



NATIONAL WORKFORCE DEVELOPMENT FUND

Applying to add an Occupation in Local Demand to the Priority Occupations List

The Priority Occupations List (POL) is a national priority list of occupations in demand. It has been developed by the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISTRE) from labour market research including analysis of advertised job vacancies and employer surveys, and input from industry via Industry Skills Councils (ISCs). ISCs can assist you in identifying the qualifications and skills sets that relate to the identified occupations. Contact details are available at [ISCs](http://www.isc.org.au) (www.isc.org.au).

If an occupation is in demand locally but is not included on the POL an application for inclusion of the occupation on the POL can be made to DIISTRE as per the process outlined below.

Application process

An application to add an occupation to the POL should be included as an attachment to your application for funding. ISCs will provide assistance in developing the case for inclusion on the POL.

If you are requesting an occupation be added to the POL you will need to provide both qualitative and quantitative evidence of the local need and the skills gap.

Decisions on the addition of occupations to the POL will be provided at the time of advising on outcome of the application for funding.

Skill Shortage

Examples of the kind of information and evidence you might like to include in your written request include:

- Qualitative (provide a brief description of what you require and the importance of the occupation to the local economy)
 - What is the occupation?
 - Why is this occupation important to your business?
 - What impact does your business have on the local economy (i.e. is it a major local industry?)
 - How have you tried to address these vacancies and what was the response?
 - Are you aware of other businesses having difficulties finding qualified employees for this position?

- Quantitative (include statistical information and reference studies that support your case)
 - How many vacancies do you have?
 - How long have you had these vacancies?
 - Are there research studies, local business surveys or other information that have identified the occupation as a local priority?

Emerging Industry

If you wish to add an occupation to the POL for an emerging industry you will need to provide the following evidence:

- Information pertaining to the change in industry/licensing requirements
- Evidence of a new industry, for example, trenchless digging or technology.
- Evidence of issues recruiting employees due to lack of appropriately qualified applicants.

Need more information?

Enterprises, Industry Associations, RTOs and others seeking to apply for funding should address all enquiries to the relevant ISC.

For further information visit the [National Workforce Development Fund](http://www.innovation.gov.au/nwdf) (www.innovation.gov.au/nwdf) website

If participants wish to speak to DIISRTE directly regarding the program, they should contact DIISRTE via email on nwdf@innovation.gov.au or call 133 873 (8am to 6pm, Monday to Friday).

ISCs should use their DIISRTE Liaison Officer as a first point of contact.