

Building a Skilled Workforce – Jobseeker Fund 2025

Grant Program Guidelines

ST065



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1. Aim

It is a priority of the Tasmanian Government to invest in training and learner support that aligns with industry needs and gets more unemployed and underemployed Tasmanians into meaningful training connected to jobs. This objective is set down in the Ministerial Priorities for the Training and Workforce Development System, which outline that identifying workforce needs and involving all partners, including industry, employers and learners, will help to ensure that Tasmania is well positioned to adapt to future changes, and that learners get the skills they need for jobs.

To meet this priority, Skills Tasmania's Building a Skilled Workforce program provides grants to registered training organisations (RTOs) to subsidise the cost of delivering training and assessment and associated learner support services for Tasmanian existing workers and jobseekers.

The program is designed to encourage existing workers and jobseekers to undertake training with the aim of improving their employment outcomes such as to secure employment, support career transitions, upskilling, reskilling, and lifelong learning. It also seeks to improve accessibility to training for regional learners, diverse cohorts, and Tasmanians facing disadvantage.

The Building a Skilled Workforce - Jobseeker Fund (the Fund) subsidises training for individuals out of work, individuals who are underemployed, and those looking to upskill or gain new skills outside of their current employment. It prioritises training that gets more unemployed and underemployed Tasmanians into meaningful training connected to jobs.

2. Funding available

A total of \$12.6 million in funding is available for the 2025 Building a Skilled Workforce Program.

It is anticipated that the Fund will be highly competitive and requests for funding may exceed the available budget. This means that not all applications that are approved for funding will receive the full number of requested training places.

The Fund is administered by Skills Tasmania, a division of the Department of State Growth that manages the Government funded training and workforce development system in Tasmania in partnership with industry, training providers and employers, as set out in the *Training and Workforce Development Act 2013 (the Act)*.

3. Eligibility

3.1. Eligible applicants

To be eligible for a grant you must:

- be a Skills Tasmania endorsed Registered Training Organisation
- have the qualification/s, accredited course/s, skill set/s and/or unit(s) of competency included on the RTO's scope of registration for delivery in Tasmania
- be financially viable
- have a current contract of public liability insurance for at least \$20 million for each individual claim or series of claims arising out of a single occurrence, and
- have appropriate provisions in place in regard to the Child and Youth Safe Organisations Framework.

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

Applications submitted by a third party will not be accepted without evidence of permission in the application.

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.

This program has limited funding. Not all eligible applications will receive a grant.

3.2. Ineligible applicants

TasTAFE is ineligible for funding under this Fund. Organisations are encouraged to contact TasTAFE directly to discuss options for TasTAFE to deliver training under its existing funding arrangements.

3.3. Eligible learners

The following learners are eligible for funding:

1. individuals out of work
2. individuals who are underemployed, which is defined as employed people who would prefer, and are available for, more hours of work than they currently have, including part-time workers
3. individuals looking to upskill or gain new skills outside of their current employment. For the purposes of the Jobseeker Fund this means training that does not relate to the individual's current employment and is not supported by their current employer.

Eligible learners:

- can undertake training in more than one qualification, course or skill set per round
- will be eligible for a training place regardless of their prior qualifications
- will also need to meet any course specific essential entry requirements.

3.4. Ineligible learners

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

- not a Tasmanian resident
- currently enrolled at a Tasmanian school, as defined by the Education Act 2016
- currently funded for the same training by another funding source, or
- apprentices and trainees with a current training contract
- employees of a Tasmanian government agency as defined in the *Skills Tasmania Policy Statement - Employer Eligibility - Subsidising Employees of Government Organisations*.

Information about eligibility for visa holders is available in the *Skills Tasmania Policy Statement on Learner Eligibility visa status*.

3.5. Eligible expenditure

Funding is available for the delivery of nationally recognised training (in either qualifications, accredited courses, skill sets or stand-alone units of competency), assessment, and learner support services and work placements to eligible learners.

The training must relate to job entry requirements, support employment outcomes for learners and provide adequate learner support.

The training must provide learners with the opportunity to strengthen and/or develop their skills, knowledge and understanding of the industry that relates to their training as well as to achieve a skill set, accredited course or qualification.

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 *Standards for Registered Training Organisations 2015* or its successor.

3.6. Ineligible expenditure

The following activities are not eligible to be funded under the Jobseeker Fund:

- Non-nationally recognised training
- Training demand that is better serviced by other Skills Tasmania grant programs, such as the Apprenticeship and Trainee Training Fund.

4. Assessment criteria

Applications that meet the eligibility criteria will be competitively assessed using the assessment criteria.

The SmartyGrants application form requires the applicant to address each criterion individually and to attach relevant evidence to support claims made in addressing the criterion.

Assessment criteria	
Criterion 1 – Need for training and alignment with Government and industry priorities	Sample evidence
<p>Criterion 1A. Demonstrated need for training – (35%)</p> <p>Applicants are to respond to the following:</p> <p>Please describe how you have determined the need for the requested training and what rationale you have used to determine the number of training places you have applied for.</p> <p><i>Assessment elements for this criterion include:</i></p> <ul style="list-style-type: none"> • The rationale for need for each training product or group of training products requested is clear. • There is a clear explanation of the communication process with stakeholders that the RTO has consulted with to determine the need for the training requested. • The number of training places requested for each training product is clearly supported by stakeholders or other evidence. • There is evidence to directly support each claim made in response to the criterion. 	<p>Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive):</p> <ul style="list-style-type: none"> • Letters from employer/s, industry groups, Regional Jobs Hubs supporting the need for the training and the number of training places requested. • Results from consultative processes. • Verifiable data on workforce circumstances and or issues. • Evidence of data analysis. • Data extrapolated from previous years. • Learner waitlists
<p>Criterion 1B. Alignment with Government priorities – (10%)</p> <p>Applicants are to respond to the following:</p> <p>Please describe which of the government priorities the RTO is trying to address through delivery of requested training.</p> <p><i>Assessment elements for this criterion include:</i></p> <ul style="list-style-type: none"> • Alignment with Government priorities, including Ministerial Priorities, industry compacts, sectors and occupations of high value to the Tasmanian economy. • The level of alignment between the requested training products and places and the various sources detailing government priorities. • There is a clear explanation of which sources of information influenced the 	<p>Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive):</p> <ul style="list-style-type: none"> • Specific excerpts or reference to the Skills Tasmania Snapshot of Training Needs • Consideration of the Ministerial Priorities for the Training and Workforce Development System, and Industry compacts. • Tasmanian Government projects and commitments • Australian Government priorities • ABS industry demand data <p>The link to the Skills Tasmania Snapshot of Training Needs is here</p>

<p>applicants requested training products and number of trainings places.</p> <ul style="list-style-type: none"> • There is clear alignment with areas of economic growth, skills shortage and occupations in demand. • There is alignment with industry led workforce plans and or upcoming industry projects. • There is evidence to directly support each claim made in response to the criterion. 	
<p>Criterion 2 – Quality delivery</p>	<p>Sample evidence</p>
<p>Criterion 2A. Learner outcomes – (15%)</p> <p>Applicants are to respond to the following:</p> <p>Please describe how learner needs, in the context of jobseekers, are identified, met and monitored and how the RTO ensures learners receive a high-quality training experience, including appropriate learner support.</p> <p><i>Assessment elements for this criterion include:</i></p> <ul style="list-style-type: none"> • There is a clear understanding that learner support is not limited LLN. • There is a clear explanation of: <ul style="list-style-type: none"> ○ how individual learner needs are identified. ○ what the RTO implements to meet identified needs. ○ how the RTO monitors the efficacy of the support being provided. • The explanation of how support needs are identified, implemented and monitored clearly show who is responsible for what, when, where and how. • There is a clear explanation of how the RTO checks learner’s satisfaction with all training, assessment and support services. • There is evidence to directly support each claim made in response to the criterion. 	<p>Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive):</p> <ul style="list-style-type: none"> • Examples of: <ul style="list-style-type: none"> ○ 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. <p><i>Note that any evidence which includes a learner’s name must have the learners name redacted.</i></p>
<p>Criterion 2B. Employer outcomes – (10%)</p> <p>Applicants are to respond to the following:</p> <p>Please describe how employer needs are identified, met, and monitored in the context of jobseeker training and the RTO ensures employers are satisfied with service delivered.</p> <p><i>Assessment elements for this criterion include:</i></p> <ul style="list-style-type: none"> • There is a clear explanation of: 	<p>Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive):</p> <ul style="list-style-type: none"> • Populated needs analysis templates. • Meeting minutes / notes. • Examples of: <ul style="list-style-type: none"> ○ industry consultation plans and summary of results. ○ Partnerships / collaboration. ○ contextualisation.

<ul style="list-style-type: none"> ○ how individual employer needs are identified. ○ what the RTO implements to meet identified needs. ○ how the RTO monitors the employer’s satisfaction with the service provided. ● The explanation of how employer needs are identified, implemented and monitored clearly shows who is responsible for what, when, where and how. ● There is a clear understanding of how the training outcomes will impact workplace activities. ● There is evidence to directly support each claim made in response to the criterion. 	<ul style="list-style-type: none"> ○ 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.
<p>Criterion 2C. Responsive to industry – (10%)</p> <p>Applicants are to respond to the following:</p> <p>Please describe your relationship and contact with relevant bodies and how that has influenced delivery of the requested training.</p> <p>Note that this criterion relates to organisations whose membership is made up of smaller organisations with allied interests (not just single employers). Membership can be free, or fee based.</p> <p><i>Assessment elements for this criterion include:</i></p> <ul style="list-style-type: none"> ● There is a clear explanation of which relevant bodies the RTO has a relationship and contact with. ● The explanation clearly shows a strong breadth and depth of connections with relevant industry bodies. ● There is a clear explanation of what the RTO is doing differently based on understanding industry need and trends. ● There is evidence to directly support each claim made in response to the criterion. 	<p>Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive):</p> <ul style="list-style-type: none"> ● Industry body membership ● Holding positions in the governance structure of industry bodies ● Contributions to consultative processes ● 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
<p>Criterion 2D. Compliance – (10%)</p> <p>Applicants are to respond to the following:</p> <p>Please confirm your compliance history with regard to all RTO regulatory obligations and funding contract obligation (across all jurisdictions).</p> <p><i>Assessment elements for this criterion include:</i></p> <ul style="list-style-type: none"> ● The applicant must tick the boxes in the SmartyGrants application form, confirming that there has been no: <ul style="list-style-type: none"> ○ adverse regulatory decision made by ASQA in the last 3 years (or 	<p>Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive):</p> <ul style="list-style-type: none"> ● ASQA audit reports ● Funding body reports ● Documentation demonstrating the resolution of any adverse findings.

<p>explains what occurred and how it was resolved).</p> <ul style="list-style-type: none"> ○ adverse findings by any funding body (across all jurisdictions), over the last 3 years (or explains what occurred and how it was resolved). ● Where necessary, there is evidence to directly support each claim made in response to the criterion. <p><i>Note that Skills Tasmania reserves the right to use information about the applicant's compliance with regulatory and contractual obligations to assess the application against this criterion.</i></p>	
<p>Criterion 3 – Capacity to deliver</p>	<p>Sample evidence</p>
<p>Criterion 3A. Capacity – (10%)</p> <p>Applicants are to respond to the following:</p> <p>Please describe the RTO's capacity to deliver the training in the context of the RTOs other funding and training commitments.</p> <p><i>Assessment elements for this criterion include:</i></p> <ul style="list-style-type: none"> ● There is a clear plan to enrol learners, deliver training and ensure completions that is realistic and achievable. ● There is a clear explanation as to how the RTO will ensure access to the facilities and equipment (including learning materials), required to deliver the services the specific number of learners. ● In the context of the requested training products and number of training places, please describe how the RTO will ensure a sufficient number of: <ul style="list-style-type: none"> ○ recruitment staff. ○ appropriately qualified trainer assessors. ○ support staff. ○ administration staff to process certification. ● There is a clear explanation of how the requested training can be delivered in the context of other funding and training commitments. ● There is a clear plan to manage any barriers to achieving the training delivery schedule. ● Where necessary, there is evidence to directly support each claim made in response to the criterion. 	<p>Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive):</p> <ul style="list-style-type: none"> ● 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. <p><i>Note that RTO's do not have to own all of the facilities and equipment but must be able to demonstrate timely access to the required facilities and equipment for the specific training product and number of learners.</i></p>

Note: Supporting evidence

Applicants are encouraged to attach evidence to support any claims made. Where there is no evidence to support claims made or the information provided in the application, 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.

5. Timeframes

No applications will be accepted after the closing date and time.

Applicants are advised to submit applications well before the closing date and time. This allows time for applicants to raise any concerns when submitting their application and to increase the likelihood of any issues that may impact lodgement being resolved prior to the closing time.

Applications lodged before the closing time can be reopened by Skills Tasmania to allow applicants to make amendments. A reopened application must be resubmitted before the closing time to be eligible for consideration for funding.

Description	Date/time
Fund opens for applications	9 September 2024 2:00 pm
Fund closes	9 October 2024 2:00pm
Applications assessed	October 2024
Applicants notified	November 2024

6. Contact details

For information about the Jobseeker Fund, contact:

- Grant Program Manager, Skills Tasmania
- jobseekerfund@skills.tas.gov.au
- 03 6165 6060

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://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>

This is a competitive, 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.

2. Start: The application form is available at <https://skills.smartygrants.com.au/jobseeker-fund-st065>

3. Confirm: Ensure all information and documentation is 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 us and an independent panel.

Applicants must have addressed the assessment criteria and included evidence to support claims made within their application.

Incomplete applications will not be assessed and therefore will not be eligible for funding.

Grant recommendations will be made by the selection panel and presented in a report to the General Manager, Skills and Workforce to make a determination.

6. Notification: We will notify you with the outcome of your application in writing.

The decision will be final, and applicants will not be able to re-apply with the same request.

You may be asked to provide information or documentation after you have submitted your application. You must provide this information within three 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.

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 benchmark score.

Unsuccessful applicants will be provided with an opportunity to receive written feedback on their application.

8. Calculating training subsidies

8.1. Government Subsidy Amount

Skills Tasmania subsidies are set in accordance with the *Skills Tasmania Policy Statement – Tasmanian Training Subsidy Policy* (Subsidy Policy). It provides that Skills Tasmania pays a subsidy towards the total cost of training, assessment and learner support services in Tasmania and that the total cost of training and assessment is expected to be met by a combination of the Government Subsidy Amount and contributions from learners and/or employers.

The Government Subsidy Amount for a qualification is based on an Estimated Cost, which considers a rate of \$7.50 per nominal training hour, a Field of Education weighting to reflect different costs to deliver qualifications, and the nominal hours. The Government Subsidy Amount is then derived by adding the

applicable learner cohort or regional training delivery loadings and multiplying by the Government Subsidy Rate (%), which is determined by the learner cohort aligned to each grant program.

8.1.1. Applying set loadings

Set loadings are available to deliver to particular learner cohorts or delivery locations. The loading types and rates are set out in the Subsidy Policy. Applicants can select more than one applicable loading per training product as part of the application process and will be required to provide evidence to justify a regional delivery loading request.

8.2. Requests for subsidies higher than the Government Subsidy Amount

Requests for subsidies higher than the Government Subsidy Amount will only be considered where a clear rationale supported by evidence has been included in the application. These requests will be assessed against the Subsidy Policy.

Assessment elements will be used to scrutinise higher subsidy requests. The assessment elements include:

- ensuring the higher subsidy request isn't 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 what costs are attributed.
- evidence is provided to justify additional costs.

Successful requests for higher subsidy requests in the past will not form part of the considerations for higher subsidy requests in this grant round.

8.2.1 Exemptions

Endorsed RTOs approved to deliver the qualification TAE40122 Certificate IV in Training and Assessment will be funded at 100%.

8.3. Eligible learner contribution

Applicants may charge learners fees for training and assessment services, but this is not mandatory. Any eligible learner contributions are to be collected by the RTO and are considered separate to the Government subsidy contribution from Skills Tasmania. The amount of any eligible learner contributions will need to be identified in the applicant's funding request.

Eligible learners are exempt from paying an eligible learner contribution if they hold a current Australian Government Health Care Card.

8.4. Subsidy Request Spreadsheet

Applicants must use the *Skills Tasmania – Subsidy Request Spreadsheet* to detail their funding request. The Subsidy Request Spreadsheet file is available within the SmartyGrants application form and must be uploaded with your application.

Instructions on how to use the Subsidy Request Spreadsheet are available in the file. If you require support for this element of your application, please contact the Grant Program Manager.

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 General Manager, Skills and Workforce: first, an assessment against the assessment criteria, followed by the allocation of funding.

7.1 Assessment process

The assessment process is conducted by an independent selection panel, 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.

Each member of the selection panel independently evaluates every criterion for each application, employing the approved methodology and data recording tools. An example of the scoring rubric used by each panel member is provided below.

Assessment rubric for Skills Tasmania Grant Program team						
		Evidence comprehensively supported all assessment elements	Evidence provided a mix of adequate and comprehensive support for all assessment elements	Evidence adequately supported all assessment elements or there was a mix of adequate and comprehensive support	Evidence barely supported the assessment elements or there was a mix of; no evidence, poor evidence, adequate evidence and or comprehensive evidence	No evidence provided for the assessment elements.
Assessment result for elements	Mark	5	4	3	2	1
All assessment elements were addressed comprehensively	5	10	9	8	7	6
Some assessment elements were addressed adequately and some comprehensively	4	9	8	7	6	5
All assessment elements were adequately addressed or there is a mix of comprehensive & poor responses	3	8	7	6	5	4
Some assessment elements were poorly addressed	2	7	6	5	4	3
All assessment elements were poorly addressed	1	6	5	4	3	2

Following the individual assessments, the panel convenes to discuss the applications and their respective scores. The total score for each application is calculated as an average of the scores provided by all panel members.

A benchmark score, representing an acceptable minimum standard of quality determined by the scoring rubric is then established by the selection panel. Applications that do not meet this benchmark are unlikely to be considered for funding. Those that achieve the benchmark score proceed to Stage 2 of the process (the funding allocation) for further consideration, although this does not guarantee funding of all training places requested.

Requests for subsidies higher than the Government subsidy amount are also scrutinised during the assessment process. The justification provided by the applicant is assessed using a decision-making tool aligned with the scoring rubric.

Skills Tasmania Prioritisation framework

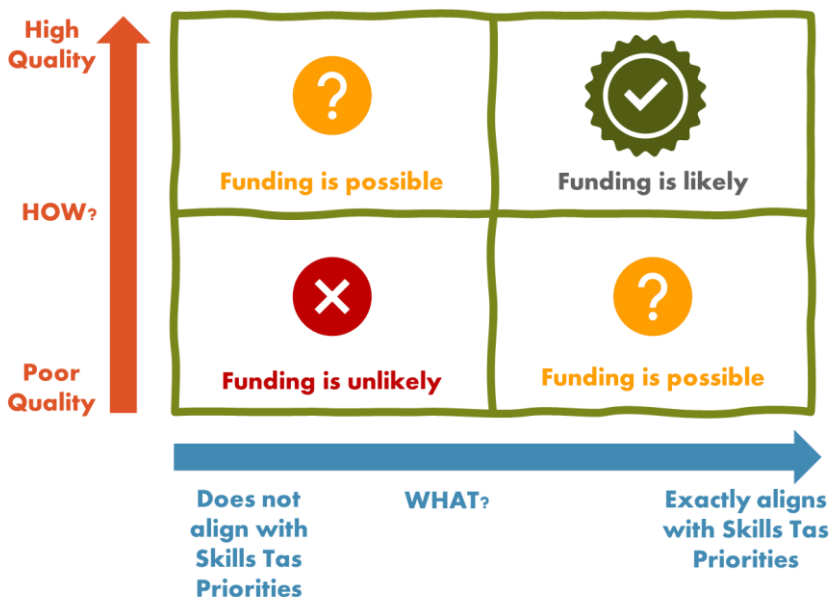
Applicants are most likely to be successful if they have demonstrated high-quality scores across all assessment criteria and the training products they have requested align with Tasmania’s skills priorities. The Snapshot of Training Needs provides an outline of funding priorities for Skills Tasmania’s contestable grant programs.

The assessment criteria for the Fund align with the two key components (summarised as ‘WHAT’ and ‘HOW’) of Skills Tasmania’s funding prioritisation framework (see Figure 1 below):

- ‘WHAT’ training will be delivered; how it aligns with industry, employer, learner and community needs and Government priorities; and the RTO’s capacity to deliver the training.
- ‘HOW’ training will be delivered – capturing training provider quality delivery and compliance (based on previous outcomes).

When applicants who have previously demonstrated high quality delivery propose to deliver training that closely aligns with Skills Tasmania priorities and meets industry, employer, learner and community needs, they are more likely to score higher and be funded.

Figure 1: Skills Tasmania funding prioritisation framework



7.2 Funding allocation

Skills Tasmania aims to maximize public benefit and positive outcomes for the Tasmanian community in each funding round. The funding allocation will consist of an equitable and diverse mix of applications that align with Tasmania's industry, regional and learner needs, underpinned by the quality standards established by the assessment benchmarking process.

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 offer applicants an adjusted number of training places, particularly in cases where the demand for funding exceeds the allocated budget.

In the funding allocation process, an allocation methodology, incorporating both qualitative and quantitative analyses is applied to the applications that met the benchmark score set by the selection panel. This determines the recommended funding allocation, which is scaled to fit within the available budget. The method considers:

- the economic value of the qualifications, skill sets, and occupations to the Tasmanian economy and alignment with government priorities
- the estimated demand for training places in specific industry qualifications
- the applicant's previous enrolment performance under Skills Tasmania grant deeds, and
- the assessment score.

After the allocation methodology has been applied, adjustments may be made in circumstances where:

- Multiple high-quality training providers request funding for similar training programs.
- A significant number of training places are being offered in one or adjoining regions.
- A single training provider has requested funding for an exceptionally large number of training places.
- The recommendation doesn't reasonably align with minimum class size requirements.

The recommendations are then compiled into a selection report that details the assessment process and the steps taken in the funding allocation to determine the recommended applications, training products and training places. The recommendations are then considered for approval by the General Manager, Skills and Workforce.

10. Funding agreement, reporting and payments

10.1. Grant agreements for successful applicants

Applicants that are approved for a Building a Skilled Workforce - Jobseeker fund will be required to enter into a *Department of State Growth, Skills Tasmania Grant Deed (Training Services)*, 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.

The details of all successful applicants will be published on the Skills Tasmania website.

10.2. Training commencement and completion timelines

It is a condition of the Fund that training in all places must commence within 12-months of execution of the Grant Deed.

The 'training can commence from' and 'training must commence by' dates will be identified in the Agreed Budget attached to the Grant Deed. RTOs can apply to change the 'training in all places must commence by date' by submitting a request to the Building a Skilled Workforce – Jobseeker email address: jobseekerfund@skills.tas.gov.au

10.3. Reporting and payments

10.3.1. Reporting

RTOs with a *Department of State Growth (Skills Tasmania) Grant Deed* (Training Services) 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](#).

If an RTO receives funding for a custom skill set, this must be reported in the same manner as a full Qualification or Training Package Skill Set (i.e. activity must be reported in both the NAT00120 and NAT00130). In order to facilitate reporting, Skills Tasmania will allocate a name and code for all custom skill sets, which is to be reported in the same way as a qualification code (e.g. CHC33015 - Certificate III in Individual Support). This means that custom skill set completions must be reported in the NAT 130, as well as the corresponding NAT 120.

10.3.2. 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 *Department of State Growth (Skills Tasmania) Grant Deed* (Training Services).

Payment arrangements for custom skill sets are identical to the payment structure for a full qualification and training package skill sets.

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 State Growth notifying you of the decision about your application.

For further information about the process, contact the Grant Program Manager via email at jobseekerfund@skills.tas.gov.au or phone (03) 6165 6060.

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:

www.business.tas.gov.au/manage_a_business/invoices.

13. Publicity of grant assistance

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

- 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 State Growth.

15. Right to information

Information provided to State Growth 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 State Growth.

State Growth 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. State Growth 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.

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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