are the delivery logistics for each training product? (Delivery locations, delivery duration, contact hours, worksite visits, online learning, attendance patterns, amount of self-directed study etc).	

4.2.1. Supporting evidence

Applicants should attach evidence to support all claims made.

Where there is no evidence to support claims made or the information provided in the application is unclear, 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.

4.3. 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 instructions 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 support in their local community (e.g. youth support networks).

5. Timeframes

This is a rolling grant, and applications can be submitted at any time up until 1 December 2027. No applications will be accepted after the closing date.

It is a condition of the ATTF that training in all places must commence between 1 January and 31 December in the 2027 ATTF grant year and training cannot start earlier than the nominated 'training can commence from' date listed in the Agreed Budget of the executed Grant Agreement.

Description	Date/time
Fund opens for applications	17 November 2026
Fund closes	1 December 2027
Applicants notified	Minimum of 3 weeks after submission

6. Contact details

For information about the Apprentice and Trainee Training Fund, contact:

- Grant Program Manager, Skills Tasmania
- atf@skills.tas.gov.au
- 03 6165 6023

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 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.

Check the qualification is approved as an apprenticeship/traineeship pathway in Tasmania – <https://laureldw.stategrowth.tas.gov.au/default.aspx>

2. **Start:** The application form is available at: <https://skills.smartygrants.com.au/27ATTF>
3. **Confirm:** Ensure all information and documentation are 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 independent assessors. Grant recommendations will be made to the appropriate delegate to make a determination.
6. **Notification:** We will notify you with the outcome of your application in writing.

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.

8. Calculating training subsidies

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 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.

RTOs applying for ATTF grants can only apply for a grant if the qualification(s) is approved by Skills Tasmania as a subsidised apprenticeship/traineeship and appears on the Skills Tasmania approved apprenticeships and traineeships list. The list of qualifications approved by Skills Tasmania, along with subsidy rates, are published on the Skills Tasmania website at <https://laureldw.stategrowth.tas.gov.au/default.aspx>.

The amount of the ATTF subsidy paid by Skills Tasmania, as well as any costs that may be payable by the employer or the apprentice/trainee, must be communicated to the employer and the apprentice/trainee by the RTO before or at enrolment.

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.

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.

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
- whether the requested training product(s) are identified in the Government Funded Priority Courses list, and
- Skills Tasmania checking the accuracy and reliability of any evidence provided to support requests for higher subsidies.

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. Advice for interstate RTOs

For interstate RTOs delivering training in Tasmania, it is expected that applicants consider costs regarding planned travel to Tasmania to undertake training and assessment services, and workplace support for apprentices and trainees, when determining a subsidy request. RTOs should consider the Subsidy Policy, and the requirements set out in the Skills Tasmania Grant Agreement and Standard Conditions Manual as part of its rationale.

The location of the RTO and costs associated with learners attending training will be considered as part of the decision-making process.

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 appropriate delegate: first, an assessment of the application against the assessment criteria, followed by the allocation of funding.

9.1. Assessment process

The assessment process is conducted by independent assessors, 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.

An example of the scoring rubric used for the assessment process is provided below.

ATTF 2027 - Assessment Rubric

		Clearly evidenced all aspects of the element	Provided a mix of clear and adequate evidence for all aspects of the element	Adequately evidenced all aspects of the element	Provided a mix of clearly evidencing and not evidencing all aspects of the element	Provided a mix of adequately evidencing and not evidencing all aspects of the element	Did not evidence any aspect of the element in the written response
		6	5	4	3	2	1
Clearly addressed all aspects of the element in the written response	6	12	11	10	9	8	7
Provided a mix of clearly and adequately addressing all aspects of the element in the written response	5	11	10	9	8	7	6
Adequately addressed all aspects of the element in the written response	4	10	9	8	7	6	5
Provided a mix of clearly addressing and not addressing all aspects of the element in the written response	3	9	8	7	6	5	4
Provided a mix of adequately addressing and not addressing all aspects of the element in the written response	2	8	7	6	5	4	3
Did not address any aspect of the element in the written response	1	7	6	5	4	4	2

Please note that assessors allocate a score for the written response and then allocate a score for the evidence provided for each element within a criterion.

A benchmark score, representing an acceptable minimum standard of quality, is determined by the scoring rubric. Applications that do not meet this benchmark are unlikely to be considered for funding.

Requests for subsidies higher than the Government Subsidy Amount are also scrutinised during the assessment process.

9.2. Funding allocation

Skills Tasmania aims to maximise public benefit and positive outcomes for the Tasmanian community in each funding round.

Applicants must only apply for a number of training places that either match previous take-up under the ATTF or a number that is supported by an employer(s) in writing. Applications for a qualification(s) with a number of places that cannot be verified by previous take-up, or the written commitment of an employer(s) may not be approved.

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 allocate a lower number of training places than requested. The following factors may be considered in the final allocation of places:

- the Government Funded Priority Courses list

- the economic value of the qualifications 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 funding agreements
- the location of the RTO and costs associated with learners attending training.

9.3. 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.

10. Funding agreement, reporting and payments

10.1. Grant agreements for successful applicants

Applicants that are approved for an Apprentice and Trainee Training Fund grant will be required to enter a *Building Tasmania, Skills Tasmania Grant Agreement* 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.

10.2. Training commencement and completion timelines

It is a condition of the ATTF that training in all places must commence between 1 January and 31 December in the ATTF grant year.

Training cannot start earlier than the nominated 'training can commence from' date.

The 'training can commence from' and 'training must commence by' dates will be identified in the Agreed Budget attached to the grant agreement.

Payments will not be made for units reported through AVETMISS data that indicate that training and/or assessment services commenced prior to the approval of an ATTF grant.

10.3. Applying for replacement qualifications

Where a grant has been approved and the qualification has been superseded, the RTO must apply to Skills Tasmania to replace the qualification on their current ATTF funding agreement using the Apprentice and Trainee Training Fund variation application (available from the Skills Tasmania website) regardless of the equivalence or non-equivalence of the qualification.

10.4. Adding new qualifications to an existing grant agreement

Where an RTO holds a 2027 ATTF grant agreement and wishes to add new qualifications to its ATTF delivery schedule during the calendar year, a new application to the 2027 ATTF grant round is required. Applicants in this circumstance will be offered a streamlined application form. The link to this application form is provided in section 7 of these Guidelines.

10.5. Reporting and payments

10.5.1. Reporting

RTOs with a Building Tasmania (Skills Tasmania) Grant Agreement 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](#).

10.5.2. 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 Building Tasmania (Skills Tasmania) Grant Agreement and Standard Conditions Manual.

Each approved training place that is allocated to an eligible apprentice/trainee continues to attract the approved subsidies until the apprentice/trainee either completes the qualification, their training contract is cancelled, or they transfer to another RTO.

RTOs are not required to reapply each year for grants for apprentices or trainees who are already receiving subsidised training under the ATTF, unless the apprentice/trainee's training contract is cancelled, and the apprentice/trainee recommences or changes their qualification but remains with the same RTO.

The exception is when an apprentice/trainee's training contract is cancelled, and they recommence with a new employer in the same qualification in the same calendar year as their original allocation to an ATTF-subsidised place. In this case the apprentice/trainee will continue to attract ATTF subsidies under the new employer.

If in doubt as to whether a new place should be allocated to an apprentice/trainee who has recommenced, please contact the Grant Program Manager for advice.

10.5.3. Adding additional places to an ATTF grant

RTOs with an approved 2027 ATTF grant agreement, with Item 9 (clause 4.2) Deemed Change Request applied, can increase training places for qualifications approved for delivery under their original agreement once all of the RTO's initial approved places have been allocated to apprentices and/or trainees, subject to budget being available.

Once the initial allocation of training places has been exhausted, and if the RTO reports AVETMISS data which shows, for the period covered by the report, an increase in the number of eligible learners receiving training in relation to an approved qualification, this may be considered as a Deemed Change Request to amend the number of training places by the number of additional places in the report. If approved, a revised Agreed Budget will be issued to the RTO.

RTOs with an approved 2027 ATTF grant agreement, with Item 9 (clause 4.2) Recipient Change Request applied will be restricted to the volume of training places outlined in the Agreed Budget. The RTO is unable to add additional training places for the approved qualifications without prior approval from Skills Tasmania. Variations to the Agreed Budget will only be considered in exceptional circumstances.

Skills Tasmania reserves the right to withhold increasing an allocation where: the RTO is unable to demonstrate that it has fully exhausted the initial allocation for a qualification, there is an active complaint, ASQA action or pending action in effect, issues have arisen through Skills Tasmania's ongoing monitoring process, or if the RTO has outstanding reporting or other compliance matters. All changes to allocations are subject to budget being available.

11. Apprenticeship and Traineeship delivery requirements

RTOs play a critical role in supporting employers, apprentices and trainees to successfully complete their training and achieve the skills and knowledge required for their qualification. To fulfil this role, RTOs must comply with all relevant Tasmanian Traineeships and Apprenticeships Committee (TTAC) policies and requirements, including those relating to training commencement, training plans, learner support, assessment, completion, records management through eVET, and communication of training arrangements.

The requirements outlined in this section reflect TTAC policies established under the *Training and Workforce Development Act 2013* and are intended to support RTOs to understand and meet their obligations, ensuring consistent, high-quality training delivery and appropriate support throughout the life of the training contract and associated ATTF funding arrangements.

11.1. Training commencement

The RTO must not commence training before:

- the commencement date of the Training Contract, and
- approval and registration of the Training Contract by Skills Tasmania, and
- the nominated 'training can commence from' date on the Skills Tasmania grant agreement.

11.2. Planning for Training

Where the pre-training review indicates that training in the qualification nominated on the training contract is not suitable for the individual or is not relevant to their work duties, the RTO should contact the relevant Apprentice Connect Provider to facilitate a discussion with the employer and apprentice or trainee about changing to a suitable qualification.

11.3. Training Plan

- The RTO must develop a Training Plan in consultation with the Apprentice or Trainee and the workplace supervisor/employer within:
 - three months of the training contract registration date; or
 - one month for school-based learners.
- The training plan must contain information that adequately details the qualification being undertaken, including the core and elective units selected to achieve the qualification, training and assessment methods, agreed training and assessment dates and any apprentice or trainee support needs.
 - Note – The Training Plan template example available on the Skills Tasmania website may be adapted to meet the needs of the RTO and the parties to the training contract.
- For school-aged learners undertaking full-time, part-time or school-based apprenticeship or traineeship, the RTO is to provide a copy of the training plan to the Education Authority

(Tasmanian Department for Education, Children and Young People, Office of the Education Registrar; Catholic Education Tasmania, and Independent Schools Tasmania).

- The RTO must review the training plan with the apprentice or trainee and the employer regularly (a minimum of twice per year) and maintain records of these reviews that are signed by the RTO, the employer, and the apprentice or trainee.

11.4. Completion

The RTO must ensure that the employer and apprentice/trainee are made aware that once all the competencies have been achieved that it means the successful completion of the apprenticeship or traineeship.

The RTO is to advise the employer and apprentice/trainee in writing of a date, with at least 21 days' notice of its intention to undertake a final assessment of an apprentice's/trainee's competence against a qualification.

Where there are exceptional circumstances as determined by the RTO, the parties may agree to sign a waiver form if the final assessment is to take place within a 21-day period.

Where the apprentice/trainee and the RTO believe that the apprentice/trainee is ready to be assessed against the qualification earlier than scheduled in the training plan, the employer must either support the apprentice/trainee to enable the assessment or provide evidence clearly identifying, in conjunction with the RTO, why assessment cannot occur.

The RTO must ensure that the employer actively participates in the validation of the completion of each assessment, that the employer is made aware that the assessment is based on the training package evidence and is in a workplace context.

Once an apprentice/trainee has been assessed as competent against the requirements of the qualification by an RTO:

- The RTO must inform Skills Tasmania of the date when the apprentice/trainee was assessed as competent as this is the 'completion date'. This completion notification must be received by Skills Tasmania within 30 days of this assessment unless the assessment outcome is being appealed.
- If any party has a grievance during this process, they must use the RTO's grievance procedure. Where the matter has not been successfully resolved, the aggrieved party may pursue the matter through TTAC as appropriate.

11.5. Use of EVET

RTOs are required to use eVET, Skills Tasmania's self-service portal, to manage their apprenticeship and traineeship information, including access to application and notification forms.

eVET provides RTOs with direct access to the Skills Tasmania apprenticeship and traineeship database for the purpose of maintaining up-to-date and accurate records.

11.6. Notification of training block dates and travel requirements

For apprentices and trainees required to travel interstate to attend training, the RTO must:

- Provide Skills Tasmania (via travelclaims@skills.tas.gov.au) with a copy of the scheduled training block dates as soon as the training contract is registered and the Training Plan has been developed in accordance with TTAC requirements.
- Notify Skills Tasmania promptly of any changes to scheduled training dates during the year.

This ensures Skills Tasmania can coordinate travel arrangements and provide timely support to eligible learners.

Further information, including eligibility requirements, contribution rates and relevant claim forms, is available on the [Skills Tasmania website](#).

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 Building Tasmania notifying you of the decision about your application.

For further information about the process, contact the Grant Program Manager via email at atf@skills.tas.gov.au or phone (03) 6165 6023.

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:

<https://www.business.tas.gov.au/running-a-business/money-tax-and-finance/invoicing>

13. Publicity of grant assistance

Building Tasmania is accountable for its spending of public funds, including providing grants. As part of the accountability process, Building Tasmania 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 Building Tasmania:

- 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 Building Tasmania.

15. Right to information

Information provided to Building Tasmania 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 Building Tasmania.

Building Tasmania 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. Building Tasmania 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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