

### Endorsed RTO and Partner Details

\* indicates a required field

#### Introduction

**Applicants must read the 'Energising Tasmania Program Guidelines' document prior to completing this application. The guidelines are available from [Energising Tasmania Training Fund | Skills Tasmania website](#).**

- Applicants must ensure that all information included in this application is accurate and complete and that the required evidence is attached. Incomplete applications or those without sufficient evidence will not be accepted.
- 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 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 Program Manager on 03 6165 6012 or email [ETTF@skills.tas.gov.au](mailto:ETTF@skills.tas.gov.au).

#### Templates and supporting documents

Using the templates provided on [Energising Tasmania Training Fund | Skills Tasmania](#), please upload your supporting evidence. Ensure the supporting evidence is relevant to this submission.

#### Naming conventions

All attached supporting documentation should be named to reflect the **Application ID**, the **name of the RTO** applying, the **section of the submission** that the documentation relates to and a **brief description of the document**.

For example: ETSF001-RTO\_SC3\_Program Summary

#### Criteria responses

Responses to the criteria should be complete, concise and contain all the information needed for the assessor to clearly understand the contents of the application. The assessor may not have specific knowledge about the industry, training packages and/or learner needs.

### Contact Details

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

**RTO ID \***

**RTO Contact \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

# Energising Tasmania - Skills Fund

## Form Preview

**RTO Contact Position \***

**RTO Contact Mobile Phone Number \***

Must be an Australian phone number.

**RTO Contact Phone Number**

Must be an Australian phone number.

**RTO Contact Primary Email \***

Must be an email address.

**RTO Street Address \***

Address

  

Suburb State Postcode

  

Must be an Australian postcode.

**RTO Postal Address \***

Address

  

Suburb State Postcode

  

Must be an Australian postcode.

**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	

Must be an ABN.

# Energising Tasmania - Skills Fund

## Form Preview

**Do you identify your RTO organisation as (please select one): \***

- 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

## Employer details

The employer contact details should be the contact for this application in the event that Skills Tasmania may wish to contact them for validation purposes.

**Please enter the details of all the employers participating in this program. This can be done by selecting "Add More" button for each employer.**

**Employer organisation name**

Organisation Name

**Employer Contact Person**

First Name

Last Name

**Employer Position**

**Employer Mobile Phone Number**

Must be an Australian phone number.

**Employer Primary Phone Number**

Must be an Australian phone number.

**Employer Primary Email**

Must be an email address.

## Program Information

### Third Party Agreements

As a minimum, third party agreement/s must comply with [ASQA requirements](#). The agreement must show:

- the nationally recognised training to which this application 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.

If you intend to use a third party or parties in the delivery of the program, please list their details and what their role would be in the delivery of the program and attach a copy of the current third party written and signed agreement/s.

# Energising Tasmania - Skills Fund

## Form Preview

### 3rd Party Organisation Name

Organisation Name

### 3rd Party contact

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 3rd Party Phone Number

Must be an Australian phone number.

### 3rd Party Primary Email

Must be an email address.

### Role in the delivery of the program

### Upload your third party agreement here

Attach a file:

## Eligible Industries

The Energising Tasmania Training Fund specifically targets the following industries that are relevant to the broader energy and infrastructure sectors in Tasmania.

### Please select the industry that the employer is current operating in.

- Advanced Manufacturing
- Energy - water
- Energy - electricity
- Energy - hydrogen
- Energy - wind
- Energy - solar
- Engineering
- Infrastructure - civil construction
- Infrastructure - building and construction (excluding residential)

Where there is multiple employers, one or more can be selected

## Cost and Pricing

### Costs and pricing

The costs and pricing table must be fully completed for each training programs (full qualification or skill set) in the application.

If the learner fees are being requested, the Learner fee cost table must be completed and evidence provided.

**A new row can should also be added where there are differences that will impact on the total program cost, eg regional or learner loading.**

# Energising Tasmania - Skills Fund

## Form Preview

Program number	Qualification Skill set Code	Qualification Skill set Title	List of employers	Places Requested	Total hours	Subsidy per learner*	Learner Fee Cost	Total subsidy per learner	Total program value
			If there are multiple partners, provide a breakdown of the number of places for each partner	Must be a number.	Must be a number.	This should include the higher subsidy if requested. Must be a dollar amount.	This number/ amount is calculated	This number/ amount is calculated	This number/ amount is calculated.
						\$	\$	\$	\$
						\$	\$	\$	\$

### Learner Fee Cost

Learner fee costs of **up to \$1000 per qualification** and **up to \$100 per unit to a maximum payment of \$1000 in a skill set** can be requested per learner by the RTO.

This fee is intended to cover any administration, enrolment, equipment or record or health checks usually charged to the learner. Learner fee costs may include textbooks, workbooks, protective clothing, uniform, equipment, printing, stationary, criminal record and health checks. Endorsed RTOs are required to supply evidence (such as quotes and/or previous expenditure receipts) to support their request for a learner fee cost.

Skills Tasmania reserves the right to refuse to refuse payment of this additional funding. The provision of further evidence may be requested by Skills Tasmania.

Expenditure	\$	Learner Fee Cost evidence
		Attach the
	\$	
	\$	

### Request for higher subsidy

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 justify the higher price and the need for the additional costs must be reflected below. The justification must include what the added amount to the cost per learner is and what the added cost will cover.

Additional grant conditions may be applied by Skills Tasmania where a higher subsidy is approved. Skills Tasmania may require evidence of an employer financial contribution towards training and assessment costs for the learners.

Program number	What is the additional amount that will be added to the subsidy per learner?	Outline the justification for additional price?
	\$	
	\$	

	Must be a dollar amount.	What will the added cost be used for?
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### Total application value

This is the total value of **all** the programs requested in this application.

#### Total application value

\$

This number/amount is calculated.

This is the total value of all the programs requested

## Demand for Training

### Criteria 1 - Demonstrated need for the training services

The RTO must outline why the qualification is required by the employer/s and provide direct written evidence from each employer as to the need for the training and the specific training outcome/s needed by each employer.

The intent of this criterion is for the applicant to provide evidence that the proposal is driven by the employer.

Using the templates provided on [https://www.skills.tas.gov.au/providers/rto/funding\\_programs\\_for\\_endorsed\\_rtos/energising\\_tasmania\\_training\\_fund](https://www.skills.tas.gov.au/providers/rto/funding_programs_for_endorsed_rtos/energising_tasmania_training_fund), please upload your supporting evidence. Ensure the supporting evidence is relevant to this submission

Note: Multiple employers can be included in the same application.

To address this criterion, applicants must:

Show that the employer's business operates in one of the identified energy or infrastructure industry sectors; and

- Provide a fully-completed employer support form from one or more employers indicating that the employer/s understand and support the RTO's work.
- Ensure that the support clearly articulates the employer's business imperative and need for this training.
- Ensure that the employer/s have been involved in the development and design of the program and understand the proposed timeframe if successful.
- Ensure that the employer/s have clearly articulated what this training will achieve and what their success measures will be.

#### Please upload your supporting evidence.

Attach a file:

Ensure the supporting evidence is relevant to this submission

## Program Overview

### Criteria 2 - Training program summary/summaries

# Energising Tasmania - Skills Fund

## Form Preview

For each qualification/skill set program, the RTO must complete the training summary in full. The summary must show how the program will be delivered to meet the identified need, the structure, duration and resources to be used in the delivery of the program.

The intent of this criterion is to ensure the RTO has developed the program to reflect employer/s and industry needs, the program can be delivered in a reasonable timeframe taking into account the learner's needs and the program reflects the requirements of the training package rules.

### **For each program, add a new section.**

To address this criterion, applicants must:

- Provide a fully-completed training summary for each qualification or skill set applied for.
- Ensure that the training approach includes and aligns with the role of the employer/s.
- Ensure that the duration is sufficient , has been justified and is suitable for the learner cohort.

**Program number**

**Qualification/Nationally Recognised Skills Set/ Code and Title**

**What is the total nominal hours for the qualification or skill set?**

Must be a number.

For Skill Sets add all the unit hours to achieve the overall total

**Provide an outline of the overarching goal of the program**

Word count:

Must be no more than 300 words.

**What is the proposed duration of the training program (days/weeks/months)?**

**Delivery region**

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Hobart     | <input type="checkbox"/> West Coast                                    |
| <input type="checkbox"/> Launceston | <input type="checkbox"/> North West: 15 km + from Burnie and Devonport |
| <input type="checkbox"/> Burnie     | <input type="checkbox"/> North/North East: 25 km + from Launceston     |
| <input type="checkbox"/> Devonport  | <input type="checkbox"/> Southern Regions: 25 km + from Hobart         |
| <input type="checkbox"/> East Coast |  |

**How have you determined that this duration is sufficient for the cohort?**

Word count:

Must be no more than 300 words.

Consider the experience and knowledge of the learner/s

**In addition to the employer support, are there any other organisations collaborating with you on this program? Please list them and provide an outline of their role in this program.**

Word count:

Must be no more than 300 words.

**What resources will be used and where they will be accessed from. This could include accessing the employer's equipment, venue hire, using own resources, etc.**

Word count:

Must be no more than 300 words.

## Program learning and assessment structure

For each unit of the program detail how they will be delivered and assessed, using the following matrix. If you have other arrangements that will be used in the delivery of the program, please add them to the relevant method/system.

Learning methods to be used

1. presentations and lectures
2. instruction
3. demonstration or modelling
4. tutoring
5. practice opportunities
6. brainstorming activities
7. initiating and facilitating group discussions
8. guided facilitation of individual or group learning activities, group work or case studies project-based

Delivery system to be used:

1. Coaching
2. Face to face
3. Online
4. Self-paced
5. Work based
6. Self-Assessment

Assessment methods to be used:



# Energising Tasmania - Skills Fund

## Form Preview

1. Interview questions
2. Observation Direct
3. Observation Role Play
4. Project
5. Case Study Scenario
6. Portfolio
7. Third party testimonial

Program number	Unit Code	Unit Title	Core/ Elective	Learning methods	Delivery system	Assessment methods

## Learner Support

### Criteria 3 - Identification of learner support needs

**The RTO must detail its strategy for identifying individual learner support needs, how it will provide support to learners and/or how and where it will refer learners where the support is not provided by the RTO, taking into consideration the learner cohort that the program is aimed at.**

The intent of this criterion is to ensure there are mechanisms in place to support the learner to help them complete their training. The support identified should be in proportion to the experience and existing knowledge of the learner and reflect any risks associated with the delivery of the training program.

**To address this criterion, applicants must:**

**Describe the strategy for ensuring that learners remain engaged in training and are provided with a forward plan or partial achievement if they exit the program before completing. The strategy must include identifying and managing the major risks to learner disengagement and non-completion for the relevant cohorts.**

Word count:

Must be no more than 300 words.

**Detail a strategy to identify learner support needs, the process for providing services to address these needs including the process used where the support is not provided by the RTO.**

Word count:

# Energising Tasmania - Skills Fund

## Form Preview

Must be no more than 300 words.

**Outline the LLN approach to be used for the relevant cohorts and how this has been determined to be the most effective approach.**

### Supporting evidence

Attach a file:

You may wish to provide additional evidence to support your response

## Declaration

\* indicates a required field

### Declaration check

Please read and confirm the following declaration before submitting your application.

**I, the applicant or an authorised representative, declare that: \***

- I understand that this is an application only, and may not guarantee funding
- the information contained in this application is true and accurate
- I have read and understood the program guidelines and understand and accept the terms and conditions of funding, and warrant that I will be able to fully comply with those conditions
- I understand that incomplete applications will not be considered
- if and where any personal information of a third party is included, the third party 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 have read and understood the Privacy Statement below
- 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 application.

### Declaration Authority

Name			Position	Organisation Name	Declaration Date
					Must be a date.
Title	First Name	Last Name		Organisation Name	

### 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

# Energising Tasmania - Skills Fund

## Form Preview

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.