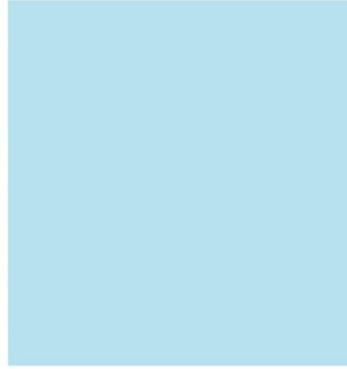


# Mentoring for Success





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# Mentoring for Success -

## *A Small to Medium Enterprise - Group Training Organisation (GTO) - Apprentice and Trainee Retention Program*

### I. Program Objectives

The objective of the *Mentoring for Success* program is to increase apprenticeship and traineeship commencements and completions in Tasmania by supporting an escalation in the use of Group Training Organisations by Small to Medium Enterprises in all industries across the state.

Retention rates for apprentices and trainees across industries, in the first year of their training contract, are lower than following years. Further to this, retention rates in Small to Medium Enterprises (SMEs) are generally lower than that of larger enterprises who often have the benefit of scale and sophisticated human resource frameworks.

Data indicates that Group Training Organisations (GTOs) both in Tasmania and nationally deliver better completion rates for apprentices and trainees than SMEs.

### 2. Program Overview

GTOs manage the employer responsibilities for the quality and continuity of the apprentice and trainees' employment and training. The GTO also manages the additional care and support necessary to achieve the successful completion of the training contract. This Program builds on the resources and experiences of GTOs. It will encourage SMEs to engage with the GTO's wrap-around service to support the apprentice or trainee to successfully complete the first twelve months of their training contract.

This program also delivers on a number of government and industry priorities including the Premiers Economic and Social Recovery Advisory Council (PESRAC) Interim Recommendation No. 15 which notes:

*Group training organisations, labour hire firms, and other job matching services should be funded to support recruitment, mentoring and rotation of apprentices, trainees and short-term workers across employers that cannot currently commit to long-term employment contracts.*

The Program will also assist the Government's agenda to increase the number of apprentices and trainees by 40 per cent by 2025.

A priority action from *The Tasmanian Building and Construction Industry – Workforce Action Plan* identifies Skills Tasmania as the lead in a program that promotes and supports the role of GTOs in supporting apprentices and trainees and their host employers. This program will deliver on that priority.

To ensure that the Tasmanian Government continues to be responsive to the needs of the State's COVID-19 recovery and improve future retention rates, \$1.2 million has been allocated to support GTOs to provide a wrap-around service to SMEs, apprentices and trainees.

Grants will be offered to GTOs who place an apprentice or trainee with an eligible host employer.

Funding allocated will be \$6,000 per successful applicant for full-time apprentices or trainees. Funding payable for full-time apprentices or trainees will be \$4,000 as the first instalment on completion of probation of the apprentice or trainee then \$2,000 as the second instalment on successful completion of the first 12 months of the training contract. GTOs applying for part-time apprentices or trainees will be eligible for \$2,000 as the first instalment and \$1,000 as the second instalment.

Up to 200 places (or full-time equivalent) will be supported by the grants.

## 3. Eligibility criteria

### 3.1 GTO eligibility criteria

To be considered eligible for the Project, the GTO who employs the apprentice or trainee must:

- 3.1.1 Be registered on the Australian Business Register (ABR);
- 3.1.2 Host the apprentice or trainee in a workplace physically located in Tasmania; and
- 3.1.3 Be a listed GTO as noted in section 14 of the Tasmanian *Training and Workforce Development Act 2013* and must comply with the National Standards and the Tasmanian Operational Requirements.

### 3.2 Host employer eligibility criteria

To be considered eligible for the Program, the host employer named by the GTO in the training contract for that apprentice or trainee must:

- 3.2.1 Be registered on the Australian Business Register (ABR);
- 3.2.2 Be a Small to Medium Enterprise (SME). An SME is defined as an Australian and New Zealand business employing less than 200 people, consistent with the obligations under various free trade agreements and procurement arrangements by which the Tasmanian Government is bound; and

3.2.3 Have not used the services of a listed GTO in Tasmania in the previous 5 years from the commencement date of the training contract. The intention of this program is to promote GTOs to SMEs who have not recently engaged the services a GTO offers.

### 3.3 Apprentice or trainee eligibility criteria

For a GTO to be eligible to claim the grant for an apprentice or trainee, the apprentice or trainee must:

3.3.1 Have an active and registered training contract in Tasmania and have a commencement date on or after 1 March 2021, with a GTO and host who meet the eligibility criteria in subsections 3.1 and 3.2;

3.3.2 Be 18 years of age (or have otherwise completed their compulsory education obligations under the *Education Act 2016*);

3.3.3 Be classified as a new worker on that training contract; and

3.3.4 Continue to be in employment with the GTO at the time of claim of the first and second instalment of the grant. The apprentice or trainee must be employed by the original host employer at the time of the first instalment. They do not need to be hosted by the original host employer at the time of the second instalment.

All conditions of a training contract, including compliance against the [Tasmanian Traineeships and Apprenticeships Committee \(TTAC\) policies and guidelines](#), must be met for the training contract to be registered as valid.

If you are unsure about your ability to meet all aspects of the eligibility criteria you should contact the Grants Administration Officer by email at [grantsadmin@skills.tas.gov.au](mailto:grantsadmin@skills.tas.gov.au) or on (03) 6165 6048.

## 4. Assessment

Eligibility for the Program will be assessed by Skills Tasmania against the criteria in Section 3 on the basis of the information provided on the application form lodged by the applicant.

Where mandatory criteria are not met, the application will be deemed ineligible and will not be approved for funding.

## 5. Timeframes

The Program opening date is 1 March 2021. Training contracts commenced between 1 March 2021 and the closing date of this program are eligible to apply.

To ensure everyone has an equal opportunity to apply for a grant, no late applications will be accepted after the closing date and time.

Applicants are advised, where possible, to submit applications as soon as the training contract is registered to ensure that a funding place is secured. It is noted that the closing date will be brought forward when available funding is fully allocated.

*All potential applicants must read the Program Guidelines carefully to determine their eligibility for funding under the program.*

<b>Description</b>	<b>Date</b>
<i>Program opens (training contracts signed from this date are eligible)</i>	<i>1 March 2021</i>
<i>Applications close (or sooner if funds are fully allocated)</i>	<i>26 February 2022 4 pm</i>
<i>Final requests for the first instalment payment</i>	<i>30 May 2022 4 pm</i>
<i>Final requests for the second instalment payment</i>	<i>30 March 2023 4 pm</i>

*During the assessment process for grant applications or requests for payment the Department of State Growth may, at its discretion, request further information for support or clarification. This information must be provided within 3 (three) working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application or request for payment being unsuccessful or delayed.*

## 6. Application process

- 6.1 The application form for this Program is available from the Skills Tasmania [website](#).
- 6.2 For an application to be considered, it must be lodged with Skills Tasmania whilst the Program is active, and meet the following requirements:
  - a) *Each application must be submitted on the approved template form and lodged by the GTO.*
  - b) *All applications should be submitted by email to [grantsadmin@skills.tas.gov.au](mailto:grantsadmin@skills.tas.gov.au)*

**NOTE: This Program may be withdrawn at any time. Applications lodged with Skills Tasmania after the Program has closed will not be eligible for funding.**

## 7. Appealing a decision

Skills Tasmania may reconsider a decision if the applicant can demonstrate a proven conflict of interest, error in process or discrimination.

If applicants have reason to believe that the proper process was not followed in assessment of an application, a request for review may be submitted.

Grounds for appeal are:

1. The persons making the decision had a direct or indirect financial interest in the outcome of the application.
2. The preparation of the application was affected adversely by incorrect advice provided by a staff member of the Department of State Growth.
3. The persons making the recommendation did not have the correct or full information at the time of making the decision and further evidence has been supplied that may clarify the initial decision made.

All requests must be in writing and should be addressed to the Director, Training Operations at Skills Tasmania.

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.

## 8. Taxation and financial implications

The total grant payable to approved applicants is \$6,000 (2 instalments of \$4,000 and \$2,000) for each apprentice or trainee employed on a full-time basis, and \$3,000 (2 instalments of \$2,000 and \$1,000) employed on a part-time basis.

Each grant payment is exempt of GST.

The receipt of funding from this Program may be treated as income by the Australian Taxation Office (ATO). While grants are typically treated as assessable income for taxation purposes, how they are treated will depend on the recipient's particular circumstances.

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

# 9. Grant payments

## 9.1 Grant Agreement

All approved applicants are required to enter into a Grant Agreement with the Department of State Growth (Skills Tasmania), on behalf of the Crown in Right of Tasmania, to receive payment of the grant.

The agreement sets out the obligations of both parties including the conditions of eligibility, and terms for acceptance and payment of the grant.

The approved applicant should read the agreement and understand their obligations, rights and responsibilities under the agreement prior its execution.

The Grant Agreement must be validly executed by both parties before any payment can be made under the Program.

Approval of an application under this Program does not commit Skills Tasmania to any future financial assistance under this or any other program.

## 9.2 Payment of the grant

The total grant payable to approved applicants is \$6,000 (2 instalments of \$4,000 and \$2,000) for each apprentice or trainee employed on a full-time basis, and \$3,000 (2 instalments of \$2,000 and \$1,000) for each apprentice or trainee employed on a part-time basis.

Part-time and full-time employment conditions are defined by the industrial arrangement under which the apprentice or trainee is employed.

The grant will be paid to approved applicants in two payments:

- Payment 1 is payable on completion of the probation period as noted on the training contract of the apprentice or trainee (once the employment status of the apprentice or trainee has been confirmed).
- Payment 2 is payable 12 months after the commencement of the training contract of the apprentice or trainee (once the employment status of the apprentice or trainee has been confirmed).

### Payment 1

A Grant Agreement will be forwarded to the employer within 28 days of the date the first grant payment is payable (on completion of the probation period) The first grant payment will be paid by the Department of State Growth (Skills Tasmania) upon return of:

- the signed agreement, completed to the satisfaction of Skills Tasmania;
- a copy of the Payment Claim letter sent by Skills Tasmania including bank account details; and

- evidence identifying the apprentice or trainee was still employed with the original Host at the time the claim was due.

## **Payment 2**

A confirmation of eligibility form will be forwarded to the employer within 28 days of the date the second grant payment is payable (12 months from commencement of the training contract). The second instalment payment will be paid by the Department of State Growth (Skills Tasmania) upon return of:

- a copy of the Payment Claim letter sent by Skills Tasmania including bank account details; and
- a compliant payslip identifying that the apprentice or trainee was still employed by the GTO at the time that the claim was due.

Successful applicants will be asked for their bank account details so that we can process successful grant payments. This bank account must be in the same name of the business who applied for the grant. You may be asked to provide a copy of your bank statement or a letter from you bank to confirm your bank account details.

If any successful applicant provides incorrect bank account details, this 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 to any funding being received. Additionally we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

It is the responsibility of the applicant to ensure that all bank account details are correct.

## **9.3 Conditions of payment**

Employers are required to continue to meet all relevant eligibility criteria at the time each payment is due in order to receive each payment.

All Tasmanian Traineeships and Apprenticeships Committee (TTAC) policies and guidelines must also be met, including the minimum and maximum hours requirements for each type of training contract.

Payments will only be made where Skills Tasmania has no concerns in relation to the training contract and there are no known issues between the employer and the apprentice or trainee.

Where an apprentice or trainee changes employment status from full-time to part-time, or part-time to full-time while their training contract is active, the applicant will receive the grant amount that is applicable to the employment status that has been in place for the majority of the training contract. This will be calculated as at the date each payment is due.

Where an apprentice or trainee completes their qualification within the first twelve months of the training contract, the employer will still be eligible to receive each grant instalment. This is provided the individual that is the eligible apprentice or trainee is still in employment with the employer at time of the completion and that Skills Tasmania has received notification from the RTO that the apprentice or trainee successfully completed their qualification.

Where a grant payment has been made to the employer and it is subsequently confirmed that the payment was paid based on incorrect information provided by the employer, Skills Tasmania reserve the right to recover the grant amount that has been paid.

## 9.4 Withdrawal of Program and Grants

Skills Tasmania has a responsibility to ensure the management of Program funds.

This Program may be withdrawn at any time.

If the Program is withdrawn, payment of the grant will still be honoured for all applications that have been received by Skills Tasmania where one or more payments has yet to fall due, provided that the applicant meets and continues to meet the eligibility criteria at the time the payment falls due.

Once awarded, Skills Tasmania may withdraw the grant at any time before or after issuing if the grant conditions or Grant Agreement obligations are not met. These include:

- That approval was based on misleading or incorrect information provided in the application or associated documentation.
- There are material changes to an application – within or beyond the applicant’s control – that would significantly alter the assessment.
- The approved applicant is unresponsive to contact from Skills Tasmania regarding their application for the Program on at least three occasions.
- Skills Tasmania is unable to gain sufficient information to progress the Grant Agreement.
- The applicant has not provided Skills Tasmania with correct bank account details.

If a payment has been made, Skills Tasmania has the option of seeking the return of the funds. If a grant payment has not yet been made, approval for the grant may be withdrawn.

# 10. 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 performance of the project for reporting.

# 11. Administration and contact details

The program will be administered by Skills Tasmania on behalf of the Crown in the Right of Tasmania. Contact with the department for any of the following reasons can be directed to the Grants Administration Officer by email at [grantsadmin@skills.tas.gov.au](mailto:grantsadmin@skills.tas.gov.au) or on (03) 6165 6048.

- Further information or advice on the program
- Assistance in making an application
- Further feedback on the decision of the application
- Request a review of the decision

## Important 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.

# 12. 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.

# 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. 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.

## 15. 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.
- Nothing in this item 15. Disclosure, derogates from a party's obligations under the Personal Information Protection Act 2004 (Tas) or the Privacy Act 1988 (Cwlth).

## 16. 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.

For an apprenticeship or traineeship to be registered in Tasmania, it must meet the requirements of the national training contract, the *Training and Workforce Development Act 2013*, (found [here](http://www.thelaw.tas.gov.au) on [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au)) and the Tasmanian Traineeships and Apprenticeships Committee (TTAC) Policies and Guidelines (found at <http://www.skills.tas.gov.au/skillstas/systemtas/ttac>).



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