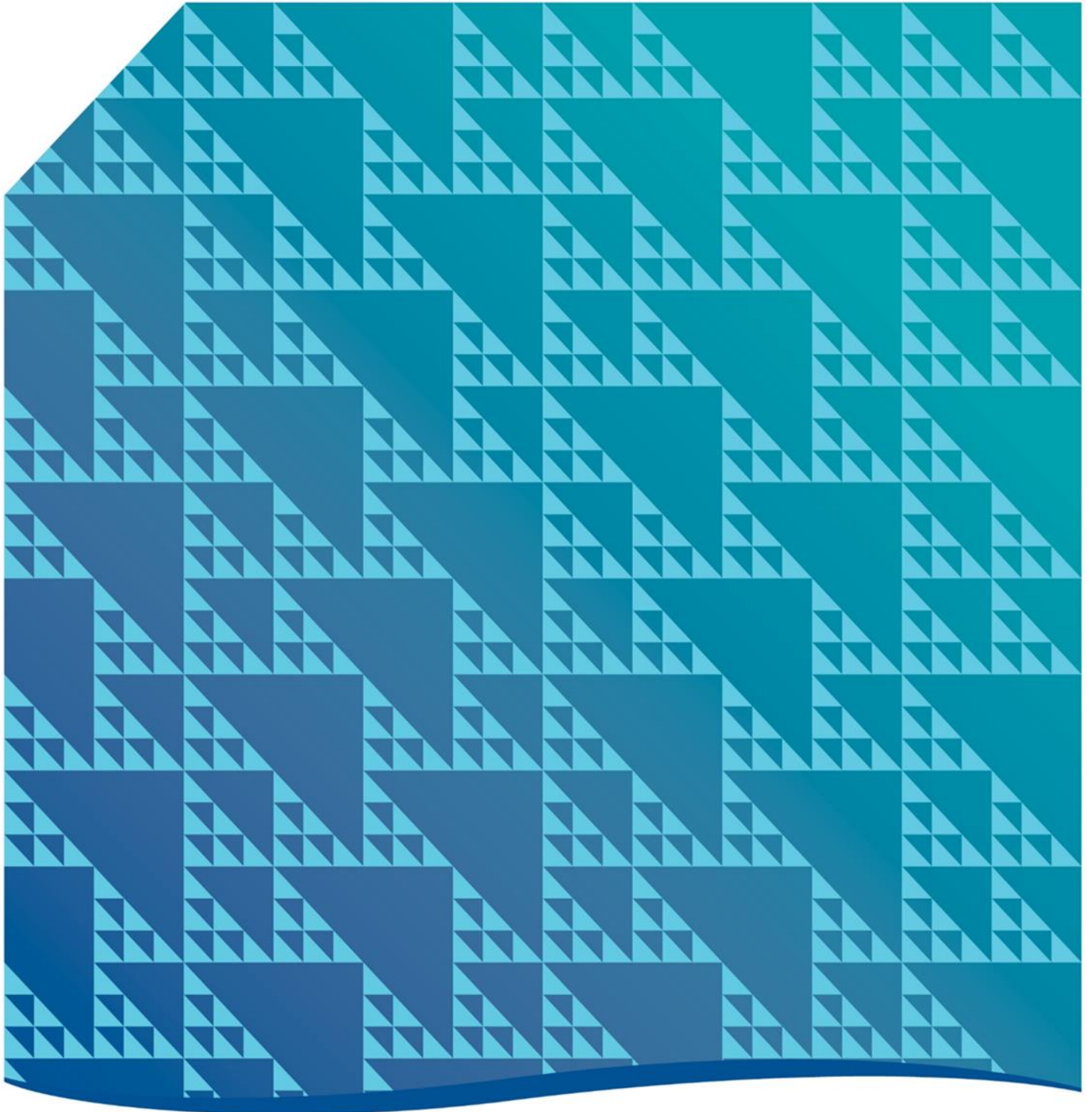


Growing Apprenticeships and Traineeships – Industry and Regionally-Led Solutions

Program Guide Round 2



These guidelines are to be used by organisations applying for funding under the *Growing Apprenticeships and Traineeships Program*.

LODGEMENT OF APPLICATION

All program documentation can be downloaded from the Skills Tasmania website at www.skills.tas.gov.au/gatirs.

Applications must be electronically submitted through SmartyGrants prior to the closing time in the manner described in these guidelines.

ENQUIRIES ABOUT THIS PROGRAM SHOULD BE DIRECTED TO THE CONTACT OFFICER

Deb Doherty, (03) 6165 6012 or debra.doherty@skills.tas.gov.au.

ROUND 2 OPEN DATE

Saturday, 29 June 2019.

CLOSING TIME

2:00 pm Australian Eastern Daylight Time (AEDT), Tuesday 6 August 2019.

Program overview	4
Program objectives	4
<i>Definition</i>	4
Applicant eligibility.....	5
Evaluation criteria	6
Key dates.....	7
Scope of funding	7
<i>Restrictions</i>	8
Detail on bonus payments	8
Relevant legislation	8
Application and assessment	9
The application process	9
The assessment and selection process	9
Arrangements for successful applicants	10
<i>Execution of legal Grant Deed</i>	10
<i>Bonus payment for creation of new apprenticeships and traineeships</i>	10
Reporting obligations.....	10
<i>Financial reporting and audit requirements</i>	11
<i>Withdrawal or repayment of grant</i>	11

Program overview

The *Growing Apprenticeships and Traineeships: Industry and Regionally-Led Solutions Program (GATIRS)* (the Program) is a grant program funded by the Department of State Growth (the Department) to increase the number of new apprentices and trainees employed in Tasmania. This program will support the Tasmanian Government's target to increase the number of apprentices and trainees by 40 per cent by 2025.

Each industry and region faces unique issues or barriers that may limit the employment of apprentices and trainees. The Program will support eligible applicants to undertake projects that address these barriers and increase employer engagement with the apprenticeship system.

The Program will award grants of up to \$200,000 for projects that will result in new apprentice or trainee employment by employers. A bonus payment will be issued on achievement of apprentice and trainee employment targets.

Program objectives

The program objectives are to:

- strengthen Tasmania's workforce by **increasing the number of new** apprentices and trainees employed;
- identify existing industry and/ or regional barriers that limit the employment of apprentices and trainees and trial targeted solutions to resolve these barriers; and
- support collaborative relationships between industry, employers, community organisations, and training organisations.

The Department will validate employment outcomes claimed by projects using the Department's apprenticeship and traineeship database, TAPIS.

Definition of apprentice/trainee commencements

In this program, **apprentice and trainee commencements** are defined as apprentices and trainees who commence a **training contract** with an eligible employer in Tasmania during the duration of the project. Applicants should note that those who commenced a training contract prior to the execution of a Grant Deed cannot be counted as commencements under this Program.

Applicant eligibility

The Department is seeking applicants who have a comprehensive understanding of an industry and/ or region's economy and workforce, as well as strong relationships with relevant stakeholders required to achieve successful project outcomes.

To be eligible to apply as project owner, organisations must be one of the following:

- An industry association or peak body with Tasmanian employers as members and representatives on governing bodies or committees.
- A regional development association with capacity to represent employers and industry in specific regions of Tasmania.
- An individual organisation that is a legal identity acting as part of a regional or industry collaboration or consortia, including:
 - i) individual businesses;
 - ii) community service organisations;
 - iii) Registered Training Organisations (RTO);
 - iv) Group Training Organisations (GTO); or,
 - v) Apprenticeship Network Providers (ANP).

In addition, to be eligible for funding applicants must:

- have an Australian Company Number (ACN) or an Australian Business Number (ABN);
- be able to contract with the Department; and,
- disclose all funding utilised in relation to project activities.

Applicants must address how activities delivered under this Program differ from their core business and existing funding mechanisms, and why project outcomes cannot be achieved under the existing system.

Applicants must demonstrate how their project meets the objectives of the program.

At time of lodging, applicants must ensure that they meet the following mandatory eligibility criteria:

- The project must take place in Tasmania and service the Tasmanian community.
- The applicant must meet the eligibility criteria.
- The applicant must abide by the submission instructions in the application Form.
- The applicant must respond to all questions and templates in the application form.
- The applicant must not have outstanding reporting obligations to the Department.

Selection criteria

Selection criteria are used to select the applications that best meet the objectives and requirements of the Program and offer value for money. Applications will be assessed against the following four weighted selection criteria:

1. Problem / barrier identification	15%
<ul style="list-style-type: none"> • Demonstrated understanding of the issues and factors impeding the take up of apprenticeships and traineeships in Tasmania. • Clear identification and description of the problem or barrier that limits the employment of apprentices and trainees, including the size or magnitude of its impact and cohorts affected 	
2. Organisational capacity and capability to undertake the project	30%
<ul style="list-style-type: none"> • Organisational capacity and capability to implement the program and activities outlined in the application (including, but not limited to key personnel, project management experience). • Organisation financial viability. • Demonstrated previous relevant experience in program delivery in similar or related activities. • Evidence of existing relationships and/ or capability to engage and build meaningful collaborative approach with appropriate stakeholders. 	
3. Effectiveness of the proposed activity	30%
<ul style="list-style-type: none"> • Evidence on the likely effectiveness of the proposed project in addressing the problem, including risk identification. • The number of additional apprenticeships and traineeships estimated to be created through the project, and the regions and industries targeted. • Originality and innovation of the proposed activities in addressing program objectives. • Proposed communication elements, including stakeholder engagement and how outcomes and learnings from the project can be shared beyond the direct parties, or are relevant to other industries or regions. • Linkages to other existing initiatives, and how they will be leveraged effectively. How the project is distinct from existing activity, and does not duplicate existing funded activity. <p>This criteria may be strengthened by:</p> <ul style="list-style-type: none"> • A letter from identified employers stating what their barriers are to employing new apprentices or trainees and how the proposed activity will address these barriers. 	
4. Value for money	25%
<ul style="list-style-type: none"> • The overall cost of the project in the context of the identified problem and targeted benefits, including geographical reach and industry/employer benefit. • Value in relation to the specific activities and outcomes proposed (including cost per new apprenticeship or traineeship commencement). 	

All responses will be competitively assessed against other applications, and all responses will be evaluated against each of the selection criteria.

Applications that include examples, evidence or demonstrate deeper understanding of an issue will result in higher scores. Applications that do not include such detail, or where the information is unclear, invalidated or incomplete will score lower and may be deemed ineligible

Key dates

Submissions open:	Saturday 29 June 2019
Program information webinar:	TBA
Closing date for submissions:	2:00 pm (AEDT), Tuesday 6 August 2019

Details of how to register for webinar are published on www.skills.tas.gov.au/gatirs.

Scope of funding

All projects must include specific outcomes in terms of the proposed number of new commencements of apprentices and trainees during the project's lifespan. A broad range of activities are eligible for funding, as long as applicants demonstrate how activities directly relate to achieving specific project objectives and outcomes.

Fees for actual training services related to the training delivered under the apprenticeship or traineeship will be covered by existing sources such as the *Apprentice and Trainee Training Fund (User Choice)* or they may be employer-funded. For example, projects may focus on:

- attracting and recruiting applicants;
- support for those wishing to become apprentices / trainees or for employers;
- wrap-around support services (e.g. transport, language, literacy and numeracy support, work readiness skills);
- targeted subsidies or incentives; or,
- adapting proven practices to new industries/ regions or cohorts.

Applications for other activities that focus on either the support or demand side of apprenticeships and traineeships will be considered.

Projects MUST:

- Resolve or significantly address a barrier or issue preventing employment of apprentices or trainees within an industry and/ or region.
- Result in clear and measurable increases in the employment of apprentices and trainees that would be unlikely to have occurred without the funded activities.
- Have the potential to inform effective responses beyond a specific region or industry sector.
- Be time-limited in nature, or have a plan for future sustainability without government funding.
- Be completed within 24 months.

The Department will NOT consider funding projects that:

- Do not understand or service Tasmanian businesses, industries and regions.
- Do not indicate an explicit, measurable target for increased employment of apprentices or trainees.
- Duplicate activity already funded by other sources.
- Include capital expenses for major building or property purchase, construction or maintenance works.
- Include recurrent administrative costs or infrastructure costs.
- Generate new commencements of apprentices or trainees (ie for learners who are unlikely to complete their apprenticeship or traineeship, or employers unlikely to continue to employ the apprentice or trainee).

Restrictions

- Applicants are limited to a maximum of two projects in each Program round.
- Individual projects may be funded to a maximum of \$200,000 (inclusive of any bonus payment).
- Projects must have a maximum lifespan of 24 months.
- Larger projects, or projects of longer duration may be considered by exception, but these must be discussed with the Contact Officer prior to lodging, and only in those cases where there is significant immediate and demonstrable need, and substantial evidence to support the achievement of outcomes.

Bonus payments

As part of the application, each project will be required to identify a target goal of new commencements as a result of the project. Project owners will be eligible to receive a bonus payment per new commencement, capped at a maximum amount of \$20,000 per project. The bonus payment amount will be agreed on signing of grant deed and paid upon submission of an acceptable outcome report and validation by Skills Tasmania of each new apprentice or trainee employed as a result of the project.

Relevant legislation

Underpinning all Tasmanian Government grants is *Treasurer's Instruction 709: Grants Management Framework* (TI 709). An overview is provided at <http://tinyurl.com/TI709>.

The Department disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the Department will publicise the level of its financial assistance including the terms and conditions of that financial assistance.

Management of personal information is in accordance with the [Personal Information Protection Act 2004 \(Tasmania\)](#) and the [Privacy Act 1988 \(Commonwealth\)](#). Information provided to the Department is subject to the provisions of the [Right to Information Act 2009 \(Tasmania\)](#), and may be disclosed in accordance with this Act.

Application and assessment

The application process

Applications will be accepted through an online grant application service, powered by SmartyGrants. Details on how to register and access SmartyGrants are available at <https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>.

You can access the application form at <http://www.skills.tas.gov.au/gatirs>. Applicants will be required to complete and upload two templates: C9 Project and Risk Management Plan and D1 Budget Template in addition to the online form. Guidance and links to these templates are at <http://www.skills.tas.gov.au/gatirs>.

Applicants must ensure that they meet all mandatory eligibility requirements prior to lodging. Applications are ineligible if mandatory criteria are not met, and will not be assessed or considered for funding. All applications must be submitted by the closing time.

Before submitting the application, please review it to ensure that:

- You have provided sufficient evidence to substantiate the target numbers.
- You have provided sufficient evidence to support your claims of the issues and factors impeding the take up of apprenticeships and traineeships that the project would correct.
- The budget is complete and reflects the cost of the project specifics.
- The risk management plans are comprehensive and provide appropriate mitigation strategies.
- Evidence from employers that the project activities would result in them engaging new apprentices or trainees.
- You have confirmed there is no duplication of existing services or activities that would likely occur without this additional funding.

The Contact Officer can answer questions in relation to the program, guidelines or potential projects.

Contact Officer: Deb Doherty, (03) 6165 6012 or debra.doherty@skills.tas.gov.au.

Questions in relation using the online form or on the SmartyGrants interface can be answered via the online [Help Guide](#), or on [SmartyGrants' Applicant FAQ](#) page. If this does not answer your question, please e-mail service@smartygrants.com.au or call (03) 9320 6888. Support Desk hours are 9 am – 5 pm (AEST), Monday through Friday.

The assessment and selection process

All applications received will be assessed in an open, transparent and consistent manner according to Treasurer's Instruction *T1709*, and grant funds will be allocated in accordance with the eligibility and selection criteria described in these guidelines.

All eligible applications will pass through a process consisting of:

1. A compliance check for application completeness, eligibility and adherence to requirements in the program guidelines.
2. Assessment of each application against each of the evaluation criteria, resulting in a total score.
3. Successful applications will be determined based on scores against evaluation criteria and available funding budget.
4. Successful applications will be offered funding through a grant deed.

The Department of State Growth reserves the right to not award any funding under this Program or to cancel the Program at any time due to unforeseen budget issues.

Arrangements for successful applicants

Execution of legal Grant Deed

Successful applicants will be offered a Grant Deed (Deed) for funding with the Department of State Growth, on behalf of the Crown in Right of Tasmania. The Deed sets out the obligations of both parties, and it is important to ensure that you fully understand these obligations before signing. In particular, the Deed binds the recipient to:

- use the grant for the purpose in which it was provided, and for the specific items / activity listed in the Deed;
- meet any specified conditions required by the Department;
- apply to the Department if any changes to the project, budget or timeframes are required;
- advise the Department immediately if there is any material change to the project proponent, including change of financial viability, significant change of ownership or legal status;
- provide satisfactory project reports on time;
- return any unexpended funds;
- ensure that the appropriate levels of insurance are held for a particular period. Recipients are required to hold and keep current a contract of insurance, indemnifying the Recipient's liability for: i) personal injury to, or death of, any person; and ii) loss or damage to the property of any person for at least the amount of \$10,000,000; and,
- acknowledge the Department as a source of funding for the project.

Approval of a grant does not commit the Department to any future financial assistance to the project or organisation.

Bonus payment for creation of new apprenticeships and traineeships

As part of the negotiated grant deed, the Department may include a bonus payment in the payment schedule, payable on evidence of the project achieving their target new apprenticeships and traineeships with eligible employers as a direct result of the project.

Reporting obligations

Applicants are required to identify specific target outputs and outcomes that align to the program objectives. These targets will inform the schedule of activity described in the Deed and provide the basis for reporting. Although the specifics of individual projects may vary, the broad reporting structure is:

1. An interim project progress report.
2. Project target outcomes report. Project owners are required to provide names and numbers of:
 - a. all participating **employers** who have employed apprentices and trainees as a direct result of the project; and,
 - b. all **apprentices and trainees** who commence their employment and enter into a training contract as a direct result of the project.
3. A project closure report, suitable for public release (if required) that captures key activities, outcomes, learnings, recommendations and actions arising from the project.
4. A signed Acquittal of Grant Funds Declaration, including detail of actual expenditure against projected costs.

Reporting templates will be made available to successful applicants via SmartyGrants.

Where an organisation has outstanding reporting obligations, it will not be considered for future funding until these obligations have been met. Information on organisations that submit late, incomplete or inaccurate reports will be kept, and will be used to determine risk ratings associated with future applications for Government funding.

Financial reporting and audit requirements

Successful applicants must have procedures in place to show that expenditure has been in accordance with the Deed. While not all grants will require independent auditing, if organisations cannot demonstrate appropriate expenditure of the grant, or on the items or activity funded, the grant (or part of the grant) will need to be returned.

The Deed does require recipients to – if the Department sees fit – allow the Auditor-General of Tasmania (or his or her nominee) to audit, inspect, and to take copies of, the Recipient's accounts, records and financial statements relating to the receipt, use and expenditure of the Grant. This clause survives the termination of this Deed.

Withdrawal or repayment of grant

The Department has a responsibility to ensure the management of funds is in the best interests of the Tasmanian community. As such, grant recipients must ensure public funds are properly expended.

Once awarded, the Department may withdraw the grant at any time before or after issuing if obligations have not been met. These include:

- That assessment was based on misleading or incorrect material information provided in the application.
- The applicant is not able to demonstrate financial viability sufficient to complete the project.
- There are material changes – within or beyond the applicant's control – that would significantly alter assessment.
- The Department is unable to gain appropriate information to progress the Grant Deed or any other aspect of project management.
- The recipient is unable to demonstrate to the Department's satisfaction that the grant has been used for its intended purpose and on the approved items.
- The recipient has not received prior written approval from the Fund for any significant changes to the project, budget or timetable.
- It becomes apparent that the project had commenced or been completed prior to the project being approved.
- The recipient fails to submit a report by the scheduled due date. Or,
- The project has not commenced within 3 months of notification of the awarding of the grant.

If payments have been made, the Department has the option of requiring funds to be returned. If the grant has not yet been paid, the grant may be cancelled.