

2025 Application for the Apprentice and Trainee Training Fund Form Preview

Essential information and eligibility declaration

* indicates a required field

Grant Program Guidelines

Applicants must read the 2025 Apprentice and Trainee Training Fund - Grant Program Guidelines prior to completing this application.

- [2025 Apprentice and Trainee Training Fund - Grant Program Guidelines](#)

Eligibility requirements

Applicants must ensure that all eligibility requirements are met prior to submitting the application. Where the eligibility criteria are not met, the application will be deemed ineligible and will not be assessed or considered for grant funding.

Misleading statements

All applicants must provide accurate information. Any information that is found to be false or misleading may result in action being taken and any grant funds already paid will be required to be repaid to the Department of State Growth.

Information disclosure and protection

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

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.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

Need more information?

If you have any questions regarding the guidelines, please contact the Grant Program Manager on (03) 6165 6027 or email attf@skills.tas.gov.au.

Eligible applicant declaration

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:

- be a Skills Tasmania endorsed registered training organisation
- be financially viable
- have the requested qualification(s) and/or unit(s) of competency included on their scope of registration for delivery in Tasmania (evidence requirement)
- 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 (evidence requirement)
- have appropriate provisions in place in regard to the Child and Youth Safe Organisations Framework.

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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.

Upload your scope of registration covering all training products in your application *

Attach a file:

Upload a current contract of public liability insurance *

Attach a file:

I confirm my registered training organisation is eligible to apply *

☐ Yes

Applicant details

* indicates a required field

Organisation information

RTO code *

RTO legal name *

RTO Trading Names (if applicable)

Organisation Name

RTO Street Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

RTO Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Contact name *

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First Name

Last Name

This must be the person who will be the contact for questions about the application and is also the day-to-day contact if the application is successful.

Contact position *

Contact phone number *

Please include area code

Contact email address *

RTO ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register | |
|---|----------------------------------|
| ABN | |
| Entity name | |
| ABN status | |
| Entity type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |
| Main business location | |

Location status

Is the RTO: *

- ☐ Tasmanian RTO - Head Office is in Tasmania
- ☐ Local RTO - Head Office Interstate with a permanent presence in Tasmania and employ Tasmanian staff
- ☐ Interstate RTO - Head Office Interstate with no permanent presence in Tasmania

Third party involvement

Will a third party provide training and/or assessment services for the training applied for? *

- ☐ Yes

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☐ No

Third Party arrangements and agreements

Third party agreements must be attached in this section, must comply with ASQA requirements and must clearly:

- reflect the training to which this application applies.
- outline of the roles and responsibilities of both the RTO and the third party.
- show that the agreement covers the period of the grant agreement if this application is approved, including the 'effective from' and 'effective to' dates.
- include the signatures of both the authorised RTO representative and the third party.

If a third party or parties will be involved in the delivery of the program, please list their details and summarise what their role would be in the delivery of the program.

Third Party organisation name

Contact name

Phone number

Email address

Outline the role of the Third Party in the delivery of the requested training

Upload third party agreement/s here

Attach a file:

Subsidy request

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).

The Skills Tasmania [list of qualifications approved as Tasmanian apprenticeships/traineeships](#) contains the subsidy payable for each qualification approved for delivery as an apprenticeship or traineeship.

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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.

| Qualification code | Qualification title | Number of training places requested | Skills Tasmania subsidy | Subsidy requested per training place | Employer contributions per qualification (if any) | Total subsidy requested per qualification |
|--------------------|---------------------|-------------------------------------|--------------------------|---|---|--|
| | | Must be a number. | Must be a dollar amount. | Must be a whole dollar amount (no cents). | Must be a whole dollar amount (no cents). | This is the total of 'number of training places requested' multiplied by 'subsidy requested per training place' This number/ amount is calculated. |
| | | | | | | |

Employer support (if applicable)

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 \$5,000. 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.

Provide evidence of employer support for the number of places requested if the total subsidy request for one or more qualifications exceeds \$5,000.

Attach a file:

Justification for higher subsidy requests (if applicable)

Applicants who are requesting a subsidy rate higher than the Skills Tasmania subsidy rate MUST provide a justification/rationale to support the request/s.

Provide a justification for higher subsidy requests here

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Attach a file:

Total subsidy request

The total financial support you are requesting in this application.

\$

This number/amount is calculated.

Assessment criteria 1 - Demand for training (weighting 35%)

** indicates a required field*

Criterion 1A. Demonstrated demand for the training (35%)

Applicants are to respond to the following:

Please describe how you have determined the demand for the requested training and what rationale you have used to determine the number of training places you have applied for.

Assessment elements for this criterion include:

- The rationale for demand for each training product(s) requested is clear.
- There is a clear explanation of the communication process with employers that the RTO has consulted with to determine the demand for the training requested.
- The number of training places requested for each training product is clearly supported by an employer(s).
- The employers you have consulted with are clearly identified.

How did you determine the requested qualification/s are needed? *

How did you determine the specific number of requested training places? *

Upload supporting evidence for criterion 1A here *

Attach a file:

Evidence must be provided to support the information in the application

Assessment criteria 2 - Quality delivery (weighting 55%)

** indicates a required field*

Criterion 2A. Learner outcomes – (15%)

Applicants are to respond to the following:

Please describe how learner needs, in the context of apprentices/trainees, are identified, met and monitored and how the RTO ensures learners receive a high-quality training experience, including appropriate learner support.

Assessment elements for this criterion include:

- There is a clear understanding that learner support is not limited to LLN.
- There is a clear explanation of:
 - how individual learner needs are identified.
 - what the RTO implements to meet identified needs.
 - how the RTO monitors the efficacy of the support being provided.
- The explanation of how support needs are identified, implemented and monitored clearly show who is responsible for what, when, where and how.

There is a clear explanation of how the RTO checks a learner's satisfaction with all training, assessment and support services.

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. *

What were the challenges and how did you resolve them? *

Upload supporting evidence for criterion 2A here *

Attach a file:

Criterion 2B. Employer outcomes – (15%)

Applicants are to respond to the following:

Please describe how employer needs are identified, met, and monitored in the context of apprenticeship/traineeship training and the RTO ensures employers are satisfied with service delivered.

Assessment elements for this criterion include:

- There is a clear explanation of:
 - how individual employer needs are identified.
 - what the RTO implements to meet identified needs.
 - how the RTO monitors employer's satisfaction with the service provided.
- The explanation of how employer needs are identified, implemented and monitored clearly shows who is responsible for what, when, where and how.

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- There is a clear understanding of how the training outcomes will impact workplace activities.

Provide an example of how you have previously ensured employer needs were met and achieved the outcomes they were seeking. *

What were the challenges and how did you resolve them? *

Upload supporting evidence for criterion 2B here *

Attach a file:

Criterion 2C. Responsive to industry – (10%)

Applicants are to respond to the following:

Please describe your relationship and contact with relevant bodies and how that has influenced delivery of the requested training.

Note that this criterion relates to organisations whose membership is made up of smaller organisations with allied interests (not just single employers). Membership can be free, or fee based.

Assessment elements for this criterion include:

- There is a clear explanation of which relevant bodies the RTO has a relationship and contact with.
- The explanation clearly shows a strong breadth and depth of connections with relevant industry bodies.

There is a clear explanation of what the RTO is doing differently based on understanding industry needs and trends.

Describe your relationship and contact with relevant bodies and how that has influenced delivery of the training areas you are applying for. *

Upload supporting evidence for criterion 2C here *

Attach a file:

Criterion 2D. Compliance – (15%)

Applicants are to respond to the following:

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Please confirm your compliance history with regard to all RTO regulatory obligations and funding contract obligation (across all jurisdictions).

Assessment elements for this criterion include:

- The applicant must tick the boxes in the SmartyGrants application form, confirming that there has been no:
 - adverse regulatory decision made by ASQA in the last 3 years (or explains what occurred and how it was resolved).
 - adverse findings by any funding body (across all jurisdictions), over the last 3 years (or explains what occurred and how it was resolved).
- Where necessary, there is evidence to directly support each claim made in response to the criterion.

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.

Confirm your previous record of compliance with Skills Tasmania grant requirements and ASQA requirements. *

Upload supporting evidence for criterion 2D here *

Attach a file:

Assessment criteria 3 - Capacity to Deliver (weighting 10%)

** indicates a required field*

Criterion 3A. Capacity - (10%)

Applicants are to respond to the following:

Please describe the RTO's capacity to deliver the training in the context of the RTOs other funding and training commitments.

Assessment elements for this criterion include:

- There is a clear plan to enrol learners, deliver training and ensure completions that is realistic and achievable.
- There is a clear explanation as to how the RTO will ensure access to the facilities and equipment (including learning materials), required to deliver the services to the specific number of learners.
- In the context of the requested training products and number how the RTO will ensure a sufficient number of:
 - recruitment staff
 - appropriately qualified trainer assessors
 - support staff
 - administration staff to process certification.
- There is a clear explanation of how the requested training can be delivered in the context of other funding and training commitments.

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- There is a clear plan to manage any barriers to achieving the training delivery schedule.

How will you ensure you can deliver the training (the number of places requested) within an appropriate timeframe? *

Upload supporting evidence for criterion 3A here *

Attach a file:

Declaration

* indicates a required field

Privacy statement

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 its financial assistance including the terms and conditions of that financial assistance.

Management of personal information is in accordance with the [Personal Information Protection Act 2004](#) (Tasmania) and the [Privacy Act 1988](#) (Commonwealth). Information provided to Skills Tasmania is subject to the provisions of the [Right to Information Act 2009](#) (Tasmania) and may – where appropriate – be disclosed in accordance with this Act.

Declaration

Applicants must have read the Grant Program Guidelines and the application before completing this declaration.

I, an authorised representative of the applicant, declare that:

- I have read and understood the 2025 Apprentice and Trainee Training Fund - Grant Program Guidelines (ST067) and understand and accept the terms and conditions of funding, and warrant that I will be able to fully comply with those conditions
- The information contained in this application is true and accurate
- I understand that this is an application only, and funding may not be approved
- If and where any personal information of a partner or collaborator is included, the partner or collaborator has been made aware of, and given their permission for, those details to appear in this application
- I am not aware of any perceived or actual conflict of interest that will arise by submitting this application
- I will notify the Department of State Growth of any changes that may affect this application
- The organisation is financially viable at the time of applying
- I have read and understood the Privacy Statement

I agree *

☐ Yes

Name and details of authorised person

First name *

Last name *

Position *