

2027 BASW - Eligible RTO - Application Form - Existing Worker Fund (ST072)

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Privacy Statement and Organisational Details

* indicates a required field

Privacy statement

Building Tasmania 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.

Essential information

Grant Program Guidelines

Applicants must read the Building a Skilled Workforce - Existing Worker Fund (ST072) - Grant Program Guidelines prior to completing this application.

- [Existing Worker Fund 2027 - 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 Building Tasmania.

Information disclosure and protection

Information provided to Building Tasmania 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.

Need more information?

If you have any questions regarding the guidelines, please contact the Grant Program Manager on (03) 6165 6060 or email existingworkerfund@skills.tas.gov.au

Organisational information

RTO Code *

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RTO Name *

Organisation Name

Applicant 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	

Must be an ABN.

RTO Contact

Name *

First Name

Last Name

Position *

Phone *

Must be an Australian phone number.

Email *

Must be an email address.

Applicant RTO Street Address *

Address

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Applicant RTO Postal Address *

Address

Location status

Which best describes you RTO organisation: *

- ☐ 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

TasVET Supplier Status

Does your RTO hold TasVET Supplier Status? *

- ☐ Yes
- ☐ No

This application form is only intended for use by Eligible RTOs.

If you are a TasVET Supplier, you need to use the 'TasVET Supplier' application form in SmartyGrants.

The link to the TasVET Supplier application form is included in the Grant Program Guidelines.

Third Party involvement

Will a third party provide training and/or assessment services for the training products in this application? *

- ☐ Yes
- ☐ No

Third Party details and agreements

Third party agreements must be attached in this section, must comply with section 17 of the National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025, 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.

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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.

Name *

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

Phone *

Must be an Australian phone number.

Email *

Must be an 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:

Declaration Section

* indicates a required field

Name and details of authorised person

I am an Authorised Officer of the RTO as listed on training.gov.au

Full name *

Position *

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 an Eligible Registered Training Organisation

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- have the qualification/s, accredited course/s, skill set/s and/or unit(s) of competency included on the RTO's scope of registration for delivery in Tasmania
- be financially viable (Applicants must provide financial statements for 2023, 2024 and 2025. If your accountant is yet to prepare FY2025 statements, you must provide management accounts from Xero, MYOB or equivalent)
- have a current contract of public liability insurance for at least \$20 million for:
 - each individual claim, and
 - a series of claims arising from a single occurrence. *(Note that if the 'series of claims is not mentioned on the certificate of currency, applicants must also attach an explanation of where this requirement is covered in their insurance policy)*

Schools as defined in the Tasmanian [Education Act 2016](#) and TasTAFE are ineligible for funding under this Program.

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

Attach a file:

Upload evidence of financial viability *

Attach a file:

Upload evidence of a current contract of public liability insurance *

Attach a file:

As an authorised person I confirm the Registered Training Organisation is eligible to apply *

☐ Yes ☐ No

Skills Tasmania Policy Declaration

Learner eligibility to receive funding is guided by Tasmanian Government policy objectives and aligns with Skills Tasmania's relevant legislative and regulatory responsibilities. To be eligible to receive subsidised training an individual must satisfy the eligibility requirements outlined in the Learner Eligibility policy which covers:

- - Visa status
 - Government employees
 - RTO staff
 - Section 3.2.3 of the [Tasmanian Government: Registered Training Organisation \(RTO\) Grant Recipient Standard Conditions Manual](#) - School Learner Status (Note that ATTF is exempt).

I further declare I have read all of the items listed above and as an authorised person, confirm that the organisation will comply with all eligibility requirements. *

☐ Yes ☐ No

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Compliance Declaration

Please indicate your compliance history regarding all RTO regulatory obligations and funding contract obligations (across all jurisdictions).

In the past three (3) years, has your RTO had any adverse decisions made by or adverse interactions with either:

- Australian Skills Quality Authority (ASQA)
- Any State Government funding body (across all jurisdictions)

I declare as an authorised person that there have been no adverse funding body or regulatory interventions with the RTO over the last 3 years *

☐ Yes ☐ No

Please describe in the text box below the nature of the matter and how it was resolved. Please also attach supporting evidence *

Upload supporting evidence *

Attach a file:

Note that Skills Tasmania reserves the right to use information about the applicant's compliance with regulatory and contractual obligations to assess the application. Note also that Skills Tasmania will incorporate any adverse findings into funding considerations.

Subsidy request details

* indicates a required field

Existing Worker Fund - Subsidy Request Spreadsheet

Applicants must use the Existing Worker Fund 2027 - Subsidy Request Spreadsheet to record each training product for which the applicant is seeking funding for.

Download the [Existing Worker Fund 2027 - Subsidy Request Spreadsheet](#)

You will be asked to upload the completed spreadsheet in the section below, using the prescribed file naming convention.

If you have requested a higher subsidy than the Skills Tasmania calculated subsidy or loadings for any training product, you will need to justify your request in the relevant section below.

Upload your Subsidy Request Spreadsheet

It is important that you name the Subsidy Request Spreadsheet in the following format: Application ID_RTO LEGAL NAME_ExistingWorkerFundST072.xlsx *

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Attach a file:

Are you requesting a subsidy higher than the Government Subsidy Amount for any training product in this application?

This could be for any 1 or more training products *

☐ Yes ☐ No

Justification for subsidies higher than the Government Subsidy Amount for any training product

Requests for subsidies higher than the Government Subsidy Amount are treated as an exception and will only be considered where a clear and detailed rationale is provided, with strong supporting evidence. Please refer to section 8.2 of the Grant Program Guidelines for a description of the assessment elements.

Using the Training Product number(s) from your Subsidy Request Spreadsheet (attached above) please provide a detailed justification for any request for a subsidy higher than the Government Subsidy Amount, per training product.

SRS Training Product number **How has it been determined that this training product here requires a subsidy higher than the Government Subsidy Amount?** **Attach supporting evidence**

	Must be no more than 500 words.	

Are you requesting any regional loadings?

This could be for any 1 or more training products *

☐ Yes ☐ No

Justification for Regional Loadings

In accordance with section 8.1 of the Grant Program Guidelines, applicants requesting regional loadings are required to justify the increased cost of delivery and provide detailed evidence supporting the request.

SRS Training Product number **How has it been determined that this training product here requires a regional loading for the requested amount?** **Attach supporting evidence**

	Must be no more than 500 words	

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What is the total funding amount requested *

What is the total financial support you are requesting in this application?

Details of online delivery

Will any of the requested training products be delivered online? *

☐ Yes

☐ No

Please provide detailed logistics for each training product which include online delivery components.

SRS Training Product number Please detail how the online training package requirements are addressed

Building a Skilled Workforce - Existing Worker - Assessment criteria

* indicates a required field

Advice to applicants

• The assessment panel will:

- base their assessment purely on the content of your application. Applicants should not rely on assessment panel members having knowledge of your organisation or its activities.
- not map your responses (written response + evidence) across the criteria in the application. Each criterion (written response + evidence) must be able to stand alone. If one piece of evidence relates to more than one criterion, you can either attach the evidence to each relevant criterion, or alternatively, you can clearly point to where the evidence is located, within your written response to each criterion.
- allocate lower scores where evidence is attached and not explained or referenced in the written response. Applicants need to advise assessors exactly where to look in any attached evidence.
- not read any attachments that have been written by the applicant with the clear intention of working around the word limit.
- score in accordance with the assessment rubric located in the Program Guidelines.

• Matters to note include:

- When providing real life examples, the individual's name must be redacted unless consent has been obtained. Evidence of the individual's consent must be attached to your application. If an individual's name is not redacted and no

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evidence of consent has been provided, that evidence will not be considered by the assessment panel.

- Applicants should be aware that evidence such as policy documents or student handbooks, only show the applicant's intent to do something and will not be accepted as evidence of implementation.
- Blank enrolment forms or blank training plans (or similar) only show intent and do not evidence implementation.
- Applicants must ensure that their application relates to training, assessment and support services being delivered in Tasmania, to Tasmanian learners. Any references to data or statistics included in the application, must relate to the Tasmanian context.
- Evidence to support the claims made in response to each criterion is strongly encouraged. If you do not provide supporting evidence, you should at a minimum provide a reason why this is the case. No evidence or unexplained evidence will be allocated low scores.
- All written responses for assessment criteria have been made mandatory; however, attaching supporting evidence has not. It is up to applicants to check the completeness and accuracy of their application including attaching and explaining supporting evidence.
- Where you have used the same attachment for multiple criteria, you must reference the page number of that document that applies to your response.
- Where applicants are applying for both Existing Worker and Jobseeker funding, they must ensure the written responses and evidence provided relate to the specific client cohort (i.e. delivery to Jobseekers will be different to Existing Workers).
- In accordance with section 4 of the Grant Program Guidelines, you can group similar training products in your response but must ensure you provide a logical and clear rationale as to how they have been grouped. Training product groupings that are inadequately explained will attract lower assessment scores. (Grouping training products at the sector level will be considered insufficiently detailed).

Applicants must provide a written response and attach supporting evidence to every element in every criterion

Criterion 1 – Demonstrated need - 15%

Please answer the following questions and provide evidence to support your claim where applicable

Element 1A - Are all of the requested training products included on the Government Funded Priority Course List? *

☐ Yes ☐ No

If you answer 'Yes' ALL of the requested training products are on the Government Funded Priority Courses list, you do not need to attach any evidence. Please proceed to element 1B.

If you are requesting training product/s which are not listed on the Government Funded Priority Courses List, please provide evidence demonstrating current or emerging workforce demand and explain why delivery of the proposed training is required in Tasmania. *

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Element 1A - supporting evidence if some of the requested training products are not included on the Government Funded Priority Course List

Attach a file:

Element 1B - How did you determine the requested number of training places for each training product? *

Word count:

Must be no more than 250 words.

Element 1B - supporting evidence

Attach a file:

Element 1C - Who have you consulted about the design and delivery of the requested training and how was the consultation conducted? *

Element 1C - supporting evidence

Attach a file:

Criterion 2 – Learner outcomes 20%

Element 2A - How do you intend to identify individual learner needs? (Your supporting evidence must demonstrate how you have done this previously). *

Element 2A - supporting evidence

Attach a file:

Element 2B - Once a learner's needs are identified, what will you do to support them? (Your supporting evidence must demonstrate how you have done this previously). *

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Element 2B - supporting evidence

Attach a file:

Element 2C - How do you monitor the support provided to ensure it is working for the learner? (Your supporting evidence must demonstrate how you have done this previously). *

Element 2C - supporting evidence

Attach a file:

Element 2D - How do you intend to measure learner satisfaction? (Your supporting evidence must demonstrate how you have done this previously). *

Element 2D - supporting evidence

Attach a file:

Criterion 3 – Employer and industry outcomes - 30%

Element 3A - What strategies have you and will you implement to identify individual employer needs for the requested training products? (Your supporting evidence must demonstrate what has been implemented previously). *

Element 3A - supporting evidence

Attach a file:

Element 3B - How have you and will you monitor and measure that what you have implemented is meeting individual employer needs? (Your supporting evidence must demonstrate how this has been done previously) *

Element 3B - supporting evidence

Attach a file:

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Element 3C - Which industry bodies do you have a relationship with and how has this influenced your training delivery? (Note that this criterion relates to industry bodies and not individual employers. Industry bodies in this context are defined as organisations whose membership is made up of numerous organisations with allied interests. Membership to the industry body can be free, or fee based). *

Element 3C - supporting evidence

Attach a file:

Criterion 4 – Capacity to deliver - 35%

Element 4A - How will learners be recruited and who will manage learner recruitment? (Will the process be the same for all requested training products?) *

Word count:

Must be no more than 250 words.

Element 4A - supporting evidence

Attach a file:

Element 4B - What administrative staff will be involved in supporting the setup of service delivery, administering the Student Management System, monitoring learner progress and certifying graduates? *

Word count:

Must be no more than 250 words.

Element 4B - supporting evidence

Attach a file:

Element 4C - What facilities and equipment will be used to deliver each requested training product? Does the RTO (or third party) own the assets, hire the assets, have an arrangement to access the assets or a combination? *

Word count:

Must be no more than 250 words.

Element 4C - supporting evidence

Attach a file:

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Element 4D - Who will be delivering the training and assessment services for each requested training product? *

Element 4D - supporting evidence

Attach a file:

Element 4E - How have you ensured that training and delivery staff have appropriate skills, experience and qualifications? *

Element 4E - supporting evidence

Attach a file:

Element 4F - What learning resources will be provided to learners for each training product? *

Element 4F - supporting evidence

Attach a file:

Element 4G - Who will be delivering support services to learners, how will they do this and what skills do they have in relation to student support?

Element 4G - supporting evidence *

Attach a file:

Element 4H - How do you intend to manage any barriers to achieving the training, assessment and support services delivery? (Do you have a risk management plan, or similar, for the program?) *

Element 4H - supporting evidence

Attach a file:

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Element 4I - What are the delivery logistics for each training product? (Delivery duration, contact hours, worksite visits, online learning, attendance patterns, amount of self-directed study etc). *

Element 4I - supporting evidence

Attach a file:

General Declaration

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

I confirm that I am an authorised representative of the applicant, and declare that:

- I have read and understood the Building a Skilled Workforce - Existing Worker Fund Grant Program Guidelines and understand and accept the terms and conditions of funding, and warrant that the organisation be able to fully comply with those conditions
- The information contained in this application is true and complete to the best of my knowledge
- I understand that submitting this application does not guarantee funding will 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
- All learner names or personally identifiable information have been redacted from any supporting documentation included in this application, or evidence of consent is attached
- I am not aware of any perceived or actual conflict of interest that will arise by submitting this application. (Details of any perceived or actual conflicts should be entered into the text box below)
- I will notify the Building Tasmania in writing of any changes that may affect this application
- I have read and understood the Privacy Statement
- I have read and understood the organisations obligations under the [Child and Youth Safe Organisations Framework](#)

As an authorised person for the organisation *

☐ Yes

☐ No

Details of any perceived or actual conflicts of interest (Leave blank if there are no perceived or actual conflicts of interest).

End of application