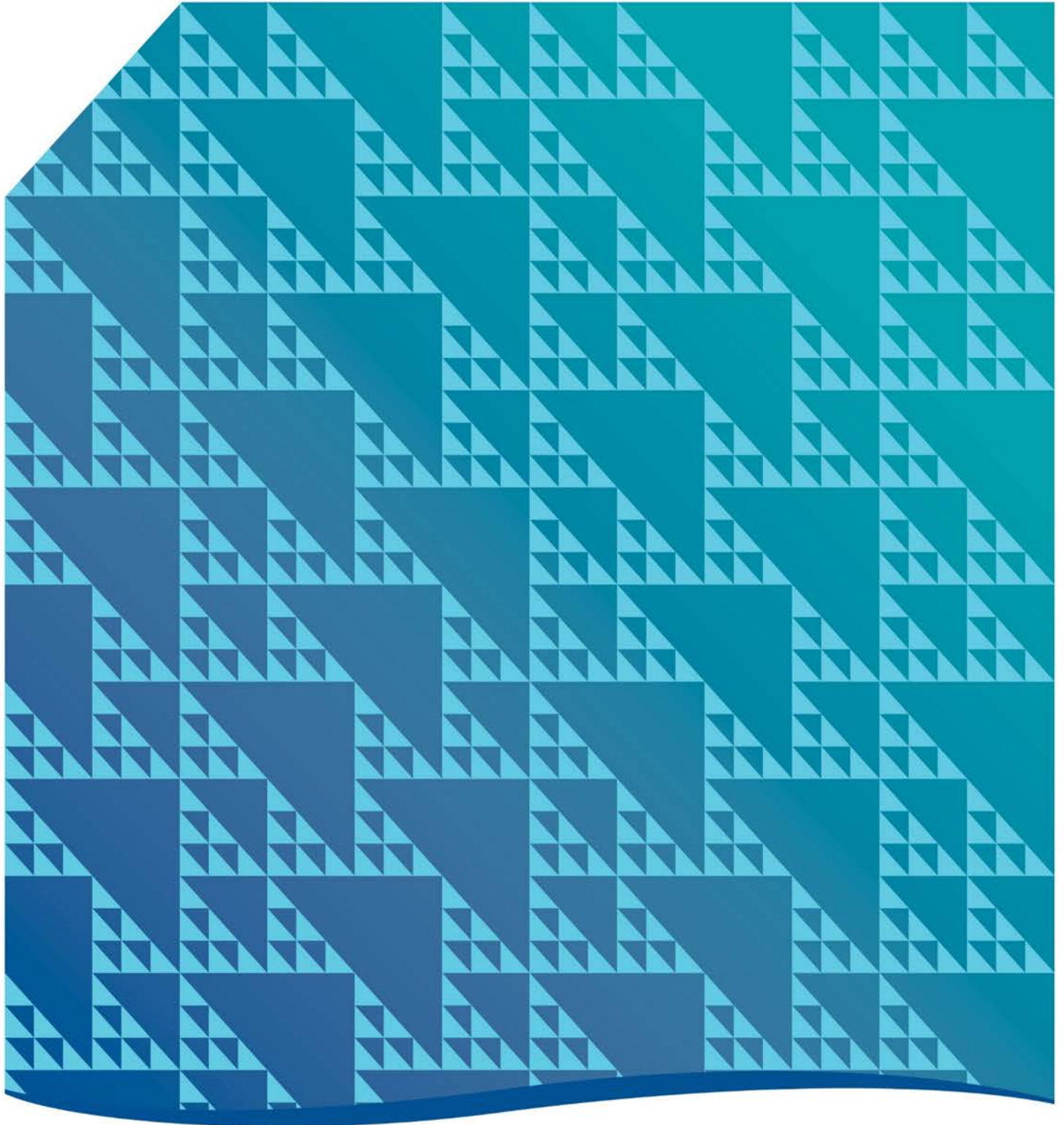


# The *JobTrainer Fund* Applicant Guide



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# Program outline

## What is the *JobTrainer Fund*?

The Tasmanian *JobTrainer Fund* (the *Fund*) will provide grants to Skills Tasmania endorsed registered training organisations (RTOs) to provide fee-free nationally recognised training for job seekers, school leavers, and young people aged 17 to 24 to support them into employment as Tasmania emerges from the COVID-19 pandemic.

The qualifications and courses approved for funding are in areas of strategic importance to the State and where there are strong future job prospects. The training will allow learners to develop the skills and knowledge required to change or commence new or different careers.

The *JobTrainer Fund* is a jointly-funded initiative of the Commonwealth, State and Territory governments.

In Tasmania, the *Fund* is managed by the Department of State Growth (Skills Tasmania).

## When does the *Fund* open and close?

Applications will be accepted from **17 October 2020 until the program closes at 2pm on 17 November 2020**. **Applications will be assessed as they are received. An allocation of places may be made to an applicant before the program closes. One application per applicant is preferred.**

## What is the budget?

The budget for the *Fund* is up to \$21,000,000, which consists of \$10,500,000 each from the Commonwealth and Tasmanian Governments.

## What are the applicant eligibility criteria?

To be eligible to apply, applicants must be:

1. a Skills Tasmania Endorsed Registered Training Organisation (ERTO). Where the RTO's endorsement is restricted, the restrictions will apply.
2. scoped for the qualifications, courses or units for which they are applying and the scope must include Tasmania as a delivery site.

## What are the application conditions?

To be eligible to be assessed, applicants must:

1. meet the applicant eligibility criteria
2. address the Application Assessment Criteria
3. apply for training places for one or more of the qualifications or courses on the **approved list** or for skill sets comprised of units from the qualifications or courses on the approved list.
4. use the '*JobTrainer Fund price calculator*' tool provided by Skills Tasmania to determine the price per qualification, course or skill set and attach the completed calculator to the response to criteria 1.
5. complete the RTO declaration in the application.

# What are the grant conditions?

The grant conditions for the *JobTrainer Fund* are:

## 1. Price paid per qualification, course or skill set

- 1.1 Each qualification, course and unit has a pre-determined price. A COVID-19 loading is automatically calculated through the '*JobTrainer Fund price calculator*' as well as additional loadings for regional training delivery and learner disadvantage (where applicable) that are selected by the RTO during the application process. Higher prices or loadings will not be paid. Skills Tasmania's decision on the appropriate price to be applied for a qualification or skill set is final.
- 1.2 Eligibility for the regional training delivery and learner disadvantage loadings applied for by RTOs will be checked through a desktop audit process by Skills Tasmania staff by requesting evidence to support the application of loadings when the RTO has lodged AVETMISS enrolment data showing which learners have been enrolled.
- 1.3 Where it is found that a learner is not eligible for a regional training delivery or learner disadvantage loading, or does not meet the learner eligibility criteria, any payment/s made may be recouped by Skills Tasmania.

## 2. Payment of grant

- 2.1 Payments will be made to RTOs on reported training commencement and completion for each learner. Full payment per qualification or skill set will be made to RTOs on reported completion of the qualification or skill set by a learner.

## 3. Evidence of training

- 3.1 Payment may be subject to providing evidence of the training delivered to individual learners. Evidence submitted must meet the Skills Tasmania training evidence criteria and be consistent with the RTO's application. RTO inability to provide evidence of training delivery to the satisfaction of Skills Tasmania may lead to non-payment or Skills Tasmania recouping funds paid.

## 4. Learner eligibility

- 4.1 RTOs must ensure that learners meet the Learner Eligibility criteria. Skills Tasmania may request evidence of the eligibility of learners at any stage in accordance with 13. *Contract Compliance Monitoring & Consumer Protection* of the Department of State Growth (Skills Tasmania) Agreement for all Programs.

### Reporting requirements:

- 5.1 RTOs **must** report enrolments, commencement and completion of qualifications, courses and/or skill sets through compliant AVETMISS data or other means determined by Skills Tasmania to Skills Tasmania on a monthly basis or as requested by Skills Tasmania to meet the Tasmania Government's obligations under the *JobTrainer Fund* Agreement.

'Enrolment' in the context of the *JobTrainer Fund* is defined as the point at which the learner is officially registered with the RTO on their student management system as a learner who will be trained by the RTO in the qualification, course or skill set shown in the student management system record.

'Commencement' in the context of the *JobTrainer Fund* refers to the commencement of training and is defined as the date the learner begins undertaking training activities that build the learner's skills and knowledge in relation to the qualification, course or skill set.

Reporting of enrolments has not been required by Skills Tasmania in previous grant programs but is an essential grant condition for the *JobTrainer Fund*. Further details on reporting of enrolments is provided under the Reporting Requirements section of this document.

## 5.2 The RTO must report their first AVETMISS enrolment data by no later than 15 March 2021.

### 6. Learner fees

- 6.1 RTOs must offer training with no learner fees.

### 7. Training places not allocated by 20 May 2021

- 7.1 Training places that have not been allocated to a learner by 20 May 2021 may be withdrawn by Skills Tasmania. For the purposes of the *JobTrainer Fund*, 'allocation' means that the learner has been enrolled.

### 8. Funding agreement variations

- 8.1 Skills Tasmania may vary the funding agreements for RTOs who are able to enrol learners and commence training within the required timeframes by adding additional places if the budget allows.

### 9. Funding agreement duration

- 9.1 Each funding agreement will be for a period of 4 years. Where allocated training places have not commenced by 31 December 2021, no payments will be made for those places.

### 10. Acknowledgement of funding

- 10.1 All advertising and materials provided to learners must include this statement: *The JobTrainer Fund is a jointly-funded initiative of the Australian and Tasmanian Governments.*

## What are the learner eligibility criteria?

1. The following learners are eligible for funding:
  - job seekers, who, for the purposes of the *JobTrainer Fund*, are:
    - a. individuals out of work
    - b. individuals who are in receipt of income support payments
    - c. 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.
  - school leavers and young people aged 17 to 24, **regardless of their employment status.**
2. All eligible learners will be eligible for a training place regardless of their prior qualifications.
3. Eligible learners can undertake more than one *JobTrainer* qualification, course or skill set funded training place.
4. An individual currently enrolled at a Tasmanian school, as defined by the *Education Act 2016*, is **not eligible**.

# Qualifications, courses and skill sets eligible for funding

The qualifications and courses approved for funding are those in areas of strategic importance to Tasmania and where there are strong future job prospects for Tasmanians.

RTOs are able to apply for qualifications or courses from an approved list or the RTO can apply for skill sets created from core and/or identified elective units from within the approved qualifications or courses that meet a particular industry need and that are likely to lead to a job outcome for the learners.

All units used in skill sets must be named on the [training.gov.au](http://training.gov.au) site in the packaging rules for a qualification or course on the approved list.

## Prices and loadings

Additional loadings will be offered where the training will be provided to learners in a regional location or to a learner facing disadvantage such as those for whom English is a second language, long-term unemployed learners or those with a physical or learning disability.

Each qualification, course and unit will have loadings automatically calculated when the RTO enters the qualification or units into the *'JobTrainer Fund price calculator'*. Some learners may meet more than one loading category and the *'JobTrainer Fund price calculator'* allows RTOs to add more than one loading.

The eligibility of individual learners for the regional and learner disadvantage loadings that the RTO has applied for will be checked by Skills Tasmania when the RTO has lodged AVETMISS enrolment data showing which learners have been enrolled. Evidence may be requested by Skills Tasmania to inform the assessment of eligibility.

Where the RTO has applied for more than one loading category for one qualification or skill set for a learner or group of learners, the eligibility of each of these learners will be checked by Skills Tasmania when AVETMISS data is reported for the relevant learner/s.

Where it is found that a learner is not eligible for a regional or learner disadvantage loading, any payments made may be recouped by Skills Tasmania.

### **When is the 'regional' loading applicable and what areas are considered 'regional' in the context of loadings for the Fund?**

Regional training loadings apply to the location in which the training and assessment is to be delivered.

Regional training loading will not apply to online training and assessment or training and assessment where the RTO does not travel to the regional location to provide training or assessment services.

Where an RTO has applied for regional training loading, Skills Tasmania will check that the training was delivered in eligible regions when the RTO has reported training activity.

For the purposes of applying the 'regional' training loading, the following Tasmanian areas are considered regional:

1. all of the East Coast
2. all of the West Coast
3. North West: 15km+ from Burnie and Devonport
4. North/North East: 25km+ from Launceston
5. Southern Regions: 25km+ from Hobart

## Where can I find out more about the *JobTrainer Fund*?

The *Fund* manager, Deb Wilcox, is available to answer questions about the *Fund*: 03 6165 6060 or [deb.wilcox@skills.tas.gov.au](mailto:deb.wilcox@skills.tas.gov.au)

## Promotion of the *JobTrainer Fund*

The Australian Government will promote the *JobTrainer Fund* in November and December 2020 and may request information from successful applicants who wish to be part of this promotional activity. The Tasmanian Government will also promote the *Fund* in consultation with successful applicants.

# The application stage

## How are applications submitted?

Applications must be submitted via the SmartyGrants online grants system.

**The application can be found at: <https://skills.smartygrants.com.au/JTrainer>**

SmartyGrants will send an automatic acknowledgement to the applicant when the application has been lodged successfully.

Questions in relation to using the online application or on the SmartyGrants interface can be answered via the online [Help Guide](#), or on [SmartyGrants' Applicant FAQ](#) page. Applicants can also e-mail [service@smartygrants.com.au](mailto:service@smartygrants.com.au) or call 03 9320 6888. (Support Desk hours are 9 am – 5 pm (AEST), Monday through Friday).

**One application per RTO is preferred. All applications must be submitted *prior* to the closing time of 2pm, 17 November 2020.**

# Assessment and selection process

Applications will be managed and assessed in accordance with the Treasurer's Instruction *FC-12 Grant Management* and the Department of Treasury and Finance *Best Practice Guide for the Administration of Grants*.

Applicants must have addressed each of the assessment criteria and attached any mandated documents to be eligible to be assessed.

**Skills Tasmania will determine the final allocation of places under the *Fund* to ensure delivery to a range of learners and regions, a mix of qualifications and skillsets, and alignment with future jobs growth.**

**Skills Tasmania reserves the right to negotiate with individual applicants.**

The process is:

1. Applications will be screened for eligibility as they are received.

2. Eligible applications will be assessed by Skills Tasmania staff against the three assessment criteria as they are received using an assessment tool.
3. Skills Tasmania will offer eligible applicants an initial allocation of training places. Applicants may not receive their total allocation of places through the first offer. In consultation with the applicant, Skills Tasmania may offer successful applicants a further allocation of places during the period 17 October 2020 to 20 May 2021. Offers will be approved by the Skills Tasmania General Manager.
4. Successful and unsuccessful applicants will be notified of the outcome of their applications via email.

## Application assessment criteria

All applicants must address three criteria. The criteria are of equal weight.

**Each application must be accompanied by a completed 'JobTrainer Fund price calculator' which MUST have the 'Summary' section completed as well as the main calculation section.**

### Criterion 1 – Number of places

**To address this criterion, applicants must:**

- outline the rationale used to determine the number of training places applied for.
- attach a completed 'JobTrainer Fund price calculator' showing the qualifications, courses and skill sets the RTO is applying for and their associated prices and the local government areas in which the training will be provided.

### Criterion 2 - RTO capacity

**To address this criterion, applicants must:**

- demonstrate that the RTO has sufficient resources to commence training for the requested number of training places by 31 December 2021.

### Criterion 3 - Promotion to learners

**To address this criterion, applicants must:**

- outline how the availability of JobTrainer Fund places will be promoted to learners.

## How is the 'JobTrainer Fund price calculator' used?

The calculator *must* be used as outlined below to arrive at accurate prices and grant totals.

**Entries must be made in only the blue cells. The yellow cells populate automatically.**

Do not leave blank lines between entries.

Ensure that if a qualification, course or skill set will be delivered to different cohorts with different applicable loadings, these are entered on different lines as the cost will be different.



An example of this is if a qualification will be delivered to learners in Hobart and Queenstown and to learners with a disability in Sorell.

The applying RTO anticipates that the learners in Hobart will not attract any of the disadvantage loadings nor and they would not attract regional loadings but the learners in Queenstown and Sorell are eligible for a regional loading with the learners in Sorell will also attract a disability loading.

These three scenarios would mean that this qualification would need to be entered into the calculator three times as there will be three applicable prices for this qualification for three different cohorts.

## How is a qualification entered into the calculator?

The steps are:

1. enter SmartyGrants application code into cell B20. NOTE: This only needs to be entered once per application).
2. enter RTO code in Cell B21. NOTE: this only needs to be entered once per application).
3. columns A, B and C in yellow for the Application Code, RTO Code and RTO legal name will appear automatically after an entry is made in the 'Application Identifier' column D.
4. enter the 'Application Identifier' in column D, starting at '1' for the first entry and adding another number for each full qualification.
5. select the qualification title from the drop-down in column E. The qualification code will automatically load into column F.
6. select 'Full qualification' from the drop-down in column G. 'Full qualification' can be found at the top of the drop down list in column G.
7. column H will remain blank as this is only used to identify units for skill sets.
8. select 'Yes' from the drop-down for each relevant loading type for that entry noting that one cohort may attract more than one loading type if the cohort is, for example, to receive training in a regional location and is also long-term unemployed.
9. if a qualification has different loading types for different cohorts, they should be entered separately.
10. the price per place for this cohort will automatically appear in column AF.
11. select the 'Summary' tab at the bottom of the spreadsheet.
12. enter the number of places per qualification entry into column E.
13. the total price for each qualification will appear in column H.
14. enter the number of learners for each applicable local government area in cells N to AP.

## How is a skill-set entered into the calculator?

The steps are:

1. enter SmartyGrants application code into column A. NOTE: this only needs to be entered once per application.
2. enter RTO code in column B. NOTE: this only needs to be entered once per application.

3. Columns A, B and C in yellow for the Application Code, RTO Code and RTO legal name will appear automatically after an entry is made in the 'Application Identifier' column D.
4. enter the 'Application Identifier' in column D, starting at '1' for the first entry and adding another number for each skill set. If a skill set is more than one unit, each unit entered for that skill set *must* show the same number to show that the skill set consists of more than one unit. The 'Application Identifier' is important as it is used combine the value of each unit to calculate the price per skill set.
5. select the qualification title from the drop-down in column E. The qualification code will automatically load into column F.
6. select 'Unit' from the drop-down in column G.
7. select the first unit code from the drop-down in column H .
8. select 'Yes' from the drop-down for each relevant loading type for that entry noting that one cohort may attract more than one loading type if the cohort is, for example, to receive training in a regional location and is also long-term unemployed.
9. if a skill set has different loading types for different cohorts, they should be entered as separate skill sets with different 'Application Identifiers'.
10. the price per place for this cohort will automatically appear in cell AF.
11. select the 'Summary' tab at the bottom of the spreadsheet.
12. enter the number of places per skill set entry into column E.
13. the total price for each skill set will appear in column H.
14. enter the number of learners for each applicable local government area in cells N to AP.

## What happens if an application is approved?

Successful applicants will be notified as soon as possible if their application has been approved. This notification will be provided via email to the person nominated in the application as the contact person.

Successful RTOs will sign a funding agreement that will become a schedule to the Department of State Growth (Skills Tasmania) Agreement for all Programs. The agreement will include the grant conditions and learner eligibility criteria.

The names of successful applicants and the qualifications, courses and/or skill set/s for which they have been approved will be published on the Skills Tasmania website and may be communicated to potential learners through other means.

### Reporting requirements

Successful applicants will be required to report enrolment, training commencement, training continuance and completion to Skills Tasmania. Timely reporting is required to ensure that the Tasmanian Government receives milestone payments from the Australian Government under the *JobTrainer Fund Agreement*.

**Reporting enrolment has not been required by Skills Tasmania in previous grant programs but it is an essential grant condition for the *JobTrainer Fund*. Skills Tasmania will provide a tool for the reporting of enrolment for RTOs who are unable to provide this information in their AVETMISS data.** 'Enrolment' in the context of the *JobTrainer Fund* is defined in Grant Condition 5.

Enrolments must be reported against the AVETMISS data field Outcome Identifier – national of ‘85 – Not yet started’. For advice on AVETMISS reporting to Skills Tasmania, contact:

- AVETMISS data and payment enquiries: 03 6165 6055 or 1800 655 846
- AVETMISS data submission enquiries: [avetmiss@skills.tas.gov.au](mailto:avetmiss@skills.tas.gov.au)

Skills Tasmania will provide a tool for the reporting of enrolments for RTOs who are unable to provide report this enrolment information in their AVETMISS data.

**RTOs must report their first AVETMISS enrolment data by 15 March 2021 and training commencement data by 20 May 2021.**

## Variation of grant agreements

Skills Tasmania may vary funding agreements by adding additional places for RTOs.

This will occur where the RTO has been able to allocate all approved places and enrol learners and commence training as well as report this activity to Skills Tasmania within the required timeframes and where the RTO is able to demonstrate that they have unmet demand for the qualifications, courses or skill sets for which they have been approved. This will be dependent on the availability of additional places.

## Evidence of training provided to learners

Skills Tasmania reserves the right to request evidence of training provided to learners at any stage during or after the training has been provided as well as evidence of the eligibility of learners for regional training delivery or disadvantage loadings.

Evidence provided to show that training has been provided to individual learners must meet the following criteria:

- how, where, when, by whom and with which learners the training was conducted
- the specific methods and resources used to train
- the unit/s to which the training relates.

**RTOs unable to provide sufficient evidence of training or of learner eligibility may be required to repay any funds paid.**

## What happens if an application is not approved?

Unsuccessful applicants will be notified via email that their application is unsuccessful.



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