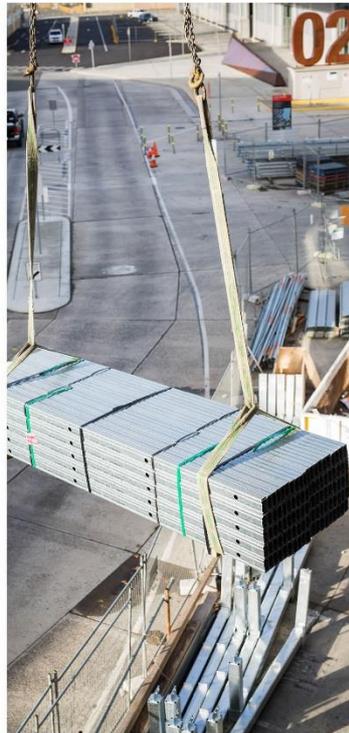


Horticulture Supervisor  
Training

# Program Guidelines



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## Horticulture Supervisor Training 2022

The Tasmanian Government has received advice from the Fruit Growers of Tasmania Inc. that the industry requires training in supervisory skills to help business adapt to changes made by the Fair Work Commission to the Horticulture Award that come into place on the 28 April 2022.

This training is needed to increase the total number of supervisors on farms and upskill existing supervisors to handle the increased performance management and reporting requirements that the changes to the Horticulture Award will require.

From 28 April, pieceworkers will need to be guaranteed a minimum hourly wage. A new piecework rate record will need to be provided by employers to workers before they start work and employers must keep a record of the hours pieceworkers work each day and the applicable piece rates for those hours. (A pieceworker is an employee who gets paid by the piece. It's based on the amount the employee has picked, packed, pruned or made.)

Further details about the changes to the Horticultural Award are available at [Horticulture Award Changes 2022](#).

To ensure that the Tasmanian Government continues to be responsive to the needs of the Horticultural Industry, up to \$230 000 excluding GST has been allocated to fund an Endorsed Registered Training Organisation (ERTO) to deliver a program consisting of supervisory training units, delivered across 3 regions of the state, for up to 125 students, from the ACH 30620 - Certificate III in Production Horticulture and ACH 30116 Certificate III in Agriculture qualification, as detailed below. This program will cover training, travel and evaluation costs. This program will not support a Recognition of Prior Learning approach. The students learning should be relevant to their job role and be delivered with a practical on-the-job focus.

The units for delivery and endorsed by the Fruit Growers of Tasmania Inc. are:

- AHCWHS301 – Contribute to work health and safety
- BSBLDR414 - Lead team effectiveness
- AHCWRK306 - Comply with industry quality assurance
- AHCWRK305 - Coordinate worksite activities

### Industry Delivery Needs

- The duration of the training shall be from June to September 2022, over a 3 to 4 month consecutive period
- The frequency of the training should be at least 6 to 8 sessions i.e. 1-2 full days every 3 weeks
- Additionally, individual one to one support should be provided for 4 hours per unit within 1-2 weeks of group sessions

### Horticultural Businesses eligible to have their workers included in the training:

- Employers must have a physical base and worksite in Tasmania.
  - Employers must be horticultural (or viticultural) businesses.
  - Training places per employer are capped at 4 (but may be subject to negotiation and the discretion of Skills Tasmania).

Employer co-contributions will be in accordance with Skills Tasmania Training Subsidy Policy that can be viewed [here](#) and which details:

- Employers with fewer than 20 current employees (FTEs) must make a financial co-contribution of 10% of the training cost for workers.
- Employers that have more than 20 current employees (FTEs) must make a financial co-contribution of 20% of the training cost for workers.

Applicants should note that places are allocated in accordance with this table:

	South	North & East	North-West	Total
Fruit growers	30	25	20	75
Wine growers	11	14	0	25
Vegetable growers	9	8	8	25
<b>Total</b>	<b>50</b>	<b>47</b>	<b>28</b>	<b>125</b>

## 1. Eligibility criteria

### 1.1 Endorsed Registered Training Organisation

Applicants must be an Endorsed Registered Training Organisations (ERTO) in Tasmania at the time of applying. For more details about the endorsement process go to

[www.skills.tas.gov.au/providers/rtos/endorsedrtosystem](http://www.skills.tas.gov.au/providers/rtos/endorsedrtosystem)

## 1.2 ASQA Registration

ERTOs must be registered in accordance with the requirements of the Australian Skills Quality Authority (ASQA) to deliver nationally recognised training.

## 1.3 Third Party arrangements

If the ERTO intends to use a third party or parties in the delivery of training or assessment services, ERTOs must comply with ASQA requirements as they relate to third party agreements and provide a copy or copies of current relevant third party agreement/s. The application must also list the third-party contact details and outline the role of the third party in the delivery of the program.

## 1.4 Scope of registration

ERTOs must only submit applications where the identified units of competency are included on their scope of registration for delivery in Tasmania. Evidence that the unit is on scope, or the ERTO has applied to ASQA for the unit to be on scope, should be submitted with your application.

## 1.5 Authorisation to release information

The ERTO, by its lodgement of the grant application, expressly authorises ASQA to release information to Skills Tasmania regarding the ERTO's registration status, including the results of any recent audits and subsequent sanctions that may have been applied.

## 1.6 Financial viability

ERTOs applying for any Skills Tasmania grants must be financially viable at the time of applying and for the duration of any subsequent grant agreement.

## 1.7 Agreement to meet conditions and contractual obligations

By applying, the applicant agrees to meet all the conditions and requirements in the ***Department of State Growth (Skills Tasmania) Agreement for all Programs***.

## 1.8 Skills Tasmania right to amend

Skills Tasmania reserves the right to amend the grant requirements, obligations, or guidelines at any time prior to the program closing date and the finalisation of the schedule agreement with successful ERTOs.

## 1.9 Reporting Requirements

The successful applicant will be required to report training activity data to Skills Tasmania at least quarterly.

The training activity data submitted by the ERTO 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: [How to report training activity](#)

A final report will be required that details the student and industry feedback on the training.

## 1.1 Ineligible applicants

Applicants who cannot apply:

- RTOs who are not an ERTO in Tasmania
- ERTOs who are not scoped or applying to be scoped to deliver the units of competence in Tasmania.

## 2. Assessment criteria

Eligible applications will be competitively assessed against the criteria set out below.

The assessment criteria are weighted strongly towards supporting jobs, the local community and economy.

The assessment will be based on the level of detail and evidence provided by the applicant for each criterion.

Applicants are strongly encouraged to ensure that all information is included in their application at the time of submission.

Eligibility does not automatically mean a grant will be approved. Only one grant will be offered. Third party arrangements are encouraged.

Assessment Criteria	Weighting
1. Has the demonstrated capacity to deliver the program in the 3 regions of Tasmania	10%
2. Has had previous experience in delivering work health and safety and team management products for the agriculture or horticulture sectors	10%
3. Has a knowledge of the Tasmanian Horticulture Industry	10%

4. Demonstrates a schedule that meets the timeframe	10%
5. Has a clear marketing and promotional strategy	10%
6. Has a demonstrated approach to tailor training to reflect changes to the Horticulture Award	20%
7. Demonstrates the ability to design an engaging delivery strategy that can be delivered to meet the time constraints of industry participants	20%
8. Value for money including benchmarking against the Skills Tasmania skills calculator for agriculture	10%

This grant program will be competitively assessed based on the quality of information provided by the applicant. Ensure all information is included when submitting their application. Note that not all eligible grant applicants will receive funding.

### 3. Timeframes

To ensure everyone has an equal opportunity to apply for a grant, no late applications will be accepted after the closing date and time. If extenuating circumstances are likely to prevent applicants meeting the deadline, applicants must contact us before the grant program closes to discuss options.

Applicants are advised to submit applications well before the closing date and time. This will allow time for applicants to raise any concerns when submitting their application or to ensure they do not get distracted by other matters and miss the cut-off time.

Description	Date/time
Program Guidelines – published for preview	4th May 2022 02:00 pm
Program opens	4th May 2022 02:00 pm
Program closes	20 <sup>th</sup> May 2022 02:00 pm
Applicants notified (anticipated by)	10 <sup>th</sup> June 2022

During the assessment process the department may, at its discretion, require further information to support or clarify an application, this information must be provided within 3 working days, unless otherwise advised. Failure to provide further requested

information within the timeframe may result in the application being unsuccessful.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application by the estimated date above.

### 4. Application process

The Department of State Growth uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

Applicants without internet access should contact Carol Bracken, [carol.bracken@skills.tas.gov.au](mailto:carol.bracken@skills.tas.gov.au) or 0423255776 promptly to discuss alternative methods for applying.

#### Guidance to the application process

- Applicants should read the guidelines carefully before starting an application. The application form will help structure applicant's responses.
- This is a competitive, merit-based process. Meeting the eligibility criteria will not automatically result in a successful application or grant.
- There will be no opportunity to change an application or provide further information to support it once it has been submitted. Applicants should, therefore, ensure that all supporting documentation provided is accurate and is attached correctly before submitting.
- Applicants should complete and lodge an application online via SmartyGrants from the Skills Tasmania website [www.skills.tas.gov.au](http://www.skills.tas.gov.au).
- Following the submission of the application via SmartyGrants, applicants will receive an automatic receipt of their application. This receipt will include details of the application and a unique application ID.
- Applications will be assessed by a panel consisting of departmental staff and one independent business operator from the horticulture industry.
- Applicants will be advised of the outcome of their application once considered by the panel.

What does a successful application look like?

A successful application:

- Is submitted before the closing date and time.
- Meets all aspects of the eligibility criteria.

- Demonstrates a good understanding of the purpose of the grant program.
- Shows that the activity or project to be undertaken with the grant funding aligns to the purpose of the grant program.
- Has clear well-structured answers to all the assessment criteria questions.
- Contains, where requested, quality documented evidence to support your claims against the eligibility and/or assessment criteria.
- Presents a strong, convincing and competitive case for the proposed project or activity.

## 5. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of State Growth grants. The Department will consider appeals relating to administrative process issues in grants management.

All requests must be in writing and should be addressed to Dr Alexis Wadsley, Acting Director, Workforce Development, Skills Tasmania. of the business unit where the application was assessed.

Your request must be received within 28 days from the date of the Department of State Growth notifying you of the decision about your application. For further information about the process, contact Carol Bracken, [carol.bracken@skills.tas.gov.au](mailto:carol.bracken@skills.tas.gov.au).

## 6. Grant payments

Successful applicants will be asked for their bank account details to process grant payments. This bank account must be in the same name as the individual, business or organisation that applied for the grant. Applicants may be asked to provide a copy of their bank statement or a letter from their bank to confirm their bank account details.

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays in funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

If a grant recipient:

- does not complete the activities or tasks required under the funding agreement,
- does not use any or all of the funding provided,

the recipient will be required to return some or all of the funds to the department.

Similarly, if

- the information provided to us is found to be false or misleading, or
- the recipient's situation changes in a way that prevents completion of the agreed project

the recipient will be required to return some or all of the funds to the department.

Payments to the successful applicant will be made via the Skills Tasmania LAUREL system based on submission of validated AVETMISS learner activity data to Skills Tasmania. 50% of payment will be provided at commencement of learners and 50% of payment will be provided at completion of learners.

## 7. Taxation and financial implications

Grants distributed under the program attract GST. Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. Where GST applies to the grant funding, a valid tax invoice must be supplied by the successful applicant to the department.

The receipt of funding from this program may be treated as income by the Australian Taxation Office (ATO).

It is strongly recommended that, prior to submitting an application, potential applicants 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](http://www.business.tas.gov.au/manage_a_business/invoices)

## 8. Acquittal

An acquittal is a statement made by a grant recipient confirming that the grant funding was used as per the funding agreement and is a requirement for all Tasmanian Government grants. For the purpose of this

program, evidence submitted at the time of claim for payment will also constitute acquittal.

## 9. Administration and contact details

The program will be administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania. Contact [carol.bracken@skills.tas.gov.au](mailto:carol.bracken@skills.tas.gov.au) or on 0423255776.

### Note

All applicants 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, will be required to be repaid to the department.

## 10. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

## 11. Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

## 12. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the delivery of the project for reporting purposes.

## 13. Personal information protection

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 related, on request to the Department of State Growth. A fee for this service may be charged.

## 14. Disclosure

The following applies to all successful applicants:

- 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.
- Please note that all obligations under the *Personal Information Protection Act 2004* (Tas) and the *Privacy Act 1988* (Cwlth) still apply.

## 15. 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.

## 16. Templates and supporting evidence

Supporting documents available:

- Skills Tasmania Training cost calculator

Templates available for download, completion, and upload within the SmartyGrants application forms:

- Project Budget

You will also be required to upload evidence of registration of the units on scope and will have the option to upload Letters of Support from third party organisations and a project schedule.



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