

# Energising Tasmania - Apprentice and Trainee Training Fund - Round 2

## Form Preview

### Welcome to the Energising Tasmania - Apprentice and Trainee Training Fund - Round 2 Application

#### Important information for applicants

Please read the Energising Tasmania - Training Fund Grant Program Guidelines which provides critical information regarding the application process, eligibility criteria and conditions of the Fund.

Applicants must ensure that all information included in this application is accurate, complete and that each criterion is addressed with the required evidence is attached.

Applicants will receive an automatic acknowledgement which should be kept as proof of lodgement.

If this application is approved by Skills Tasmania, Department of State Growth, the subsequent Energising Tasmania - Apprentice and Trainee Training Fund agreement will become a Schedule to the RTO's Skills Tasmania Agreement and will form a legally binding agreement.

If assistance is required to complete this application, contact the Skills Tasmania Energising Tasmania - Apprentice and Trainee Training Fund Manager on 03 6165 6027 or email [ETTF@skills.tas.gov.au](mailto:ETTF@skills.tas.gov.au)

#### RTO Application Eligibility Criteria

RTOs able to meet the following three criteria and the application conditions are eligible to apply for an Energising Tasmania - Apprentice and Trainee Training Fund.

##### **1. RTO Registration status**

RTOs must be registered in accordance with the requirements of the ASQA Standards for Registered Training Organisations (RTOs) 2015.

##### **2. Skills Tasmania endorsed RTO status**

RTOs applying to the Energising Tasmania - Apprentice and Trainee Training Fund must be an approved Skills Tasmania Endorsed RTO at the time of submitting an application and the endorsement must include the qualification/s for which the RTO has applied to deliver. For information regarding the Skills Tasmania Endorsed RTO system, visit the [Skills Tasmania website](#).

##### **3. Scope of registration**

RTOs applying to the Energising Tasmania - Apprentice and Trainee Training Fund must only submit applications where the qualification/s are included on their scope of registration for delivery in Tasmania at the time of lodging the application.

#### Application conditions

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In addition to meeting the RTO eligibility criteria (above), RTOs must meet the following conditions when applying to the Energising Tasmania - Apprentice and Trainee Training Fund.

### **Lodging the application**

To be considered for Energising Tasmania - Apprentice and Trainee Training Funding, RTOs must fully complete and lodge an application using SmartyGrants as required by Skills Tasmania. The information provided in the application must be accurate and verifiable by Skills Tasmania.

Any required evidence must be attached to the application.

### **Financial viability**

RTOs applying to the Energising Tasmania - Apprentice and Trainee Training Fund must be financially viable at the time of applying for and for the duration of any subsequent funding agreement.

A financially viable entity is one that is not under external administration, being wound up, dissolved or trading while insolvent or where a liquidator has been appointed.

For the purposes of the Energising Tasmania - Apprentice and Trainee Training Fund, to demonstrate financial viability the RTO must be able to show, if requested, the ability to generate sufficient income to meet operating payments, debt commitments and, where applicable, to allow for growth while maintaining service levels.

### **Third party arrangements**

RTOs applying to the Energising Tasmania - Apprentice and Trainee Training Fund must attach copies of current third party agreement/s where one or more third parties are or will be providing training and/or assessment services for any of the qualifications for which the RTO has applied.

The third party agreement/s must clearly show the roles and responsibilities of the RTO and the third party and must cover the period of any Fund agreement if the application were to be approved.

The application must clearly show to which qualification/s the third party arrangements apply.

### **Number of places requested**

RTOs applying to the Energising Tasmania - Apprentice and Trainee Training Fund must only apply for a number of places that either match previous take-up in a Skills Tasmania funded program or a number that is supported by an employer/s in writing.

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.

Skills Tasmania reserves the right to approve a lower number of places than applied for by the RTO.

### **Grant amount**

The RTO accepts that Skills Tasmania reserves the right to pay a subsidy that is higher or lower than the published subsidy rate.

The Skills Tasmania - Energising Tasmania website contains the list of approved qualifications for delivery under this fund along with the subsidy payable for each qualification.

Skills Tasmania reserves the right to accept applications for higher subsidies where the circumstances are deemed by Skills Tasmania to warrant consideration. A detailed rationale

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for the higher subsidy request must be submitted in the application. Additional grant conditions may be applied by Skills Tasmania where a higher subsidy is approved.

### **Requests for additional information to support application assessment**

Skills Tasmania reserves the right to request additional information and/or evidence to support the assessment and/or approval of any Energising Tasmania - Apprentice and Trainee Training Fund application.

### **ASQA information sharing**

An RTO applying to the Energising Tasmania - Apprentice and Trainee Training Fund, by its application, expressly authorises the Australian Skills Quality Authority (ASQA) and Skills Tasmania to share information regarding any action or issues effecting the RTOs registration status, audit outcomes, complaints lodged and/or investigated, current or pending sanctions or other pending actions against the RTO.

## Energising Tasmania - Apprentice and Trainee Training Fund - Round 2 application

\* indicates a required field

### RTO applicant declaration

**I have read and understood the Energising Tasmania Program guidelines to the application process, eligibility criteria and conditions \***

Yes

**I am authorised to apply for the Energising Tasmania - Apprentice and Trainee Training Fund \***

Yes

**My RTO is a Skills Tasmania Endorsed RTO and the endorsement covers the qualification/s applied for \***

Yes

**My RTO is scoped for the qualifications for which I have applied and the scope includes Tasmania as a site \***

Yes

### RTO applicant details

**What is your RTO's legal name? \***

This must be the full legal name as recorded on the training.gov.au website

**What is your RTO code? \***

**Do you identify your RTO organisation as: \***

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- 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

### **RTO street address \***

Address

  

Suburb State Postcode

  

Must be an Australian postcode.

This must be the physical location of the RTO's head office.

### **RTO postal address \***

Address

  

Suburb State Postcode

  

Must be an Australian postcode.

If this address is the same as the RTO street address, state 'As above'.

### **RTO application contact person \***

Title 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.

### **RTO contact job title \***

### **RTO contact landline phone number \***

Please include area code

### **RTO contact mobile phone number \***

### **RTO contact email address \***

### **RTO website address**

Must be a URL.

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### 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                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |
| Tax Concessions                                   |                                  |
| Main business location                            |                                  |

## Qualifications requested and Financial value

\* indicates a required field

### Qualifications and price requested

Please refer to the Energising Tasmania Training Fund Program RTO Guide on the [Energising Tasmania Training Fund website](#) for subsidy amounts per qualification.

| Qualification code and name | Subsidy per place requested | Select the most relevant industry the qualification will be delivered in | Number of places requested | Non-Tuition cost per place requested (if any) | Total non-tuition costs for qualification | Total requested per qualification |
|-----------------------------|-----------------------------|--|----------------------------|---|---|-----------------------------------|
|-----------------------------|-----------------------------|--|----------------------------|---|---|-----------------------------------|

|  |    |  |  |  |    |    |
|--|----|--|--|--|----|----|
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|   |   |  |                   |  |                                    |                                    |
|---|---|--|-------------------|--|------------------------------------|------------------------------------|
| The dropdown list includes all qualifications approved for delivery under the ET Fund | Must be a whole dollar amount (no cents). | Trainees/ Apprentices must be employed in one of the defined industries listed in the drop down list | Must be a number. | Must not exceed \$1000<br>Must be a dollar amount. | This number/ amount is calculated. | This number/ amount is calculated. |
|---|---|--|-------------------|--|------------------------------------|------------------------------------|

### Total value of this request

\$

This number/amount is calculated.

### Non-Tuition Costs

Up to \$1000 for non-tuition costs can be requested per learner (place).

#### **Please indicate the non-tuition costs contributing to the cost per place requested:**

- Text books
- Protective clothing
- Uniform
- Equipment

#### **Other- Please specify:**

### Higher subsidy requests only

Skills Tasmania reserves the right to accept applications for a subsidy above the published subsidy rate where the circumstances are deemed by Skills Tasmania to warrant consideration. RTOs applying for a higher subsidy rate must attach justification/rationale to support the request/s.

Attach a file:

### Third party agreements

If you (the RTO) has a third party arrangement in place for any of the qualifications requested above, you must attach copies of your current third party written agreement/s below.

The third party agreement/s must clearly show:

- the qualification/s to which the arrangement applies
- a clear outline of the roles and responsibilities of both the RTO and the third party.
- that the agreement/s covers the period of the grant agreement if this application is approved.

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**Do you have third party arrangement in place for any of the qualifications listed above? \***

- Yes - you must attach (below) a copy of each current third party agreement in place (covering the duration of 2020)
- No

**Attach third party agreement/s (PDF format only) here:**

Attach a file:

## Assessment Criteria

\* indicates a required field

### Criterion 1 - Training methods and resources

The endorsed RTO must outline and provide evidence of the specific training methods, structure, duration, and resources used to provide structured training for each of the qualifications for which the RTO has applied.

Evidence guide:

*The following questions should guide your criterion response and help you attach only relevant evidence.*

Tell us how you will provide structured training to the apprentice/trainee for each qualification.

How often will the structured training occur?

What are your training methods? Do you deliver your training on-the-job, in a classroom, online, or a blend of all of these?

What resources do you use to deliver the training? How do you provide these to the apprentice/trainee?

Please only attach evidence that clearly supports the information requested.

Suggested evidence to provide (per qualification):

- Training and Assessment Strategy.
- Proposed training schedule.
- Training method information provided to the learner.

**Text addressing the Criterion must be provided below and any attached evidence must be referenced in this response \***

**Supporting evidence \***

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Attach a file:

### Criterion 2 - Assessing and meeting employer needs

*The Endorsed RTO must:*

- 1.outline and provide evidence of how it assesses the needs of each employer, and*
- 2.provide written evidence from at least one Tasmanian employer for each qualification requested, indicating the employer's support of the RTO's services to be provided to apprentices/trainees.The employers must come from the nominated industries as outlined in the program guide on the [website](#)*

#### **Evidence guide:**

*The following questions should guide your criterion response and help you attach the most relevant evidence.*

How do you assess the needs of the employer/s you are providing the service for?

Do you have any records of meetings you can attach that evidence how you have assessed the employers needs?

How do you ensure the qualification you are delivering meets the needs of the apprentice/trainee and the employer?

Do you have evidenced support of at least one employer for each qualification requested in your application?

Evidence from employers must:

- Be a letter or email and submitted in PDF format
- Be signed by the employer (electronic signature if emailed)
- Be dated no more than 6 months from the date of application submission
- Mention the qualification/s requested in the application
- Indicate support for the RTO to deliver the requested qualification/s
- Include the contact telephone details of the signature of the letter/email

Please only attach evidence that clearly outlines the information requested.

**Text addressing the Criterion must be provided below and any attached evidence must be referenced in this response \***

#### **Supporting evidence \***

Attach a file:



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### Criterion 3 - Supporting apprentices and trainees

*The Endorsed RTO must outline and provide evidence of the process used to identify the support needs of each apprentice/trainee prior to commencement training and/or assessment. The process must include a method of providing that support to apprentices/trainees and/or for referral to relevant and accessible Tasmanian support services throughout the duration of their training.*

#### **Evidence guide:**

Your response must include how you assess and address language, literacy and numeracy (LLN) needs but should not be limited to LLN.

Where you can't address student needs within your own organisation, details of referral service should be provided.

Your response should include how you holistically support each learner to ensure they are given every opportunity to complete their qualification.

Please only attach evidence that clearly supports the information requested, such as LLN assessment tools, internal and external support services and any other relevant student support services.

**Text addressing the Criterion must be provided below and any attached evidence must be referenced in this response \***

#### **Supporting evidence \***

Attach a file:

### Authorised person details and declaration

\* indicates a required field

This section must be completed by an appropriately authorised person on behalf of the RTO and may be different to the contact person listed on page 2.

#### **Name of authorised person \***

#### **Authorised person position title \***

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**Authorised person phone number \***

**Authorised person email address \***

**I, the authorised representative of the applying RTO, declare that: \***

- I have read and understood the Energising Tasmania - Apprentice and Trainee Training Fund guidelines and the RTO I represent is able to meet all eligibility criteria and conditions of the ET Fund
- I understand that this is an application only and may not result in funding approval
- All three criterion have been answered with evidence attached to support each response
- The information contained in this application is true and accurate
- I am not aware of any perceived or actual conflicts 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

**Date of declaration by authorised person \***