

Building a Skilled Workforce – Existing Worker Fund 2027

Grant Program Guidelines ST072



Contents

1. Aim	1
2. Funding available	1
3. Eligibility	1
3.1. Eligible applicants	1
3.2. Ineligible applicants.....	2
3.3. Eligible learners	2
3.4. Ineligible learners.....	2
3.5. Eligible expenditure.....	3
3.6. Ineligible expenditure	3
3.7 Application conditions	3
4. Assessment criteria	4
Advice for TasVET Suppliers.....	4
4.1 Assessment criteria for TasVET Suppliers	4
4.1.1 Supporting evidence	6
4.2 Assessment criteria for RTO's previously 'Endorsed' by Skills Tasmania.....	6
4.2.1 Supporting evidence	9
4.3 Learner support needs	9
5. Timeframes	10
6. Contact details.....	10
7. How to apply	10
8. Calculating training subsidies.....	11
8.1. Government Subsidy Amount	11
Applying set loadings	11
8.2. Requests for subsidies higher than the Government Subsidy Amount	12
8.3. Eligible learner contributions to the costs of training.....	12
9. Application assessment and funding allocation	13
9.1 Assessment process	13
9.2 Funding allocation.....	15
9.3 Unsuccessful applicants.....	16
10. Funding agreement, reporting and payments	16
10.1. Grant agreements for successful applicants.....	16
10.2. Training commencement and completion timelines	16
10.3. Reporting and payments	17
10.3.1. Reporting	17

10.3.2. Grant payments	17
11. Appealing a decision.....	17
12. Taxation and financial implications	17
13. Publicity of grant assistance	18
14. True and accurate information	18
15. Right to information	18
16. Information collection and usage.....	18
17. Disclaimer	18

1. Aim

The Tasmanian Government is committed to developing a skilled, inclusive and adaptable workforce through targeted investment in vocational education and training (VET) that responds to current and emerging industry needs and supports learners to achieve an employment outcome.

As outlined in the Tasmanian Skills Plan, Tasmanian Government investment in training is focused on aligning skills development with workforce demand, supporting learners to succeed, and building a stronger and more connected skills system. This includes prioritising training that leads to meaningful employment opportunities, addresses skills shortages, improves workforce participation, and supports Tasmanians who face barriers to education, training or employment.

To support these objectives, Skills Tasmania's Building a Skilled Workforce program provides grant funding to Registered Training Organisations (RTOs) to deliver subsidised training and learner support services that meet identified workforce priorities and improve employment outcomes for Tasmanians. Consistent with the Skills Plan, the program emphasises training that is responsive to industry demand, accessible across regional and remote communities, and designed to support diverse learners, including those experiencing disadvantage.

The **Building a Skilled Workforce - Existing Worker Fund** (the Fund) subsidises training for existing workers to allow them to gain skills and knowledge to assist them to perform their jobs more effectively, efficiently, safely, and confidently. New skills and knowledge for employees also supports future career planning and progression. The Government's investment under the Fund will focus on industry and employer identified areas of training need, to achieve outcomes for both industry and learners.

2. Funding available

A total of \$17 million in funding is available for the 2027 Building a Skilled Workforce Program.

It is expected that requests for funding will exceed the available budget. This means that not all applications approved for funding will receive the full number of requested training places.

The Fund is administered by Building Tasmania, through Skills Tasmania, which manages Tasmania's government-funded training and workforce development system in partnership with industry, training providers and employers, and in accordance with the *Training and Workforce Development Act 2013*.

3. Eligibility

3.1. Eligible applicants

To be eligible for a grant you must:

- a) be an 'Eligible' RTO, which includes TasVET Suppliers and RTOs previously 'Endorsed' by Skills Tasmania
- b) 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.

Note: Current TasVET Suppliers will not need to provide evidence of financial viability or insurance coverage. All other applicants will be required to provide evidence of the following at the time of applying:

- c) financial viability (Applicants must provide financial statements for 2023, 2024 and 2025. If you are yet to prepare FY2025 statements, you must provide management accounts from Xero, MYOB or equivalent)
- d) a current contract of public liability insurance for at least \$20 million for:
 - each individual claim; and
 - 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 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.

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.

Applications submitted by a third party will not be accepted without evidence of permission in the application.

3.2. Ineligible applicants

Any RTO that is not a TasVET Supplier or an RTO that has not previously been 'Endorsed' by Skills Tasmania, is ineligible.

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

Tasmanian School based RTOs (Schools as defined in the *Tasmanian Education Act 2016*) are not eligible for funding under existing Skills Tasmania funding arrangements.

3.3. Eligible learners

The following learners are eligible for funding:

1. individuals out of work
2. individuals who are underemployed, which is defined as employed people who would prefer, and are available for, more hours of work than they currently have, including part-time workers, and
3. individuals looking to upskill or gain new skills outside of their current employment.

Eligible learners:

- can undertake training in more than one qualification, course or skill set per round
- will be eligible for a training place regardless of their prior qualifications, and
- will also need to meet any course specific essential entry requirements.

3.4. Ineligible learners

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

- are not a Tasmanian resident
- are currently enrolled at a Tasmanian school, as defined by the *Education Act 2016*
- are currently funded for the same training by another funding source

- are an apprentice or trainee with a current training contract, and
- do not fully satisfy the eligibility requirements outlined in the Skills Tasmania Policy Statement Learner Eligibility for Government Training Subsidies 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 (in either qualifications, accredited courses, skill sets or stand-alone unit of competency), assessment, and learner support services to eligible learners.

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 Existing Worker Fund:

- non-nationally recognised training, and
- training demand that is better serviced by other Skills Tasmania grant programs, such as the Apprentice and Trainee Training Fund.

3.7 Application conditions

Submitting more than one application

One application is permitted per RTO. Any additional applications received will be considered ineligible and will not be assessed.

Mandatory declarations

All eligible applicants are required to complete mandatory 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
 - section 3.2.3 of the Tasmanian Government: RTO Grant Recipient Standard Conditions Manual - School Learner Status (Noting that Apprentice and Trainee Training Fund is exempt from this requirement).
- a current compliance history regarding all RTO regulatory and funding contract obligations (across all jurisdictions).

- a general declaration at the end of the application form to ensure that all grant requirements are understood.

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

4. Assessment criteria

Applications that meet the eligibility criteria will be competitively assessed against the assessment criteria. The application form requires applicants to address each criterion individually and to attach relevant evidence to support claims made in addressing the criterion.

Throughout the application you will be asked questions about each training product requested. 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).

To reduce the size of applications all written responses have a strict word limit of 250 words.

Advice for TasVET Suppliers

Skills Tasmania has established the TasVET Supplier Program to recognise high performing RTOs that can deliver Tasmanian Government subsidised training where and when it is needed. The TasVET Supplier Program provides a framework that incentivises high performance through access to streamlined funding applications and opportunities for longer-term funding arrangements.

A shorter application form will be provided for TasVET Suppliers, and specific assessment criteria are detailed in section 4.1 below.

For this round of the Building a Skilled Workforce – Existing Worker Fund, TasVET Suppliers will not be required to provide responses against assessment criterion 2 (Learner Outcomes) and assessment criterion 3 (Employer and Industry Outcomes). TasVET Suppliers have already demonstrated their capacity for high-quality delivery through the TasVET Supplier Program eligibility assessment of quality parameters 1 (Learners needs are met) and quality parameter 2 (Employers are satisfied with training services). TasVET Suppliers will automatically be allocated the highest score for each of these criteria.

The TasVET Supplier list publicly available on the date that the Building a Skilled Workforce Program opens for applications is the list that will be used to determine which assessment criteria are relevant to the applicant type.

4.1 Assessment criteria for TasVET Suppliers

Section 4.1 only applies to approved TasVET Suppliers.

If your RTO is NOT an approved TasVET Supplier, please proceed to section 4.2.

Assessment criteria	
Criterion 1 – Demonstrated need – 15% Please answer the following questions and provide evidence to support your claim where applicable.	Sample evidence
Element 1A - Demonstrated need is deemed to be established for training products included on the	1A Provide evidence of industry demand, workforce need, regional skills needs or learner

Government Funded Priority Courses List, and therefore no evidence is required to support an application for these products. For training products not included on the Government Funded Priority Courses List, please provide evidence demonstrating current or emerging need and explain why delivery of the proposed training products is required in Tasmania.	demand only where the requested training product/s is not on the Government Funded Priority Courses list. Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive): • Evidence of data analysis. • Evidence of engagement with industry and/or employers. • Letters from employer/s, industry groups, Regional Jobs Hubs supporting the number of training places requested. • Records on the results of consultative processes. • Verifiable data on workforce circumstances and or issues. • 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 for each training product?	
Element 1C – Who have you consulted about the design and delivery of the requested training and how was the consultation conducted?	
Criterion 2 – Learner outcomes – 20%	• No response required for TasVET Suppliers • Maximum total scores are awarded for this criterion for TasVET Suppliers
Criterion 3 – Employer and industry outcomes – 30%	• No response required for TasVET Suppliers • Maximum total scores are awarded for this criterion for TasVET Suppliers
Criterion 4 – Capacity to deliver – 35% Please answer the following questions and provide evidence to support your claim. Please be specific in your response, refer to staff positions, staff ratios to the number of learners etc	Sample evidence
Element 4A – How will learners be recruited and who will manage learner recruitment? (Will the process be the same for all requested training products?)	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. • MOU with job referral agencies • Asset list mapped to specific units • Session plans • Learning resources
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?	
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?	

Element 4D – Who will be delivering the training and assessment services for each requested training product?	Contracts with third party suppliers or partners Note 1: Please ensure that your response is sufficiently detailed to enable assessors to understand who is doing what, when, where and how. (Do not say something like the Admin team will do...) Note 2: 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
Element 4E – How have you ensured that training and delivery staff have appropriate skills, experience and qualifications?	
Element 4F – What learning resources will be provided to learners for each training product?	
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 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 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).	

4.1.1 Supporting evidence

Applicants should attach evidence to support any claims made against criteria 1 and 4.

Where there is no evidence to support claims made or the information provided in the application is unclear, 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 Assessment criteria for RTO's previously 'Endorsed' by Skills Tasmania

Those RTO's who were previously endorsed by Skills Tasmania but have not yet applied and been approved as a TasVET Supplier will need to provide responses and evidence for all four assessment criteria under this section.

TasVET Suppliers only need to complete section 4.1

Assessment criteria	
Criterion 1 - Demand – 15% Please answer the following questions and provide evidence to support your claim	Guidance on responding
Element 1A - Demonstrated need is deemed to be established for training products included on the Government Funded Priority Courses List, and therefore no evidence is required to support an application for these products.	1A Provide evidence of industry demand, workforce need, regional skills needs or learner demand only where the requested training product/s is not on the Government Funded Priority Courses list.

For training products not included on the Government Funded Priority Courses List, please provide evidence demonstrating current or emerging need and explain why delivery of the proposed training products is required in Tasmania.	Evidence for this criterion may include (noting the list is not exhaustive, nor prescriptive): • Evidence of data analysis. • Evidence of engagement with industry and/or employers. • Letters from employer/s, industry groups, Regional Jobs Hubs supporting the number of training places requested. • Records on the results of consultative processes. • Verifiable data on workforce circumstances and or issues. • 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 for each training product?	
Element 1C – Who have you consulted about the design and delivery of the requested training and how was the consultation conducted?	
Criterion 2 – Learner outcomes – 20%	Sample evidence
Element 2A – 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. Note that any evidence which includes a learner's name must have the learners name redacted. Note also that learner support needs are not limited to language, literacy and numeracy (LLN), as detailed in the section 4.2 below.
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).	
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 2D – How do you intend to measure learner satisfaction? (Your supporting evidence must demonstrate how you have done this previously).	

Criterion 3 – Employer and industry outcomes – 30%	Sample evidence
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).	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. • 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.
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 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).	
Criterion 4 – Capacity to deliver – 35%	Sample evidence
Please answer the following questions and provide evidence to support your claim. Please be specific in your response, refer to staff positions, staff ratios to the number of learners 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. • MOU with job referral agencies • Asset list mapped to specific units • Session plans • Learning resources • Contracts with third party suppliers or partners <i>Note 1: Please ensure that your response is sufficiently detailed to enable assessors to</i>
Element 4A – How will learners be recruited and who will manage learner recruitment? (Will the process be the same for all requested training products?)	
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?	
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?	
Element 4D – Who will be delivering the training and assessment services for each requested training product?	

Element 4E – How have you ensured that training and delivery staff have appropriate skills, experience and qualifications?	<i>understand who is doing what, when, where and how. (Do not say something like the Ami team will do ...)</i> <i>Note 2: 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 4F – What learning resources will be provided to learners for each training product?	
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 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 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).	

4.2.1 Supporting evidence

Applicants should attach evidence to support all claims made.

Where there is no evidence to support claims made or the information provided in the application is unclear, 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.

4.3 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 instructions 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, and
 - 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

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

Applicants are advised to submit applications well before the closing date and time. This allows time for applicants to raise any concerns when submitting their application and to increase the likelihood of any issues that may impact lodgement being resolved prior to the closing time.

Applications lodged before the closing time can be reopened by Skills Tasmania to allow applicants to make amendments. A reopened application must be resubmitted before the closing time to be eligible for consideration for funding.

Description	Date/time
Fund opens for applications	8 September 2026
Fund closes	6 October 2026 2:00 PM (AEDT)
Applications assessed	October - November 2026
Applicants notified	November 2026

6. Contact details

For information about the Existing Worker Fund, contact:

- Grant Program Manager, Skills Tasmania
- existingworkerfund@skills.tas.gov.au
- 03 6165 6060

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 competitive, 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:

- **TasVET Suppliers** – [SmartyGrants application form](#)
- **Eligible RTOs** – [SmartyGrants application form](#)

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 Skills Tasmania and an independent panel. Grant recommendations will be made by the selection panel and presented in a report to the General Manager, Skills and Workforce to make a determination.

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

The decision will be final, and applicants will not be able to re-apply with the same request.

You may be asked to provide information or documentation after you have submitted your application. You must provide this information within three (3) 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.

8. Calculating training subsidies

Applicants must use the *Skills Tasmania – Subsidy Request Spreadsheet* (SRS) to detail their funding request. The SRS file is available within the SmartyGrants application form and must be uploaded with your application.

Instructions on how to use the SRS are available in the file. If you require support for this element of your application, please contact the Grant Program Manager listed under section 6.

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 and assessment 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 Government Subsidy Amount is the total amount in (\$) that the Government will contribute towards the cost of training and assessment services per learner, which includes any applicable loadings. The Government Subsidy Amount is identified in the Subsidy Request Spreadsheet.

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.

Applying set loadings

Set loadings are available to deliver to particular learner cohorts or locations. The loading types and rates are set out in the Subsidy Policy and in the SRS, applicants can select more than one applicable loading per training product as part of the application process.

When requesting location loadings, applicants are required to provide detailed evidence to support the increased cost of delivery, based on the location's delivery setting. Applications for location loadings that are not sufficiently evidenced through the application process are unlikely to be approved.

Applicants need to be aware that successful applications for any loading types, including location loadings, will be reviewed by Skills Tasmania as part of our increased focus on monitoring RTO compliance with all contractual obligations. If approved, Skills Tasmania may require successful applicants to provide evidence of learners meeting the parameters of whatever loading has been approved.

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. You will be required to identify the applicable exception in the Subsidy Request Spreadsheet.

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. Note: loadings will not be applied to higher subsidy requests in the Subsidy Request Spreadsheet. You will need to account for these in your subsidy request and clearly identify the applicable or requested loading amount in the rationale.

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 is not 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
- whether the requested training product(s) are identified in the Government Funded Priority Courses list, and
- 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.

8.3. Eligible learner contributions to the costs 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.

Applicants may charge learners fees for training and assessment services, but this is not mandatory. These funds are to be paid to the RTO directly.

It is expected that RTOs pass-through the benefits of any approved loadings by reducing any fees or charges for eligible learners by a comparable amount.

Any eligible learner contributions are considered separate to the Government subsidy contribution from Skills Tasmania.

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 General Manager-Skills and Workforce: first, an assessment against the assessment criteria, followed by the allocation of funding.

9.1 Assessment process

The assessment process is conducted by an independent selection panel, 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.

Stage 1 of the assessment process is where each member of the selection panel independently evaluates every criterion for each application, employing the approved methodology and data recording tools. An example of the scoring rubric used by each panel member is provided below.

BASW 2027 – Assessment Rubric							
		Clearly evidenced all aspects of the element	Provided a mix of clear and adequate evidence for all aspects of this element	Adequately evidenced all aspects of the element	Provided a mix of clearly evidencing and not evidencing all aspects of the element	Provided a mix of adequately evidencing and not evidencing all aspects of the element	Did not evidence any aspect of the element in the written response
		6	5	4	3	2	1
Clearly addressed all aspects of the element in the written response	6	12	11	10	9	8	7
Provided a mix of clearly and adequately addressing all aspects of the element in the written response	5	11	10	9	8	7	6
Adequately addressed all aspects of the element in the written response	4	10	9	8	7	6	5
Provided a mix of clearly addressing and not addressing all aspects of the element in the written response	3	9	8	7	6	5	4
Provided a mix of adequately addressing and not addressing all aspects of the element in the written response	2	8	7	6	5	4	3
Did not address any aspect of the element in the written response	1	7	6	5	4	4	2

Please note that assessors allocate a score for the written response and then allocate a score for the evidence provided for each element within a criterion.

Following the individual assessments, the panel convenes to discuss the applications and their respective scores. The total score for each application is calculated as an average of the scores provided by all panel members.

A benchmark score, representing an acceptable minimum standard of quality determined by the scoring rubric is then established by the selection panel. Applications that do not meet this benchmark are unlikely to be considered for funding. Those that achieve the benchmark score proceed to Stage 2 of the process (the funding allocation) for further consideration, although this does not guarantee funding of all training places requested.

Requests for subsidies higher than the Government subsidy amount are also scrutinised during the assessment process. The justification provided by the applicant is assessed using a decision-making tool aligned with the scoring rubric.

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 outlined in the Tasmanian Skills Plan and the current Government Funded Priority Courses List.

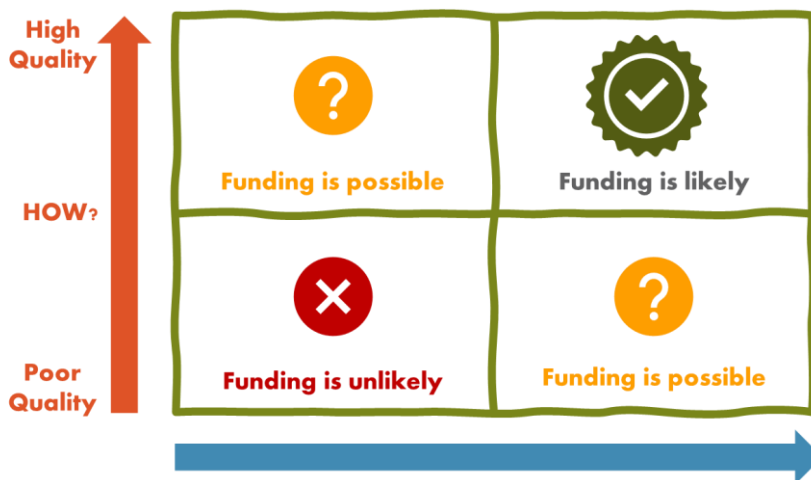
- [Tasmanian Skills Plan 2024-28](#)
- [Government Funded Priority Courses List Policy Statement](#)

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).

Applicants that can demonstrate high quality training delivery and propose to deliver training that closely aligns with Skills Tasmania priorities and meets industry, employer, learner and community needs, 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. The funding allocation will consist of an equitable and diverse mix of applications that align with Tasmania's industry, regional and learner needs, underpinned by the quality standards established by the assessment benchmarking process.

Given the finite availability of funding, there is no guarantee that every high-quality application offering priority skills training will secure funding for the full number of training places requested. Skills Tasmania reserves the right to offer applicants an adjusted number of training places, particularly in cases where the demand for funding exceeds the allocated budget.

In the funding allocation process, an allocation methodology, incorporating both qualitative and quantitative analyses is applied to the applications that met the benchmark score set by the selection

panel. This determines the recommended funding allocation, which is scaled to fit within the available budget. The method considers:

- the Government Funded Priority Courses list
- the economic value of the qualifications, skill sets, and occupations to the Tasmanian economy and alignment with government priorities
- the estimated demand for training places in specific industry qualifications, and
- the applicant's previous enrolment performance under Skills Tasmania funding agreements.

After the allocation methodology has been applied, adjustments may be made in circumstances where:

- multiple high-quality training providers request funding for similar training programs
- a significant number of training places are being offered in one or adjoining regions
- a single training provider has requested funding for an exceptionally large number of training places, and
- the recommendation does not reasonably align with minimum class size requirements.

The recommendations are then compiled into a selection report that details the assessment process and the steps taken in the funding allocation to determine the recommended applications, training products and training places. The recommendations are then considered for approval by the General Manager, Skills and Workforce.

9.3 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.

10. Funding agreement, reporting and payments

10.1. Grant agreements for successful applicants

Applicants that are approved for a Building a Skilled Workforce – Existing Worker fund will be required to enter into a *Building Tasmania, Skills Tasmania Grant Agreement* 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.

10.2. Training commencement and completion timelines

It is a condition of the Fund that training in all places must commence within 12-months of execution of the grant agreement.

The 'training can commence from' and 'training must commence by' dates will be identified in the Agreed Budget attached to the grant agreement. RTOs can apply to change the 'training in all places must commence by date' by submitting a request to the Building a Skilled Workforce – Existing Worker Fund email address: existingworkerfund@skills.tas.gov.au.

10.3. Reporting and payments

10.3.1. Reporting

RTOs with a *Building Tasmania (Skills Tasmania) Grant Agreement* 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](#).

If an RTO receives funding for a custom skill set, this must be reported in the same manner as a full Qualification or Training Package Skill Set (i.e. activity must be reported in both the NAT00120 and NAT00130). In order to facilitate reporting, Skills Tasmania will allocate a name and code for all custom skill sets, which is to be reported in the same way as a qualification code (for example, CHC33015 - Certificate III in Individual Support). This means that custom skill set completions must be reported in the NAT00130, as well as the corresponding NAT00120.

Program specific reporting elements may be set out in the funding agreement.

10.3.2. 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 AVETMISS Payments, Reporting and VET Research and Evaluation section of the *Building Tasmania (Skills Tasmania) Grant Agreement and Standard Conditions Manual*.

Payment arrangements for custom skill sets are identical to the payment structure for a full qualification and training package skill sets.

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 Building Tasmania notifying you of the decision about your application.

For further information about the process, contact the Grant Program Manager via email at existingworkerfund@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

Building Tasmania is accountable for its spending of public funds, including providing grants. As part of the accountability process, Building Tasmania 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 Building Tasmania:

- 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 Building Tasmania.

15. Right to information

Information provided to Building Tasmania 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 Building Tasmania.

Building Tasmania 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. Building Tasmania may also use information received in applications and during the delivery of the project for reporting purposes.

17. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



Building Tasmania

4 Salamanca Place

Hobart TAS 7001 Australia

Phone: 03 6165 6060

Email: existingworkerfund@skills.tas.gov.au

Web: www.skills.tas.gov.au/funding

Version 1 Published September 2026