

Apprentice and Trainee Training Fund

2026 Grant Program Guidelines



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1. Aim

The Tasmanian Government's priority is to invest in vocational education and training (VET) 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 Tasmanian Skills Plan (Theme 1: Skills for Jobs) which outlines how we will grow Tasmania's future workforce through investment in VET and complementary activities to meet skills and workforce needs. 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 help meet this priority, Skills Tasmania's Apprentice and Trainee Training Fund (ATTF) provides grants to Skills Tasmania endorsed Registered Training Organisations to subsidise the cost of delivering training and assessment and associated learner support services to Tasmanian apprentices and trainees.

The objective of the ATTF is to facilitate the attraction and completion of apprentices and trainees as a critical pathway to enabling job-ready learners, aligned to the needs of industry, employers and learners.

2. Funding available

The ATTF 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)*.

The ATTF is a rolling grant program that is released annually. Applications for each annual round close at the end of the applicable calendar year.

Approval of applications is subject to budget being available.

3. Eligibility

3.1. Eligible applicants

To be deemed eligible, applicants must:

- a) be a Skills Tasmania endorsed Registered Training Organisation (RTO)
- b) have the qualification(s) included on the RTO's scope of registration for delivery in Tasmania
- c) be financially viable (Applicants must provide financial statements for 2022, 2023 and 2024. If you are yet to prepare FY2024 statements, you must provide management accounts from Xero, MYOB or equivalent)
- d) have a current contract of public liability insurance for at least \$20 million for:
 - each individual claim; and
 - a series of claims arising out of a single occurrence.

Applicants must ensure that all eligibility requirements are met prior to submitting the application and for the duration of any subsequent funding agreement. If the eligibility criteria are not met the application will be deemed ineligible and will not be assessed or considered for grant funding.

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 establish financial viability the applicant must be able to demonstrate, through the required financial statements, the ability to generate sufficient income to meet operating costs, debt commitments and, where applicable, to allow for growth while maintaining service levels.

Applications submitted by a third party will not be accepted without evidence of permission in the application. Where training is to be delivered under a third-party arrangement, the third-party agreement will be required to be submitted as part of the application process.

Declarations

Eligible applicants are required to complete numerous declarations in the application form including:

- a declaration against the applicant eligibility criteria.
- a declaration that the applicant has read and will comply with the *Skills Tasmania Learner Eligibility for Government Training Subsidies Policy Statement*.
- a statement of compliance history covering the applicant's regulatory obligations and funding contract obligations (across all jurisdictions).
- a general declaration to ensure that all grant requirements are understood.

Consideration of applicant responses to all declarations will be incorporated into funding decisions.

You may be asked to provide information or documentation to support your eligibility claims, either as part of the application process, or after you have submitted your application. The information you provide may be subject to authenticity checks.

This program has limited funding. Not all eligible applications will receive a grant.

3.2. Ineligible applicants

TasTAFE is ineligible for funding under this Fund. Organisations are encouraged to contact TasTAFE directly to discuss options for TasTAFE to deliver training under its existing funding arrangements.

3.3. Eligible learners

Eligible learners must be an apprentice or trainee with a registered training contract in Tasmania, and can be new or existing workers, school aged learners or previously qualified apprentices or trainees.

Training contract

The learner must be an apprentice or trainee and therefore a signatory to an active and registered training contract approved by the Tasmanian Traineeships and Apprenticeships Committee (TTAC) and be able to meet the obligations of the training contract and all applicable TTAC policies.

School-based apprentices and trainees

Subsidies for school-based apprentices and trainees will not be paid where the school at which the apprentice or trainee is enrolled is also the RTO providing training and assessment or if the RTO is the Tasmanian Department of Education, Children and Young People (DECYP).

Apprentices and trainees previously funded under the ATTF

Apprentices and trainees with a qualification that was subsidised within the past 5 years will be eligible for further ATTF subsidies for a subsequent qualification if:

- the qualification is unrelated to any previous subsidised qualification.
- the apprentice or trainee progresses to a higher-level qualification in the same training package within 12-months of completing the previous subsidised qualification.
- the training package Qualification Description indicates that the qualification provides a different occupational outcome and/or additional skills and knowledge to the previously funded qualification completed by the apprentice or trainee.
- Skills Tasmania determines that a subsequent version of the same qualification contains significant changes and/or additions and that it has become the new industry benchmark of essential skills and knowledge for that industry.
- there are changes to, or the introduction of Government standards, licensing or legislation requires staff to update their qualification.

Eligible learners will also need to meet any course specific essential entry requirements, or other applicable eligibility conditions set out in the Skills Tasmania Grant Agreement and Standard Conditions Manual.

3.4. Ineligible learners

Learners are not eligible for a place under the ATTF if they:

- are not a Tasmanian resident
- are currently funded for the same training by any other government funding source (local, State or Australian)
- have been subsidised through the ATTF for the same qualification within the past 5 years
- do not satisfy the eligibility requirements outlined in the Skills Tasmania Learner Eligibility for Government Training Subsidies Policy Statement which covers eligible visa status, ineligible government employees and restrictions on RTOs training their own staff.

3.5. Eligible expenditure

Funding is available for the delivery of nationally recognised training, assessment, and learner support services to eligible learners for qualifications approved by Skills Tasmania as apprenticeships or traineeships which may be undertaken under a training contract in Tasmania. The list of approved qualifications is available on the Skills Tasmania website.

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 to achieve the outcome for a training product(s).

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:

- 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 2025 *Standards for Registered Training Organisations* or its successor.

RTO's intending to deliver services online, must specify in their written response to assessment criteria and supporting evidence, what percentage of the overall training delivery will be delivered online and

how the delivery methodology/ies will address training and assessment of practically oriented units of competency.

3.6. Ineligible expenditure

The following activities are not eligible to be funded under the ATTF:

- Training in qualifications not approved by Skills Tasmania as eligible for delivery as an apprenticeship or traineeship under a training contract in Tasmania.
- Training demand that is better serviced by other Skills Tasmania grant programs, such as the Building a Skilled Workforce – Existing Worker Fund.

4. Assessment criteria

Applications that meet the eligibility criteria will be assessed against the assessment criteria.

The SmartyGrants application form requires the applicant to address each criterion individually and to attach relevant evidence to support claims made in addressing the criterion.

Assessment criteria	
Criterion 1 – Demonstrated demand – 25%	Sample evidence
Element 1A - How did you identify that the training was needed in Tasmania?	Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive): • Letters from employer/s, industry groups, Regional Jobs Hubs supporting the need for the training and the number of training places requested. • Records on the results of consultative processes. • Verifiable data on workforce circumstances and or issues. • Evidence of data analysis. • Previous years data, extrapolated for the current year. • Workforce development plans. • Data on the need for training to achieve licenced outcomes.
Element 1B - How did you determine the requested number of training places?	
Criterion 2 – Alignment with Government Priorities – 10%	Sample evidence
Element 2A – Which government priorities will you be addressing through the proposed training? (Your response should be linked to the Tasmanian Skills Plan, the Skills Tasmania Snapshot of Training Needs, and Priority Course List).	Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive): • Specific excerpts or reference to: ○ Tasmanian Skills Plan ○ Skills Tasmania Snapshot of Training Needs ○ Skills Tasmania Priority Course list

Element 2B – How does the requested training and number of training places align with areas of economic growth, skills shortage and/or occupations in demand?	○ Industry compacts ○ Jobs and Skills Atlas • Tasmanian Government projects and commitments • Australian Government priorities • ABS industry demand data
Criterion 3 – Learner outcomes – 25%	Sample evidence
Element 3A – How do you intend to identify individual learner needs? (Your supporting evidence must demonstrate how you have done this previously).	Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive): • Examples of: ○ completed training support plans for individual learners. ○ file notes detailing support activities implemented for individual students. ○ changes made to individual support plans based on monitoring activities identifying a lack of progress. ○ before and after test results showing learner improvement post support. • Schedule/s showing the times and dates for additional support classes. • Samples of qualifications held by RTO staff enabling the enhancement of learner support (e.g. counselling qualifications, foundation skills qualifications or similar). • Contracts/agreements with third party support providers. • NCVET Student Outcomes Survey Results. • Summary of student responses to internal surveys. <i>Note that any evidence which includes a learner's name must have the learners name redacted.</i> <i>Note also that learner support needs are not limited to language, literacy and numeracy (LLN), as detailed in the section 4.2 below.</i>
Element 3B – 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).	
Element 3C – 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 3D – How do you intend to measure learner satisfaction? (Your supporting evidence must demonstrate how you have done this previously).	
Criterion 4 – Employer and industry outcomes – 25%	Sample evidence
Element 4A – 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).	Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive): • Populated needs analysis templates. • Meeting minutes / notes. • Examples of: ○ industry consultation plans and summary of results. ○ Partnerships / collaboration. ○ contextualisation. ○ flexibility. • Employer Quality Indicator data. • Summary of employer responses to internal surveys. • Summary of employer responses to independent third-party surveys contracted by the RTO. • Membership to peak bodies.
Element 4B – How do 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 4C – 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).	• Quality indicator reports for employers. • Holding positions in the governance structure of industry bodies. • Attendance at industry events. • Tables summarising changes made to service delivery (before and after status) based on industry feedback • Letters of thanks or recognition from industry bodies.
Criterion 5 – Capacity to deliver – 15%	Sample evidence
Element 5A – How do you plan to enrol learners, deliver training and ensure successful completions (Is there a delivery schedule, timetable, project plan etc?)	Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive): • Project plan/s. • Training delivery schedule/s. • Facilities and equipment list/s (appropriate for the specific training product and number of students) • Staffing allocation plan. • Risk management plan. • Training staff skills/experience/qualification matrices. <i>Note that RTO's do not have to own all of the facilities and equipment but must be able to demonstrate timely access to the required facilities and equipment for the specific training product and number of learners</i>
Element 5B – What staff will be involved in setting up and delivering the proposed training? (What staff will be involved in recruitment of learners, administrative support, learner support and delivering training and assessment?)	
Element 5C – How will you ensure appropriate facilities, equipment and resources are available for the number of learners being delivered to? *	
Element 5D – 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?)	

4.1. Supporting evidence

Applicants should 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 will 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.

4.2. Learner support needs

Skills Tasmania considers that learner support needs are split into two types of need. The first is educational support and the second is wellbeing support needs. Educational support requires tailored instruction strategies to support the learner's engagement and progression through to successful completion of the training product.

Wellbeing support needs relate to providing services and resources to assist the learner's physical, mental and emotional wellbeing. Examples of support strategies for each type of need are provided below, noting that the lists are not prescriptive or exhaustive:

- Educational support
 - tutoring
 - additional classes

- customising resources
- practice tests
- regular touch points with delivery staff, checking progress
- assistive technology
- reasonable adjustments
- delivering sessions on learning how to learn
- language, literacy and numeracy (LLN) support
- Wellbeing support
 - referrals to external providers for things such as mental health, addiction, financial support, domestic violence, youth support networks etc
 - adjusting training delivery times to accommodate child rearing responsibilities
 - subsidising transport (cab charges, bus fares, courtesy bus etc), and
 - providing culture-specific or demographic-specific supports in their local community (e.g. youth support networks).

5. Timeframes

This is a rolling grant, and applications can be submitted at any time up until 31 December 2026.

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

Description	Date/time
Fund opens for applications	28 November 2025 2:00 pm
Fund closes	31 December 2026 2:00pm
Applications assessed and notified	Within 3 weeks of submission

6. Contact details

For information about the Apprentice and Trainee Training Fund, contact:

- Grant Program Manager, Skills Tasmania
- attf@skills.tas.gov.au
- 03 6165 6027

7. How to apply

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://applicantshelp.smartygrants.com.au/help-guide-for-applicants/>

This is a merit-based process. Meeting the eligibility criteria will not automatically result in a successful outcome.

These are the steps:

1. Prepare: Read the Grant Program Guidelines before starting your application. The application form is designed to help structure applicants' responses to the eligibility and assessment criteria as set out in the Guidelines.

2. Start: The application form is available at <https://skills.smartygrants.com.au/26ATTF>

3. Confirm: Ensure all information and documentation is accurate and attached. You may not be able to change an application or provide additional information after you submit your application.

4. Submit: You will receive an email notification after you submit your application. Keep this notification as confirmation of your submission.

5. Assessment: Applications will be assessed by independent assessors.

Grant recommendations will be made to the appropriate delegate to make a determination.

6. Notification: We will notify you with the outcome of your application in writing.

You may be asked to provide information or documentation after you have submitted your application. You must provide this information within five working days, unless otherwise advised. Failure to provide the information within the timeframe may result in the application being unsuccessful. The information you provide may be subject to authenticity checks.

Unsuccessful applicants

Applicants will be deemed ineligible if they do not meet the applicant eligibility requirements.

Applicants will be deemed unsuccessful if they do not adequately address and evidence the assessment criteria or do not meet the minimum quality benchmark score.

Unsuccessful applicants will be provided with an opportunity to receive written feedback on their application.

8. Calculating training subsidies

8.1. Government Subsidy Amount

Skills Tasmania subsidies are set in accordance with the [Skills Tasmania Policy Statement – What we pay for training \(Subsidy Policy\)](#). This Policy Statement is for use by Skills Tasmania and for reference by RTOs applying for funding.

The Policy provides that Skills Tasmania subsidises training, assessment and support services to reduce the cost to learners and employers for the services provided by RTOs. This encourages greater levels of participation in training than would occur without government support.

The Skills Tasmania Government Subsidy Amount is only one contribution towards the total cost of training. The actual cost of training and assessment services is expected to be met by the Government Subsidy Amount plus contributions from learners and/or employers.

RTOs applying for ATTF grants can only apply for a grant if the qualification/s is approved by Skills Tasmania as a subsidised apprenticeship/traineeship and appears on the Skills Tasmania approved apprenticeships and traineeships list. The list of qualifications approved by Skills Tasmania, along with subsidy rates, are published on the Skills Tasmania website at <https://laureldw.stategrowth.tas.gov.au/default.aspx>.

The amount of the ATTF subsidy paid by Skills Tasmania, as well as any costs that may be payable by the employer or the apprentice/trainee, must be communicated to the employer and the apprentice/trainee by the RTO before or at enrolment.

8.2. Requests for subsidies higher than the Government Subsidy Amount

As the Government Subsidy Amount is only a contribution to the cost of training, requests for subsidies higher than the Government Subsidy Amount are treated as an exception. The exception instances are described in the Subsidy Policy.

Requests for a subsidy higher than the Government Subsidy Amount will only be considered where a clear and detailed rationale is provided in the SmartyGrants application, with strong supporting evidence.

The following assessment elements will be used to scrutinise higher subsidy requests. The assessment elements align with the exceptions statement in the Policy and include:

- ensuring the higher subsidy request isn't part of business-as-usual RTO operational costs (i.e. the expense will be borne by the RTO even if the grant application is unsuccessful)
- the rationale provided for the request is clearly linked to the training products and the number of training places requested
- there is sufficient detail to determine exactly what any increased costs are attributed to
- evidence is provided to justify additional costs (i.e. quotes, invoices, payslips (redacted), pricing advertisements, etc)
- comparisons with the subsidies requested by other applicants proposing to deliver similar training products
- consideration of where the requested training products fit in the [Skills Tasmania Snapshot of Training Needs](#) or the [Skills Tasmania Qualification Priority Course list](#).
- Skills Tasmania checking the accuracy and reliability of any evidence provided to support requests for higher subsidies.

Successful requests for higher subsidy requests in the past will not form part of the considerations for higher subsidy requests in this grant round.

Advice for interstate RTOs

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 a subsidy request. RTOs should consider the Subsidy Policy, and the requirements set out in the Skills Tasmania Grant Agreement and Standard Conditions Manual as part of its rationale.

9. Application assessment and funding allocation

Applications that meet the eligibility criteria undergo a two-stage process before a funding recommendation is made to the appropriate delegate: first, an assessment of the application against the assessment criteria, followed by the allocation of funding.

9.1. Assessment process

The assessment process is conducted by independent assessors using a structured framework and scoring methodology that aligns with the assessment criteria and the weightings outlined in Section 4 of these Guidelines. This process is overseen by the Grant Program Manager.

An example of the scoring rubric used for the assessment process is provided below.

A benchmark score, representing an acceptable minimum standard of quality, is determined by the scoring rubric. Applications that do not meet this benchmark are unlikely to be considered for funding.

Requests for subsidies higher than the Government subsidy amount are also scrutinised during the assessment process.

		Comprehensively evidenced all elements in the criterion	A mix of comprehensive and adequately evidenced all elements in the criterion	Adequately evidenced all elements in the criterion	A mix of comprehensive and insufficiently evidenced all elements in the criterion	A mix of adequate and insufficiently evidenced all elements in the criterion	Insufficiently evidenced all elements in the criterion
		6	5	4	3	2	1
Comprehensively addressed all elements in the written response	6	12	11	10	9	8	7
A mix of comprehensive and adequately addressed all elements in the written response	5	11	10	9	8	7	6
Adequately addressed all elements in the written response	4	10	9	8	7	6	5
A mix of comprehensively and insufficiently addressed all elements in the written response	3	9	8	7	6	5	4
A mix of adequate and insufficiently addressed all elements in the written response	2	8	7	6	5	4	3
Insufficiently addressed all elements in the written response	1	7	6	5	4	4	2

Skills Tasmania Prioritisation framework

Applicants are most likely to be successful if they have demonstrated high-quality scores across all assessment criteria and the training products they have requested align with Tasmania's skills priorities. The Snapshot of Training Needs provides an outline of funding priorities for Skills Tasmania's contestable grant programs and the following prioritisation framework is used to inform our decision making.

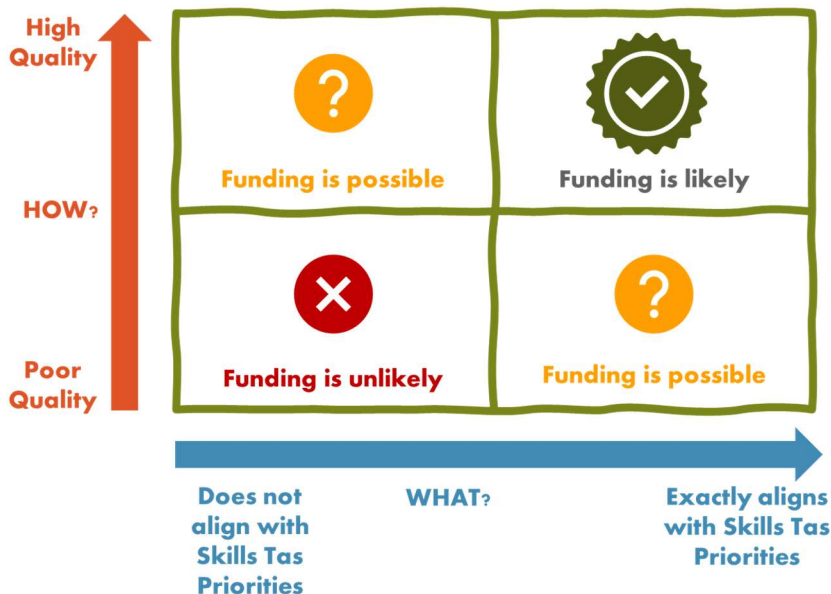
Skills Tasmania Prioritisation framework

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



9.2. Funding allocation

Skills Tasmania aims to maximise public benefit and positive outcomes for the Tasmanian community in each funding round.

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 requests exceeds \$5000. 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 allocate a lower number of training places than requested. The following factors may be considered in the final allocation of places:

- previous performance of meeting Skills Tasmania requirements
- 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.

10. Funding agreement, reporting and payments

10.1. Grant agreements for successful applicants

Applicants that are approved for an Apprentice and Trainee Training Fund 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 agreement.

The details of all successful applicants will be published on the Skills Tasmania website.

10.2. Training commencement and completion timelines

It is a condition of the ATTF that training in all places must commence between 1 January and 31 December in the ATTF grant year.

Training cannot start earlier than the nominated 'training can commence from' date.

The 'training can commence from' and 'training must commence by' dates will be identified in the Agreed Budget attached to the grant agreement.

Payments will not be made for units reported through AVETMISS data that indicate that training and/or assessment services were commenced prior to the approval of an ATTF grant.

10.3. Applying for replacement qualifications

Where a grant has been approved and the qualification has been superseded, the RTO must apply to Skills Tasmania to replace the qualification on their current ATTF funding agreement using the Apprentice and Trainee Training Fund variation application (available from the Skills Tasmania website) regardless of the equivalence or non-equivalence of the qualification.

10.4. Adding new qualifications to an existing grant agreement

Where an RTO with an approved 2026 ATTF renewal grant agreement wishes to add new qualifications to its ATTF delivery schedule during the calendar year, a new application to the 2026 ATTF grant round

is required. Applicants in this circumstance will be offered a streamlined application form. The link to this application form is provided in section 7 of these Guidelines.

10.5. Reporting and payments

10.5.1. 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). This section of the Skills Tasmania website provides more information regarding reporting: [Reporting my activity](#).

10.5.2. 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).

Each approved training place that is allocated to an eligible apprentice/trainee continues to attract the approved subsidies until the apprentice/trainee either completes the qualification, their training contract is cancelled, or they transfer to another RTO.

RTOs are not required to reapply each year for grants for apprentices or trainees who are already receiving subsidised training under the ATTF, unless the apprentice/trainee's training contract is cancelled, and the apprentice/trainee recommences or changes their qualification but remains with the same RTO.

The exception is when an apprentice/trainee's training contract is cancelled, and they recommence with a new employer in the same qualification in the same calendar year as their original allocation to an ATTF-subsidised place. In this case the apprentice/trainee will continue to attract ATTF subsidies under the new employer.

If in doubt as to whether a new place should be allocated to an apprentice/trainee who has recommenced, please contact the Grant Program Manager for advice.

10.5.3. Adding additional places to an ATTF grant

RTOs with an approved 2026 ATTF grant agreement, with Item 9 (clause 4.2) Deemed Change Request applied, can increase training places for qualifications approved for delivery under their original agreement once all of the RTO's initial approved places have been allocated to apprentices and/or trainees, subject to budget being available.

Once the initial allocation of training places has been exhausted, and if the RTO reports AVETMISS data which shows, for the period covered by the report, an increase in the number of eligible learners receiving training in relation to an approved qualification, this may be considered as a Deemed Change Request to amend the number of training places by the number of additional places in the report. If approved, a revised Agreed Budget will then be issued to the RTO.

RTOs with an approved 2026 ATTF grant agreement, with Item 9 (clause 4.2) Recipient Change Request applied will be restricted to the volume of training places outlined in the Agreed Budget. The RTO is unable to add additional training places for the approved qualifications without prior approval

from Skills Tasmania. Variations to the Agreed Budget will only be considered in exceptional circumstances.

Skills Tasmania reserves the right to withhold increasing an allocation where: the RTO is unable to demonstrate that it has fully exhausted the initial allocation for a qualification, there is an active complaint, ASQA action or pending action in effect, issues have arisen through Skills Tasmania's ongoing monitoring process, or if the RTO has outstanding reporting or other compliance matters. All changes to allocations are subject to budget being available.

11. Appealing a decision

If your application is unsuccessful, you may appeal the decision.

The appeals process ensures that all applicants have been treated fairly.

We will consider appeals that relate to administrative process issues in grants management.

All requests must be in writing and addressed to Director Purchasing, Policy and Programs. Your request must be received within 28 days from the date of State Growth notifying you of the decision about your application.

For further information about the process, contact the Manager Grants via email at attf@skills.tas.gov.au or phone (03) 6165 6060.

12. 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.

Grants distributed under this program may be treated as income by the Australian Tax Office (ATO).

We strongly recommend that, prior to applying, you seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

Information on invoices can be found on our Business Tasmania website:

www.business.tas.gov.au/manage_a_business/invoices.

13. Publicity of grant assistance

State Growth is accountable for its spending of public funds, including providing grants. As part of the accountability process, State Growth may publicise, without further notice, information about the grants provided, including the level of financial assistance, the identity of the recipient, and the purpose of the financial assistance.

If you have received a grant from State Growth:

- 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, and you consent to the disclosure of your name in this context.
- all obligations under the *Personal Information Protection Act 2004* (Tas) still apply.

The details of all successful applicants will be published on the Skills Tasmania website.

14. True and accurate information

You 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, may be required to be repaid to State Growth.

15. Right to information

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

16. Information collection and usage

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 relates, on request to State Growth.

State Growth may use and disclose the information you provide for the purposes of discharging its functions under the Program Guidelines and otherwise for the purposes of the program and related uses. State Growth may also use information received in applications and during the delivery of the project for reporting purposes.

17. Disclaimer

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