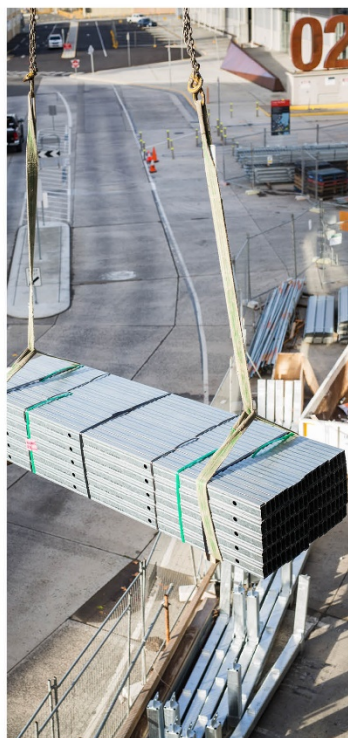


Building a Skilled Workforce – Existing Worker Fund 2024

ST062

September 2023

Grant Program Guidelines



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1. Fund aim

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

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

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

The Building a Skilled Workforce - Existing Worker Fund (the Fund) subsidises training for existing workers to allow them to gain skills and knowledge to assist them to perform their jobs more effectively, efficiently, safely and confidently. New skills and knowledge for employees also supports future career planning and progression. The Fund includes a requirement for employers to make a financial contribution to the cost of the training.

The Government's investment under the Fund will focus on industry and employer identified areas of training need, to achieve outcomes for both industry and learners.

The Fund 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 Act).

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

2. Eligibility criteria

Applicants must meet the following eligibility criteria.

Building a Skilled Workforce – Existing Worker Fund 2024	
Eligible Applicants	<p>To be eligible to apply 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 the 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>

	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.
Eligible Activities	<p>Funding is available for the delivery of nationally recognised training (in either qualifications or skill sets), assessment, and learner support services to eligible learners.</p> <p>The training must provide learners with the opportunity to strengthen and/or develop their skills, knowledge and understanding of the industry that relates to their employment and the training as well as to achieve a skill set, course or qualification.</p> <p>Online training delivery is an eligible activity for delivery to eligible learners. Where online delivery is proposed, applicants must ensure that quality of service is maintained by:</p> <ul style="list-style-type: none"> • identifying and providing individual learner support • addressing all training package requirements (including all practical and work placement aspects), and • complying with the principles of assessment and rules of evidence embedded in the <i>Standards for Registered Training Organisations 2015</i>.
Ineligible activities	<ul style="list-style-type: none"> • Non-nationally recognised training • Training demand that is better serviced by other Skills Tasmania grant programs, such as the Apprentice and Trainee Training Fund.
Eligible Learners	<p>To be eligible for a training place, learners must be employed by the employer that is co-contributing to the cost of training (including self-employed) at the time of application, and throughout the training period. The employment arrangement can be casual, part-time, or full-time.</p> <p>Eligible learners:</p> <ul style="list-style-type: none"> • can undertake training in more than one qualification, course or skill set per round • will be eligible for a training place regardless of their prior qualifications • will also need to meet any course specific essential entry requirements. <p>Existing workers may also be eligible for an apprenticeship or traineeship. If this is the case, RTOs should apply for funding under the Apprentice and Trainee Training Fund (ATTF) or contact the ATTF Grant Program Manager via atff@skills.tas.gov.au for assistance.</p>
Ineligible Learners	<p>Learners are not eligible for a place under the Fund if they are:</p> <ul style="list-style-type: none"> • not a Tasmanian resident • currently enrolled at a Tasmanian school, as defined by the <i>Education Act 2016</i> • currently funded for the same training by another funding source, or • apprentices and trainees with a current training contract • employees of a Tasmanian government agency as defined in the <i>Skills Tasmania Policy Statement - Employer Eligibility - Subsidising Employees of Government Organisations</i>. <p>Information about eligibility for visa holders is available in the <i>Skills Tasmania Policy Statement on Learner Eligibility visa status</i>.</p>

*Financial Viability

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

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 Fund. The information and evidence provided by the applicant will be assessed and scored by representatives of Skills Tasmania.

Criterion	Higher assessment scores when applications:
Criterion 1 – Demand for training and alignment with Government and industry priorities (weighting 50%)	
A. Demonstrated demand for the training (40%) <i>Question</i> <i>i. Provide a fully completed and sufficiently detailed 'Building a Skilled Workforce - Existing Worker Fund employer support declaration' form for every employer requiring training places.</i>	<ul style="list-style-type: none">✓ Establish a clear alignment between the need and training response (including the number of requested places supported by evidence of need) <p>Your employer support forms will be used as the primary assessment for this criterion, however higher assessment scores may be achieved by ensuring that:</p> <ul style="list-style-type: none">✓ a form for each employer is attached to the application✓ every section of the 'Building a Skilled Workforce - Existing Worker Fund employer support declaration' form/s has been completed by every employer requiring training places✓ the information provided is clear, accurate and sufficient.
B. Alignment with Government priorities – 10% <i>Questions</i> <i>i. How does the training align with Government priorities?</i>	<ul style="list-style-type: none">✓ Align with Government priorities, including Ministerial Priorities, industry compacts, sectors and occupations of high value to the Tasmanian economy.✓ Consider the Skills Tasmania Snapshot of Training Needs <p>Your answer will be the primary assessment. Evidence may be attached if applicable.</p>

Criterion 2 – Quality delivery (weighting 40%) <i>Evidence of delivering high quality learner and employer outcomes, connection with employers and compliance</i>	
<p>A. Learner outcomes – Learner needs are met and they receive a high-quality training experience, including appropriate learner support (10%).</p> <p><i>Questions:</i></p> <p>i. <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.</i></p> <p>ii. <i>What were the challenges and how did you resolve them?</i></p>	<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"> ✓ NCVER Student Outcomes Survey Results, Or Summary of annual learner feedback survey as provided to ASQA (for RTOs with under 100 learners). ✓ 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 (10%)</p> <p><i>Questions:</i></p> <p>i. <i>Provide an example of how you have previously ensured employer needs were met and achieved the outcomes they were seeking.</i></p> <p>ii. <i>What were the challenges and how did you resolve them?</i></p>	<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 – (10%)</p> <p><i>Question</i></p> <p>i. <i>Describe your relationship and contact with relevant bodies and how that has influenced delivery of the training areas you are applying</i></p>	<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.

for.	<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 (10%)</p> <p><i>Question:</i></p> <p>i. Describe your previous record of compliance with Skills Tasmania grant requirements and ASQA requirements.</p> <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>	<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.
Criterion 3 – Capacity to deliver (weighting 10%)	
<p>A. Capacity to deliver the number of places requested in the context of other funding and training commitments. (10%)</p> <p><i>Question:</i></p> <p>i. How will you ensure you can deliver the training (the number of places requested) within an appropriate timeframe?</p> <p>Consider aspects including:</p> <ul style="list-style-type: none"> • access to appropriately qualified and experienced trainers • access to resources, equipment and facilities • attracting, recruiting and retaining learners. 	<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.

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 must include:

- A fully completed and sufficiently detailed 'Building a Skilled Workforce - Existing Worker Fund employer support declaration' form for every employer requiring training place, as required in criterion 1 (A).

Other evidence may include:

- Evidence supporting claims on learner and employment outcomes, such as learner questionnaire results, positive NCVER Student Outcomes Survey results, employer survey results.
- Any other evidence supporting the application (such as audit reports, changed legislation, data identifying numbers of affected businesses and people, waiting lists, expressions of interest).

4. Timeframes

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

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

Applications lodged before the closing time can be reopened by Skills Tasmania to allow applicants to amend an application, but any reopened application must be resubmitted before the closing time to be assessed and considered for funding.

Building a Skilled Workforce – Existing Worker Fund	
Fund opens	28 September 2023 10:00am
Information session	2 October 2023 2:00pm (A registration link is available on the Skills Tasmania website)
Fund closes	27 October 2023 at 2:00pm.
Apply online	Apply online via SmartyGrants here: <ul style="list-style-type: none">• https://skills.smartygrants.com.au/existingworkerfund2024 One application is required per RTO. Multiple applications are not required.
Outcomes of application	Applicants will be advised of the outcome of their application in November 2023. Grant Deeds will be in place prior to 22 December 2023.

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 competitive, 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 the 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 the application window closes. 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 General Manager, Skills and Workforce. Applicants will be advised of the outcome of their application once the final approval process is complete.

6. Calculating Training Costs

Skills Tasmania subsidies are set in accordance with the [Skills Tasmania Policy Statement – Tasmania Training Subsidy Policy \(Subsidy Policy\)](#) and requests for higher subsidies will be assessed against the Policy.

Applications should ensure that the rationale used to determine the number of training places applied for is reliable and is representative of known or expected training demand.

The total cost of training and assessment is expected to be met by the Government subsidy plus contributions from learners and/or employers.

6.1. Skills Tasmania subsidy

Skills Tasmania pays a subsidy towards the total cost of training, assessment and learner support services in Tasmania. The subsidy is based on a rate of \$7.50 per nominal training hour. A Field of Education (FOE) weighting is applied to reflect different costs to deliver qualifications. For existing workers an employer contribution is required, as outlined in section 6.2. The government contribution decreases as the business size increases, based on the number of Full Time Equivalent (FTE) employees. Loadings are available for delivery to particular learner cohorts or in regional areas, as determined by the Subsidy Policy.

6.1.1. Applying set loadings

Set loadings are also available to deliver to particular learner cohorts or delivery location. Loadings are available for learners who are long-term unemployed; living with physical or learning disability; or have English as a second language. A loading is also available where training is to be delivered in a regional area. Applicants can select more than one applicable loading as part of the application process and may be required to provide evidence to justify a loading request. For more information on loadings and the rates applicable is set out in the Subsidy Policy.

6.1.2 Subsidy Request Spreadsheet

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

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

6.2. Employer financial contributions to the costs of training

The business owner/employing organisation must pay a contribution to the cost of training. This is known as the 'employer co-contribution' and payment is made directly to the RTO.

The government contribution decreases as the business size increases, based on the number of Full Time Equivalent (FTE) employees.

It is important to read the Department of State Growth, Skills Tasmania Grant Deed (Training Services) regarding the payment and collection of the co-contribution. The [Skills Tasmania Policy Statement – Tasmania Training Subsidy Policy](#) sets out the co-contribution rates which are based on the size of the organisation(s) named in the application.

7. Assessment and funding allocation

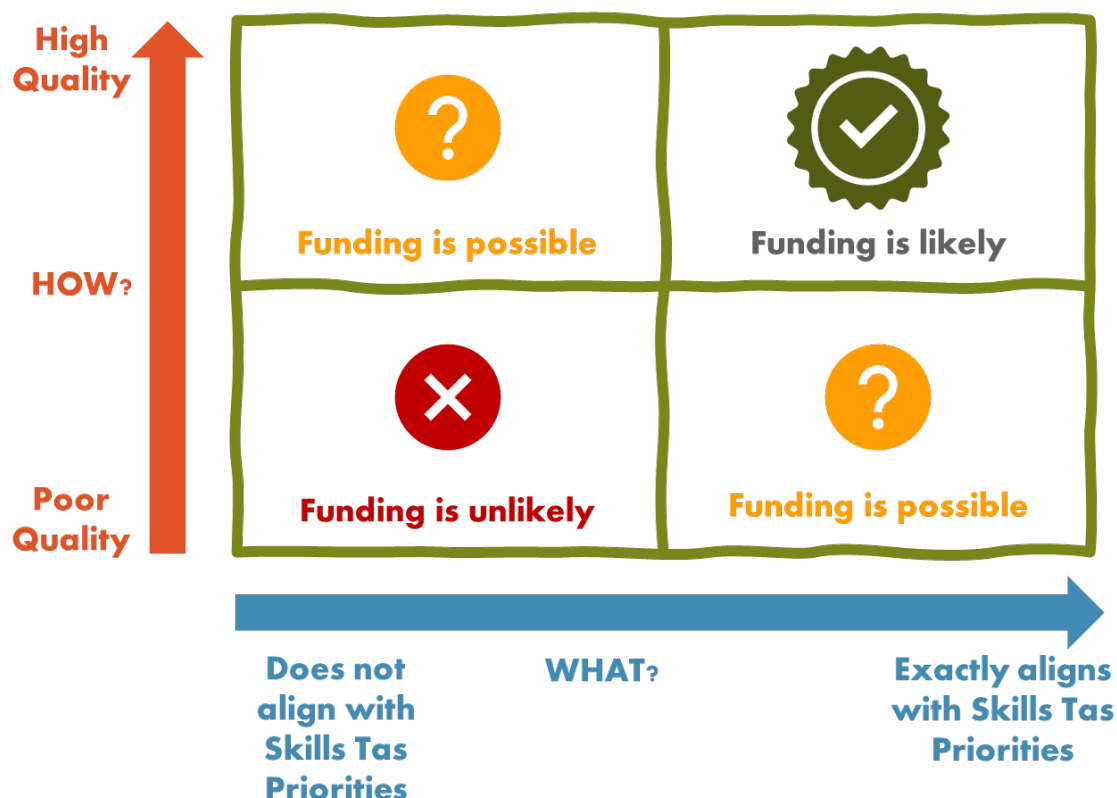
All eligible applications will be assessed against the selection criteria by independent assessors. Applications will be awarded a score for each of the criteria and weightings are then applied. During the selection process, the Grant Program Manager may seek to clarify details with the applicant.

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

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

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

Figure 1: Skills Tasmania funding prioritisation framework



7.1. Funding allocation

Skills Tasmania aims to maximise the public benefits and outcomes for the Tasmanian community in any funding round. Funding is recommended for an equitable mix of applications that satisfactorily address the assessment criteria, and together cover a mix of Tasmanian regions and industries.

Skills Tasmania reserves the right to offer applicants an adjusted number of places. This is particularly likely where the demand for funding is significantly larger than the allocated budget for the fund. Applicants may be offered a lower number of places where:

- Multiple training providers request funding for similar training
- There is a significant number of training places to be offered in one (or adjoining) regions
- One training provider has requested funding for a very large number of training places.

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.

There may be times when Skills Tasmania reserves the right to allocate a lower number of places than requested.

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.

8.2. Training commencement and completion timelines

It is a condition of the Fund that training in all places must commence within 12-months of a pre-defined date.

The 'training can commence from' and 'training in all places must commence by' will be identified in the Grant Deed (Training Services). Training cannot start earlier than the nominated 'training can commence from' date.

RTOs can apply to change the 'training in all places must commence by date' by submitting a request to the Fund email address: existingworkerfund@skills.tas.gov.au.

8.3. Reporting and payments

8.3.1 Reporting

RTOs with a Department of State Growth, Skills Tasmania Grant Deed (Training Services) are required to report training activity data to Skills Tasmania monthly.

The training activity data submitted by the RTO must be in accordance with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). The [Reporting my activity](#) section of the Skills Tasmania website provides more information about your reporting obligations.

If an RTO receives funding for a custom multi-unit skill set, this must be reported in the same manner as a Full Qualification or a skill set that has been specified in a Training Package and has a Nationally Recognised code and title (i.e. activity must be reported in both the NAT00120 and NAT00130). In order to facilitate reporting, all custom multi-unit skill sets will be assigned a name and code by Skills Tasmania, which is to be reported in the same way as a qualification code (e.g. CHC33021 - Certificate III in Individual Support). This is why custom multi-unit skill set completions must be reported in the NAT 130, as well as the corresponding NAT 120

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).

Payment arrangements for custom multi-unit skill sets are identical to the payment structure for a full qualification.

8.4. Unsuccessful applicants

Applicants will be deemed unsuccessful if they do not meet the Fund 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. Applications that have been rejected cannot be resubmitted.

9. 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 existingworkerfund@skills.tas.gov.au or phone (03) 6166 3403.

10. Taxation and financial implications

Grants that deliver vocational education and training services are not subject to Goods and Services Tax (GST). For more information, contact the Australian Tax Office.

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.

11. 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 existingworkerfund@skills.tas.gov.au or phone (03) 6166 3403.

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.

11.1. 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.

12. 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*.

13. 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 training for reporting purposes.
3. Use third party software to review information received in applications to confirm its authenticity.

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

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.



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