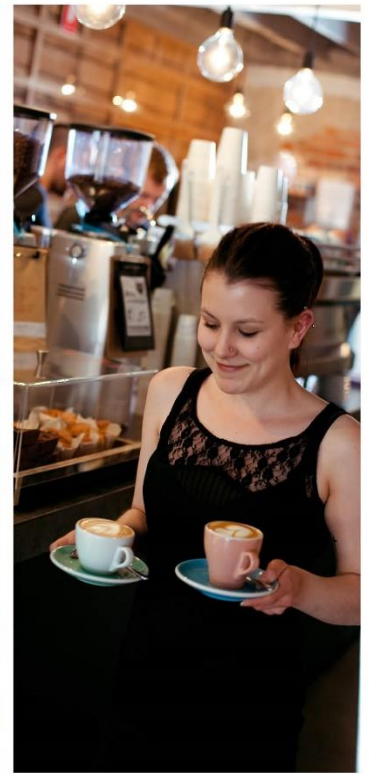


2024 Apprentice and Trainee Training Fund

Released October 2023

Grant Program Guidelines



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1. Fund aim

It is a priority of the Tasmanian Government to invest in training, assessment and learner support services 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 outlines 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.

The Apprentice and Trainee Training Fund (ATTF) provides grants to eligible registered training organisations to subsidise the cost of delivering training and assessment and associated learner support services to Tasmanian apprentices and trainees. The objective is to facilitate the attraction and completion of apprentices and trainees as a critical pathway to enabling job-ready learners, aligned to the needs of industry, employers and learners.

The ATTF is administered by Skills Tasmania, a division in 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 ATTF is a rolling program that is released annually. Applications for each annual round close at the end of the applicable calendar year.

2. Eligibility criteria

Applicants must meet the following eligibility criteria.

Apprentice and Trainee Training Fund 2024	
Eligible Applicants	<p>Applicants must meet each of the following eligibility criteria both at the time of applying, and for the duration of any subsequent funding agreement:</p> <ul style="list-style-type: none"> • be a Skills Tasmania endorsed registered training organisation • have the qualification(s) and/or unit(s) of competency included on their scope of registration for delivery in Tasmania • be financially viable* and • 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. <p>Applicants must ensure that all eligibility requirements are met prior to submitting an application. If the eligibility criteria are not met, the application will be deemed ineligible and will not be assessed or considered for grant funding.</p> <p>TasTAFE is not eligible to apply as a lead applicant but can partner with other eligible applicants. Organisations are also encouraged to contact TasTAFE directly to discuss options for TasTAFE to deliver training under its existing funding arrangements.</p>
Eligible Activities	<p>Funding is available for the delivery of structured** nationally recognised training, assessment, and learner support services to eligible learners for qualifications approved by Skills Tasmania as apprenticeships or traineeships which may be</p>

	undertaken under a training contract in Tasmania. The list of approved qualifications is available on the Skills Tasmania website .
Ineligible Activities	<p>Training in qualifications not approved by Skills Tasmania as eligible for delivery as an apprentice or traineeship under a training contract in Tasmania.</p> <p>Training demand that is better serviced by other Skills Tasmania grant programs, such as the Building a Skilled Workforce – Existing Worker Fund.</p>
Eligible Learners	<p>Eligible learners must be an apprentice or a trainee with a registered training contract in Tasmania, and can be new or existing workers, school aged learner or previously qualified apprentices and trainees.</p> <p><i>Training contract</i></p> <p>The learner must be an apprentice or trainee and therefore a signatory to an active and registered training contract approved by the Tasmanian Traineeships and Apprenticeships Committee (TTAC) and be able to meet the obligations of the training contract and all applicable TTAC policies and guidelines.</p> <p><i>School-based apprentices and trainees</i></p> <p>Subsidies for school-based apprentices and trainees will not be paid where the school at which the apprentice or trainee is enrolled is also the registered training organisation (RTO) providing training and assessment or if the RTO is the Tasmanian Department of Education, Children and Young People (DECYP).</p> <p><i>Apprentices and trainees previously funded under the ATTF</i></p> <p>Apprentices and trainees with a qualification that was subsidised within the past 5 years will be eligible for further ATTF subsidies for a subsequent qualification if:</p> <ul style="list-style-type: none"> • the grant sought is for a qualification unrelated to any previous subsidised qualification. • the apprentice or trainee progresses to a higher-level qualification in the same training package within 12-months of completing the previous subsidised qualification. • the training package Qualification Description indicates that the qualification provides a different occupational outcome and/or additional skills and knowledge to the previously funded qualification completed by the apprentice or trainee. • Skills Tasmania determines that a subsequent version of the same qualification contains significant changes and/or additions and that it has become the new industry benchmark of essential skills and knowledge for that industry. • there are changes to or the introduction of Government standards, licensing or legislation requires staff to update their qualification.

<p>Ineligible Learners</p>	<p>Learners are not eligible for a place under the ATTF if they are:</p> <ul style="list-style-type: none"> • not a Tasmanian resident • currently funded for the same training by another funding source • were subsidised through the ATTF for the same qualification within the past 5 years • employees of a Tasmanian government agency, as defined in the Skills Tasmania Policy Statement - Employer Eligibility - Subsidising Employees of Government Organisations • employees of the applicant's registered training organisation as defined in the Skills Tasmania Policy Statement - Eligibility: Registered Training Organisations to Train Own Staff. <p>Information about eligibility for visa holders is available in the Skills Tasmania Policy Statement on Learner Eligibility visa status.</p>
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*** Financial Viability**

An applicant must be financially viable for the duration of any grant made under the ATTF. 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.

**** Provision of structured training services by RTO staff**

Structured training consists of activities scheduled and managed by registered training organisation (RTO) staff that build the skills and knowledge of apprentices/trainees. The RTO must have a method of ensuring that the learner is fully engaging in the training; is progressing at an acceptable rate; is fully supported through the training and it can be demonstrated that it is the RTO trainer who is providing the skills and knowledge to the learner.

Structured training may include online training and some self-paced learning for the development of underpinning knowledge, provided these activities are scheduled and managed by the RTO according to the training and assessment strategy and the apprentice/trainee's individual training plan.

The RTO must provide the apprentice/trainee with training and assessment services for all core and elective units and must meet all other requirements of the relevant training package, as well as all obligations deemed necessary by Skills Tasmania to deliver quality training. Providing learning resources to an apprentice/trainee with no structured training by the RTO is not considered to be providing a training service for the purposes of ATTF grants.

RTOs must be able to provide clear and sufficient evidence of the provision of structured training by an RTO staff member to the subsidised apprentice/trainee if requested by Skills Tasmania.

Where apprentices/trainees have been deemed competent for a unit/s through a Recognition of Prior Learning (RPL) process, the RTO must be able to provide sufficient evidence of the appropriateness of that process for that apprentice/trainee and that the process meets the full assessment requirements of the training package.

3. Assessment criteria

Applicants must address each of the following selection criteria to demonstrate how their funding request will successfully support the aims of the ATTF. The information and evidence provided by the applicant will be assessed and scored by representatives of Skills Tasmania.

Criterion	Higher assessment scores when applications:
Criteria 1 - Demand for training (weighting 20%)	
<p>A. Demonstrated demand for the training (20%)</p> <p>Questions:</p> <ol style="list-style-type: none"> i. How did you determine the requested qualification/s are needed? ii. How did you determine the specific number of requested training places? 	<ul style="list-style-type: none"> ✓ Demonstrate a need for the training. ✓ Establish a clear alignment between the need for the training and the training response (including the number of requested places). ✓ Evidence of employers requesting the specific number of training places listed in the application where the total subsidy request exceeds \$5000.
<p>Criterion 2 – Quality delivery (weighting 60%)</p> <p><i>Evidence of delivering high quality learner and employer outcomes, connection with employers and compliance</i></p>	
<p>A. Learner outcomes – Learner needs are met and they receive a high-quality training experience, including appropriate learner support (15%).</p> <p>Questions:</p> <ol style="list-style-type: none"> i. Provide an example(s) of how you have previously ensured learner needs were met and they achieved the outcomes they were seeking. Include reference to providing necessary learner support services. ii. What were the challenges and how did you resolve them? 	<ul style="list-style-type: none"> ✓ Demonstration that previous learner needs have been met, learners are satisfied with the training services provided, and learners achieve employment outcomes or progress to further training or education. ✓ Learners’ training support needs are identified and monitored for any change; learners are provided with access to the necessary training support services to undertake and achieve the relevant training and assessment. <p>Your answers to the questions in the application form will be the primary assessment, however the following evidence may support and enhance your score.</p> <ul style="list-style-type: none"> ✓ NCVET Student Outcomes Survey Results, Or Summary of annual learner feedback survey as provided to ASQA (for RTOs with under 100 completers). ✓ Policy or other documentation relating to how your RTO identifies learner needs and how support is provided, both for training and learner support for all types of learner needs (e.g. learners living with a disability, learners requiring Language, Literacy and Numeracy support).

<p>B. Employer outcomes – Employers are satisfied with the training services accessed and the services meet their need (15%)</p> <p>Questions:</p> <ol style="list-style-type: none"> i. Provide an example of how you have previously ensured employer needs were met and achieved the outcomes they were seeking. ii. What were the challenges and how did you resolve them? 	<ul style="list-style-type: none"> ✓ Demonstration that employers are satisfied with the training services delivered and that the services meet their needs and the needs of their employees. ✓ Demonstration that training is responsive to industry and business needs – for example flexibility, contextualisation of training, partnerships and collaboration on training. ✓ Understanding of why training is needed, and detailed specific strategies to ensure outcomes for proposed training products. <p>Your answers to the questions in the application form will be the primary assessment, however the following evidence may support and enhance your score.</p> <ul style="list-style-type: none"> ✓ Summary of annual employer feedback survey as required by ASQA. Policy or procedure documents relating to services to employers.
<p>C. Responsive to industry – (15%)</p> <p>Question:</p> <ol style="list-style-type: none"> i. Describe your relationship and contact with relevant bodies and how that has influenced delivery of the training areas you are applying for. 	<ul style="list-style-type: none"> ✓ Describe how regular input from relevant industry or community bodies and key employer stakeholders informs the delivery of the proposed training and improves the outcomes for learners by ensuring they have the specific skills in demand. <p>Your answer will be the primary assessment, however higher assessment scores may be achieved by:</p> <ul style="list-style-type: none"> ✓ Documents that describe how your RTO meets with industry, such as an annual schedule of meetings with industry bodies, date of last meeting, agendas.
<p>D. Compliance – a good record of compliance with Tasmanian Government (Skills Tasmania) grant requirements and Australian Skills Quality Authority (ASQA) requirements (15%)</p> <p>Question:</p> <ol style="list-style-type: none"> i. Describe your previous record of compliance with Skills Tasmania grant requirements and ASQA requirements. 	<ul style="list-style-type: none"> ✓ Previous accurate estimation of places (high take up rate), where available. ✓ No previous issues with compliance with the Skills Tasmania Agreement for all Programs ✓ ASQA has not taken any adverse regulatory actions against the RTO. <p>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.</p>
<p>Criteria 3 - Capacity to Deliver (20%)</p>	
<p>A. Capacity to deliver the number of places requested in the context of other funding and training commitments. (20%)</p> <p>Question:</p> <ol style="list-style-type: none"> i. How will you ensure you can deliver the training (the number of places requested) within an appropriate timeframe? 	<ul style="list-style-type: none"> ✓ Have a clear plan to enrol learners, deliver training and ensure completions that is realistic and achievable. ✓ Timeframes complement other committed training or funding. ✓ Demonstrate sufficient organisational capacity to deliver the training services (including, but not limited to, key personnel, marketing, delivering training and assessment services and reporting, facilities and resources). ✓ Appropriate risk management plan for ensuring training is started and completed on time that identifies key barriers and suggests contingencies. <p>Consider aspects including:</p> <ul style="list-style-type: none"> ✓ access to appropriately qualified and experienced trainers ✓ access to resources, equipment and facilities

- ✓ how the training is to be provided. This may include classroom training, individual face-to-face training by RTO staff in a workplace or online training
- ✓ when or how often training is scheduled for each qualification applied for, including the planned duration of training sessions.

3.1 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 may 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.

Evidence could include:

- Demonstrated support for the training – which may include a letter from an employer requesting the specific number of training places listed in the application, or a letter from an employer indicating support for the training and/or the RTO, where applicable.
- Evidence supporting claims on learner and employment outcomes, such as learner questionnaire results, positive NCVET Student Outcomes Survey results, employer survey results.
- Any other evidence supporting the application.

4. Timeframes

Apprentice and Trainee Training Fund 2024	
Fund opens	31 October 2023
Fund closes	Applications can be submitted at any time before 31 December 2024
Apply online	Apply online via SmartyGrants here: <ul style="list-style-type: none"> • https://skills.smartygrants.com.au/ATTF2024
Outcomes of application	Applicants will be advised of the outcome of their application within two weeks of lodgement.
Consideration of applications from October 2024	Approval of applications received from 1 October 2024 will be subject to the applicant providing evidence of the planned commencement of training prior to 31 December 2024.

5. Application process

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

This is a merit-based process. Meeting the eligibility criteria will not automatically result in a successful outcome.

1. Applicants should read the Grant Program Guidelines carefully before starting an application. The application form is designed to help structure applicants' responses to the eligibility and assessment criteria as set out in these Guidelines.
2. Applicants should complete and lodge an application online via SmartyGrants.

There will be no opportunity to change an application or provide further information to support it once it has been submitted, unless otherwise requested by Skills Tasmania. Applicants should, therefore, ensure that all supporting documentation provided is accurate and is attached correctly before submitting.

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.

3. Applications will be assessed against the assessment criteria. Information supplied by applicants may be subject to authenticity checks using third party software prior to being submitted for assessment. Skills Tasmania also reserves the right to use information about the RTO's compliance with regulatory and contractual obligations to assess applications against criteria.
4. Final approval will be determined by a Skills Tasmania delegate with the authority to make a determination on the application based on the value of the funding request. Applicants will be advised by email of the outcome of their application once the final approval process is complete.

If an application does not sufficiently address the assessment criteria, Skills Tasmania may contact the applicant to provide a summary of where the application has not met requirements and request additional information or evidence to address the identified gaps before making its final decision. When this occurs, applications will be considered to be pending by Skills Tasmania for a period of four weeks. At the expiry of this period, the application will be considered to be inactive and may be declined by Skills Tasmania.

6. Calculating training costs

Skills Tasmania pays a subsidy towards the total cost of training and assessment services in Tasmania. The subsidies are set in accordance with the [Skills Tasmania Policy Statement - Tasmanian Training Subsidy Policy](#) (Subsidy Policy).

For apprentices and trainees, the subsidy rate is based on the Australian Qualifications Framework (AQF) level of training in recognition that generalist skills developed in lower-level qualifications provide greater benefit to the Tasmanian community. The government contribution to Certificate levels I to IV is therefore greater than for other AQF levels that may primarily benefit the individual. Government Subsidy Rates for different AQF levels are outlined in the Subsidy Policy.

RTOs applying for ATTF grants can only apply for a grant if the qualification/s is approved by Skills Tasmania as a subsidised apprenticeship/traineeship and appears on the Skills Tasmania approved apprenticeships and traineeships list. The list of qualifications approved by Skills Tasmania for delivery as an apprenticeship or traineeship, along with the applicable subsidy rate, is available on the [Skills Tasmania website](#).

Skills Tasmania reserves the right to accept applications for a subsidy above the published subsidy rate where the request meets the requirements of the Subsidy Policy. A detailed rationale for the higher subsidy request must be submitted in the application.

For interstate RTOs delivering training in Tasmania, it is expected that applicants consider costs in regard to planned travel to Tasmania to undertake training and assessment services, and workplace support for apprentices and trainees, when determining its subsidy request.

The amount of the ATTF grant subsidy paid by Skills Tasmania, as well as any costs that may be payable by the employer or the apprentice/trainee, must be communicated to the employer and the apprentice/trainee by the RTO before or at enrolment.

7. Assessment and funding allocation

7.1 Assessment

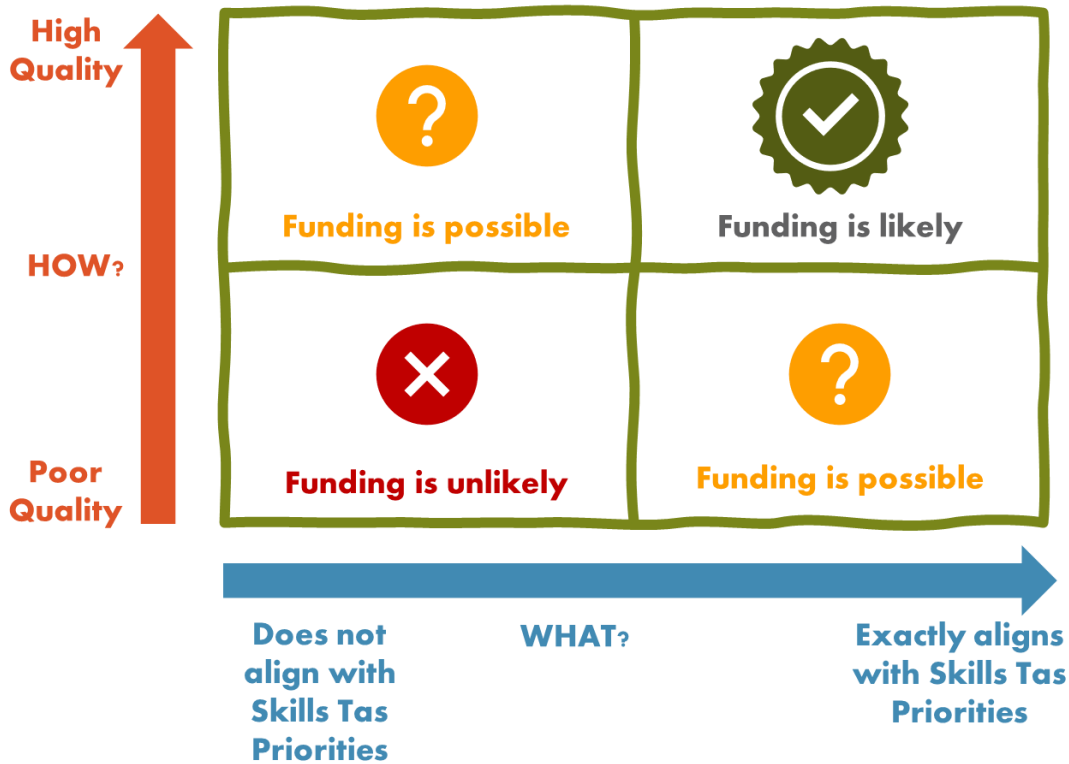
All eligible applications will be assessed against the selection criteria by independent assessors. Applications will be awarded a score for each of the criteria and weightings are then applied. During the selection process, the Grant Program Manager may seek to clarify details with the applicant.

The assessment criteria for the ATTF 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 maximise the public benefits and outcomes for the Tasmanian community in any funding round.

Applicants must only apply for a number of training places that either match previous take-up under the ATTF or a number that is supported by an employer/s in writing if the total subsidy request exceeds \$5000. Applications for a qualification/s with a number of places that cannot be verified by previous take-up, or the written commitment of an employer/s may not be approved.

There may be times when Skills Tasmania reserves the right to allocate a lower number of places than requested. The following factors may be considered in the final allocation of places:

- Previous performance of meeting Skills Tasmania requirements
- Total scores from assessment criteria
- The economic value of qualifications or skill sets, and occupations to the Tasmanian economy
- Estimation of expected demand for training places for particular qualifications across industry sectors.

7.3 Renewal of Grant Deeds

Skills Tasmania, at its discretion, may decide to renew the current year's ATTF grant deeds into the following calendar year. If this occurs, and an RTO with an approved ATTF grant deed wishes to change any terms of the renewed deed during the calendar year, such as adding new qualifications, a new application to the 2024 ATTF round will be required.

8. Grant application outcomes

8.1. Grant Deeds for successful applicants

Applicants that are approved for a grant 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 Deed.

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

8.1.1 Applying for replacement qualifications

Where a grant has been approved and the qualification has been superseded, the RTO must apply to Skills Tasmania to replace the qualification for the current ATTF grant deed using the Apprentice and Trainee Training Fund (ATTF) – Grant agreement variation application (available from the [Skills Tasmania website](#)) regardless of the equivalence or non-equivalence of the qualification.

8.2 Training commencement and completion timelines

The 'training can commence from' and 'training must have commenced by' dates will be identified in the Grant Deed (Training Services).

Training cannot start earlier than the nominated 'training can commence from' date.

Training activity for subsidised apprentices and/or trainees must commence between 1 January and 31 December in the ATTF grant year.

Payments will not be made for units reported through AVETMISS data that indicate that training and/or assessment services were commenced prior to the approval of an ATTF grant.

8.3 Reporting and payments

8.3.1 Reporting

Registered training organisations 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). The [Reporting my activity](#) section of the Skills Tasmania website provides more information about your reporting obligations and should be read alongside the Grant Deed (Training Services).

8.3.2 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 Grant payments and related matters, and Reporting sections of the Skills Tasmania Grant Deed (Training Services).

Each approved training place that is allocated to an eligible apprentice/trainee continues to attract the approved subsidies until the apprentice/trainee either completes the qualification, their training contract is cancelled, or they transfer to another RTO.

RTOs are not required to reapply each year for grants for apprentices or trainees who are already receiving subsidised training under the ATTF, unless the apprentice/trainee's training contract is cancelled, and the apprentice/trainee recommences or changes their qualification but remains with the same RTO.

The exception is when an apprentice/trainee's training contract is cancelled, and they recommence with a new employer in the same qualification in the same calendar year as their original allocation to an ATTF-subsidised place. In this case the apprentice/trainee will continue to attract ATTF subsidies under the new employer.

If in doubt as to whether a new place should be allocated to an apprentice/trainee who has recommenced, please contact the Grant Program Manager for advice.

8.3.3 Adding additional places to an ATTF grant

Registered training organisations with an approved 2024 ATTF grant deed can add additional training places for qualifications approved for delivery under their original Skills Tasmania Grant Deed (Training Services) once all of the RTO's initial approved places have been allocated to apprentices and/or trainees, subject to budget being available.

Once the initial allocation of training places has been exhausted, and if the RTO reports AVETMISS data which shows, for the period covered by the report, an increase in the number of eligible learners receiving training in relation to an approved qualification, this may be considered as a Deemed Change Request to amend the number of training places by the number of additional places in the report. If approved, a revised Agreed Budget will then be issued to the RTO.

Skills Tasmania reserves the right to withhold increasing an allocation where the RTO is unable to demonstrate that it has fully exhausted the allocation or if there is an active complaint, ASQA action or pending action, or issues arising through the endorsement monitoring process, or if the RTO has outstanding reporting or compliance matters.

9. Unsuccessful applicants

Applicants will be deemed unsuccessful if they do not meet the ATTF applicant eligibility requirements and/or do not adequately address the assessment criteria, including the required attachments and evidence.

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

10. 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 the Director 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 the Grant Program Manager via email at attf@skills.tas.gov.au or phone (03) 6165 6027.

11. Taxation and financial implications

It is strongly recommended that, prior to submitting an application, potential applicants seek independent advice from a tax advisor, financial advisor and/or the Australian Taxation Office about the possible tax implications for receiving the grant.

12. 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. You can contact the Grant Program Manager via email at attf@skills.tas.gov.au or phone (03) 6165 6027.

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.

12.1 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.

The names of successful applicants and the training programs approved for each application will be made publicly available on the Skills Tasmania website.

13. 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*.

14. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Grant 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 training for reporting purposes.
3. Use third party software to review information received in applications to confirm its authenticity.

15. 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.

16. 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.

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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