Workplace English Language and Literacy (WELL) Program

WELL Resources Hints and Tips

2013

To be read in conjunction with the WELL Resources Application form.

Applications are designed to be completed electronically on SmartyGrants at http://well.smartygrants.com.au

After completing and submitting the application form, you will receive email confirmation that your application has been successfully lodged.

1 Contact Details

1.1 You will need to complete addresses, phone number, legal name, trading name, ABN and/or ACN of your organisation.

1.2 Please provide a point of contact within your enterprise. This person should work for the enterprise that is applying for WELL funding and be able to answer questions about the application.

1.3 Select the correct description for your enterprise. If you are a TAFE then you would select Public RTO.

1.4 Please indicate the workforce size of your organisation.

1.5 Please indicate if your enterprise has received WELL funding in the past. Provide the WELL Reference number (e.g. NAT2008/2009001) and project name of any previous WELL funding if applicable.

2 Project Developers

2.1 It is essential that the resource developers have language, literacy and numeracy (LLN) qualifications and have experience delivering training to adults or creating adult learning resources.
2.2 A subcontractor is an organisation that signs a contract with a resource developer to perform some aspect of the resource development. The same for LLN expertise will be applicable depending on the role they will play.

3 The WELL Resource Project

3.1 You must describe the project and the anticipated outcomes. You must also demonstrate how LLN will be incorporated in the project.

3.2 Please indicate all of the elements that will be produced and provide a description of each. You must also indicate the duration of a DVD if one is to be created.

3.3 Please indicate how this resource will target LLN deficiencies in the applicable industry or occupation. Provide detailed information about the LLN deficiencies including sources where possible.

3.4 Describe the techniques or strategies to be incorporated in the resource that will assist the target audience.

3.5 You must describe exactly how the resource will be used.

3.6 Please indicate the training package(s) that the resource will be aligned to (if applicable).

3.7 Provide a detailed timetable for the development of the resource.

4 The Audience

4.1 Please indicate the industry group(s) that the resource will target if applicable. You may add as many as necessary. Please select the Industry Division from the dropdown list. To select the Industry Subdivision and Group, please refer to the attached list of Industry Subdivisions and Groups. Please copy the relevant Subdivision and Group from the list into the relevant fields.

4.2 Please indicate the occupation(s) that the resource will target if applicable. You may add as many as necessary. Please select the Major group from the dropdown list. To select the Sub-Major and Minor groups, please refer to the attached list of Occupation Sub-Major and Minor Groups. Please copy the relevant Sub-Major and Minor groups from the list into the relevant fields.

4.3 Select the relevant groups that the resource will target. You may select as many as necessary.

4.4 Specify the number of people that the resource will target. Also provide a description of the number that you have provided.

5 The Process

5.1 Provide the anticipated date that you expect the resource to be trialled. Then specify how, where and with what organisation(s) the resource will be trialled.

5.2 Describe how and by whom the resource will be evaluated.
5.3 Provide details about how the resource will be promoted and disseminated. Do not list LiteracyNet as the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education (DIICCSRTE) automatically promotes all resources on this website.

5.4 Indicate the number of resources to be produced.

5.5 Indicate the GST inclusive purchase price of the resource. The resource must either be free of charge, or sold on a cost recovery basis.

5.6 Provide details about how you will ensure that the resource remains available and current for the next three years.

6 The Budget

6.1 Note, completing all budget amounts is mandatory – For any item for which is not applicable (i.e. nil), enter ‘0’ [zero].

6.2 Indicate the total budget for your project, detailing the funding amount sought from the Australian Government and, if applicable, organisation and/or other contribution amounts. Do not include the cost of the non-monetary contribution in the total of the monetary contribution.

6.3 If applicable, provide details of the non-monetary contribution as appropriate.

6.4 Salary / Wages include the costs to develop the Strategic Project including associated on-costs (superannuation, work cover insurance, sick leave, holiday loading, etc) incurred during the period of the WELL project.

6.5 Production and dissemination costs include the costs for producing materials (printing, copying CDs/DVDs, etc).

6.6 Administration costs include the costs of project management, travel and auditing of the Strategic Project (all separate items within the budget). Project Management can include financial reporting, completion of reports, telephone and stationary supplies.

6.7 If your organisation is audited by the Auditor General or the State/Territory Auditor General you are not required to complete a financial audit and therefore the auditing component of the budget will be zero.

6.8 You must not incorporate costs associated with catering, rent or the purchasing of any equipment.

6.9 You must provide detailed information explaining the following items within the budget:

   6.9.1 Salary / Wages for employees and any subcontractors;
   6.9.2 Project management costs;
   6.9.3 Travel and accommodation costs;
   6.9.4 Overhead costs; and
   6.9.5 Other costs.
7 Support for the Project

7.1 Provide the referee details from your letters of support. Do not forget to attach your letters of support after you have submitted your application form.

7.2 Provide any details not covered within the application that will provide support for the project.

8 Survey

8.1 Please estimate, to the nearest whole hour, how long it has taken to complete this application form.

9 Declaration

9.1 Select each of the boxes and enter your details in the appropriate fields.