

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

### Essential information and eligibility declaration

\* indicates a required field

#### Grant Program Guidelines

Applicants must read the Train Now Fund (ST061) - Grant Program Guidelines prior to completing this application.

- [Train Now Fund \(ST061\) - Grant Program Guidelines](#)

#### One application is required per learner type

Where applicants intend to provide training and assessment services to both job seekers and existing workers, applicants will be required to submit a separate application for each learner type (e.g. 1 x application for jobseekers and 1 x application for existing workers).

#### Eligibility requirements

Applicants must ensure that all eligibility requirements are met prior to submitting the application. Where the eligibility criteria are not met, the application will be deemed ineligible and will not be assessed or considered for grant funding.

#### Misleading statements

All applicants must provide accurate information. Any information that is found to be false or misleading may result in action being taken and any grant funds already paid will be required to be repaid to the Department of State Growth.

#### Information disclosure and protection

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

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

#### Need more information?

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

### Eligible applicant declaration

To be eligible to apply applicants must meet each of the following eligibility criteria both at the time of applying, and for the duration of any subsequent funding agreement:

- be a Skills Tasmania endorsed registered training organisation
- be financially viable, and
- have the qualification(s) and/or unit(s) of competency included on their scope of registration for delivery in Tasmania.

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

TasTAFE is ineligible for funding under this Fund.

**I confirm my registered training organisation is an eligible to apply \***

☐ Yes

### Applicant details

\* indicates a required field

#### Organisation information

**RTO Code \***

**Legal Name \***

**Contact \***

First Name

Last Name

**Contact Position \***

**Mobile Phone Number \***

Must be an Australian phone number.

**Email \***

Must be an email address.

**Postal Address \***

Address

Suburb

State

Postcode

Must be an Australian postcode.

**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

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

### Location status

#### Is the RTO: \*

- ☐ 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

### Third party involvement

#### Will a third party provide training and/or assessment services for the training applied for? \*

- ☐ No
- ☐ Yes

### Third Party arrangements and agreements

Third party agreements must be attached in this section, must comply with ASQA requirements and must clearly:

- reflect the training to which this application applies.
- outline of the roles and responsibilities of both the RTO and the third party.
- show that the agreement covers the period of the grant agreement if this application is approved, including the 'effective from' and 'effective to' dates.
- include the signatures of both the authorised RTO representative and the third party.

If a third party or parties will be involved in the delivery of the program, please list their details and summarise what their role would be in the delivery of the program.

#### Business name

#### Contact name

#### Phone number

#### Email address

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

### Third party role in the delivery of the training

### Upload third party agreement/s here

Attach a file:

## Application stream

\* indicates a required field

The Train Now Fund will fund the delivery of nationally recognised training and assessment services in skill sets (both single and multi-unit skill sets) for both existing workers and jobseekers.

### One application is required per learner type.

Please identify the learner type that is the subject of this application below.

### This application seeks funding to deliver training to: \*

- ☐ Existing Workers
- ☐ Jobseekers

## Funding request - Existing Workers

\* indicates a required field

### Train Now Fund - skill set subsidy calculator

Applicants must use the Skills Tasmania – Train Now Fund subsidy calculator to determine the subsidy we will pay for each learner.

Applicants cannot request a different price to the Skills Tasmania subsidy.

A skill set subsidy price is based on the qualification level. If the units in the skill set come from more than one qualification, the qualification from which most of the units are sourced determines the Field of Education (FOE). If there are a mix of units across multiple qualifications, the intent of the skill set and the employer industry determines the FOE.

- [Download the Train Now Fund subsidy calculator](#)

What type of training are you applying for?

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

### You can apply for one or more training types \*

- ☐ Single unit skill set
- ☐ Multi-unit skill set (includes nationally or locally recognised skill sets and/or custom multi-unit skill sets created by an RTO to meet an industry need)

### Single unit skill set details

List entry number (e.g. 1,2,3) *	Unit code *	Unit title *	Nominal hours *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
This is the number you will need to refer to in the funding request table below for this training product.	Source from training.gov.au.	Source from training.gov.au.	Must be a number.

### Scope of registration for single unit skill set(s)

An applicant must only submit applications for training subsidies where the qualification(s), skill sets(s) and/or units of competency are included on their scope of registration for delivery in Tasmania at the time of lodging the application. Evidence of scope for all qualifications and skill sets applied for must be attached to this application.

### Evidence of scope for skill set/units applied for \*

Attach a file:

### Multi-unit skill set details

List entry number (e.g. 1,2,3)	Multi-unit skill set title	Multi-unit skill set Training Product Code (if applicable)	Unit codes	Unit titles	Total nominal hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
This is the number you will need to refer to in the funding request table below for this training product.	Source from training.gov.au, or create a title for a custom multi-unit skill set.	Source from training.gov.au. Ignore if this is a custom multi-unit skill set.	Separate multiple entries with a comma)	Separate multiple entries with a comma)	Must be a number.

### Scope of registration for multi-unit skill set units

An applicant must only submit applications for training subsidies where the qualification(s), skill sets(s) and/or units of competency are included on their scope of registration for delivery in Tasmania at the time of lodging the application. Evidence of scope for all qualifications and skill sets applied for must be attached to this application.

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

### Evidence of scope for the Units of Competency in the multi-unit skill set(s) \*

Attach a file:

### Funding request

- The 'Total' subsidy requested per employer must exclude the employer co-contribution.
- A new row should be added where there are differences that will impact on the total program cost such as the co-contribution percentage where businesses are of different sizes.
- Co-contribution rates are:
  - Government Business Enterprises, State-owned Companies & Local Government - 60% contribution
  - >1000 FTEs - 50% contribution
  - 200-999 FTEs - 30% contribution
  - Not-for-profit organisations who have an FTE of >1000 - 30% contribution
  - 20-199 FTEs - 20% contribution
  - 1-19 staff FTEs - 10% contribution

List entry number	Number of training places requested	What is the Skills Tasmanian subsidy for this product training (excluding the co-contribution amount)	Total subsidy request for this product training (excluding the co-contribution amount)	Employee business name	Employee business size	Employee business % rate	Employee contribution \$ amount	Total cost including the co-contribution amount	Are any loadings applicable
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Must be a number.	This is the total number of places for this employer. Must be a number.	Use the skill set calculator to determine the subsidy. Must be a dollar amount.	This number/amount is calculated.		Must match the % in the next column		Must reflect the co-contribution percentage amount in currency. Must be a dollar amount.	This is the cost of the training including the employer co-contribution. This is NOT the amount of subsidy requested in this application. This number/amount is calculated.	Justification for requested loadings MUST be provided in the section below and fall within the Skills Tasmania subsidy policy.
		\$					\$	\$	<input type="checkbox"/> Long term unemployed (unemployed

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

									for 12 months or more)
									<input type="checkbox"/> Learners with a physical or learning disability
									<input type="checkbox"/> Learners with English as a second language
									<input type="checkbox"/> Direct training delivery by RTO trainers in eligible regions of Tasmania
									<input type="checkbox"/> Not applicable

Total subsidy request

**(EXCLUDING the employer co-contribution)**

**Total**

This number/amount is calculated.

### Justification for applicable loadings

Set loadings are available as outlined in the *Skills Tasmania Policy Statement - Tasmania Training Subsidy Policy*.

Applicants can select more than one applicable loading as part of the application process and may be required to provide evidence to justify a loading request.

1. Long term unemployed (unemployed for 12 months or more) (30%)
2. Learners with a physical or learning disability (Up to 100% for Certificate I/Up to 30% for Certificate II and above)
3. Learners with English as a second language or migrant background (10%)
4. Regional delivery (up to \$1400) This means direct training delivery by RTO trainers in:
  - a) all of the East Coast
  - b) all of the West Coast
  - c) North West: 15km+ from Burnie and Devonport
  - d) North/North East: 25km+ from Launceston
  - e) Southern Regions: 25km+ from Hobart

**NOTE: Regional training loadings do not apply where the training is online.**

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

List entry number	Number of training places requested for this training product/ employer	What is the Skills Tasmania subsidy for this training product?	Which loadings are requested for this training product/ employer?	What is the value of the requested loading(s) per training place?	What is the total value of loadings per training product?	How has it been determined that the loading/s is/are required?
	Must be a number.	Must be a number.		Note: due to limitations with SmartyGrants, this field is NOT a calculated field. Enter the total dollar amount for all applicable loadings per training place. Must be a dollar amount.	This number/ amount is calculated.	Where a Learners with a physical or learning disability (Up to 100% for Certificate I Up to 30% for Certificate II and above) loading is requested, the amount must be included in the justification. Where a regional loading is being requested, applicants must identify the Local Government Area where training delivery will occur and the amount requested.
			<input type="checkbox"/> Long term unemployed (unemployed for 12 months or more) (30%) <input type="checkbox"/> Learners with a physical or learning disability (Up to 100% for Certificate I Up to 30% for Certificate II and above)	\$		



# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

		<input type="checkbox"/> Learners with English as a second language or migrant background (10%)			
		<input type="checkbox"/> Direct training delivery by RTO trainers in eligible regions (up to \$1400)			

Total application value

**This is the total value of all the training requested in this application, including loadings, but excluding the employer co-contribution.**

**Total**

\$

This number/amount is calculated.

## Funding Request - Jobseekers

\* indicates a required field

### Train Now Fund - skill set subsidy calculator

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- [Download the Train Now Fund subsidy calculator](#)

What type of training are you applying for?

**You can apply for one or more training types**

- ☐ Single unit skill set
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Single unit skill set details

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

<b>List entry number (e.g. 1,2,3) *</b>	<b>Unit code *</b>	<b>Unit title *</b>	<b>Nominal hours *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
This is the number you will need to refer to in the funding request table below for this training product.	Source from training.gov.au.	Source from training.gov.au.	Must be a number.

### Scope of registration for single unit skill set(s)

An applicant must only submit applications for training subsidies where the qualification(s), skill sets(s) and/or units of competency are included on their scope of registration for delivery in Tasmania at the time of lodging the application. Evidence of scope for all qualifications and skill sets applied for must be attached to this application.

#### Evidence of scope for the skill sets applied for \*

Attach a file:

### Multi-unit skill set details

List entry number (e.g. 1,2,3)	Multi-unit skill set title	Multi-unit skill set Training Product Code (if applicable)	Unit codes	Unit titles	Total nominal hours
	Source from training.gov.au, or create a title for a custom multi-unit skill set.	Source from training.gov.au. Ignore if this is a custom multi-unit skill set.	Separate multiple entries with a comma	Separate multiple entries with a comma	Must be a number.

### Scope of registration for multi-unit skill set units

An applicant must only submit applications for training subsidies where the qualification(s), skill sets(s) and/or units of competency are included on their scope of registration for delivery in Tasmania at the time of lodging the application. Evidence of scope for all qualifications and skill sets applied for must be attached to this application.

#### Evidence of scope for the Units of Competency in the multi-unit skill set(s) \*

Attach a file:

### Funding request

#### Applicant guide:

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

- **Learner cohort** - applicants are required to identify which learner cohort will be the MAIN focus of this application. The learner cohorts are:

1. 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.

List entry number	Number of training places requested	What is the Skills Tasmania subsidy for this training product?	Total subsidy request for this training product	Delivery location	Learner cohort	Are any loadings applicable?
Must be a number.	Must be a number.	Use the skill set calculator to determine the subsidy. Must be a dollar amount.	This number/ amount is calculated.	Local Government area.		
		\$	\$		<input type="checkbox"/> individuals out of work <input type="checkbox"/> individuals who are underemployed	<input type="checkbox"/> Long term unemployed (unemployed for 12 months or more) <input type="checkbox"/> Learners with a physical or learning disability <input type="checkbox"/> Learners with English as a second language <input type="checkbox"/> Direct training delivery by RTO trainers in eligible regions of Tasmania <input type="checkbox"/> Not applicable

Total subsidy request

**Total**

\$

This number/amount is calculated.

Justification for applicable loadings

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

Set loadings are available as outlined in the *Skills Tasmania Policy Statement – Tasmania Training Subsidy Policy*.

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1. Long term unemployed (unemployed for 12 months or more) (30%)
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**NOTE: Regional training loadings do not apply where the training is online.**

List entry number	Number of training places requested for this training product	What is the Skills Tasmania subsidy for this training product?	Which loadings are requested for this training product?	What is the value of the requested loading(s) per training place?	What is the total value of loadings per training product?	How has it been determined that the loading/s is/are required?
	Must be a number.	Must be a dollar amount.		Note: due to limitations with SmartyGrants, this field is NOT a calculated field. Enter the total dollar amount for all applicable loadings per training place. Must be a dollar amount.	This number/amount is calculated.	Where a Learners with a physical or learning disability (Up to 100% for Certificate I/Up to 30% for Certificate II and above) loading is requested, the amount must be included in the justification. Where a regional loading is being requested, applicants must identify the Local Government Area where training delivery will occur and the amount requested.
			<input type="checkbox"/> Long term unemployed	\$	\$	

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

			(unemployed for 12 months or more) (30%) <input type="checkbox"/> Learners with a physical or learning disability (Up to 100% for Certificate I Up to 30% for Certificate II and above) <input type="checkbox"/> Learners with English as a second language or migrant background (10%) <input type="checkbox"/> Direct training delivery by RTO trainers in eligible regions (up to \$1400)			
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Total application value

**This is the total value of all the training requested in this application, including loadings.**

**Total**

\$

This number/amount is calculated.

## Criterion 1 – Training need and alignment with Government priorities (weighting 45%)

\* indicates a required field

**1A. Demonstrated immediate or unexpected need for training and why need is immediate or unexpected (35%)**

Evidence may include a letter from an employer, industry group, or Regional Jobs Hub provider demonstrating need and number of training places. Evidence relating to the immediate or unexpected nature of the need may include audit reports, changed legislation, or other supporting data.

**What is the need for training and why is the need immediate or unexpected? \***

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

**How will the training you propose to deliver address that need?**

**Attach evidence for criterion 1A here**

Attach a file:

**1B. Alignment with Government priorities (10%)**

**How does the training align with Government priorities? \***

**Attach evidence for criterion 1B here**

Attach a file:

## Criterion 2 – Quality delivery (weighting 40%)

**\* indicates a required field**

**2A. Learner outcomes – Learner needs are met and they receive a high quality training experience, including appropriate learner support (15%)**

**Provide an example of how you have previously ensured learner needs were met and they achieved the outcomes they were seeking. Include reference to providing necessary learner support services. \***

**What were the challenges and how did you resolve them?**

**Attach evidence for criterion 2A here**

Attach a file:

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

2B Employer outcomes - Employers are satisfied with the training services accessed and the services meet their need (15%)

**Provide an example of how you have previously ensured employer needs were met and achieved the outcomes they were seeking.**

**What were the challenges and how did you resolve them?**

**Attach evidence for criterion 2B here**

Attach a file:

2C. Compliance – a good record of compliance with Tasmanian Government (Skills Tasmania) grant requirements and Australian Skills Quality Authority (ASQA) requirements (10%)

**Describe your previous record of compliance with Skills Tasmania grant requirements and ASQA requirements.**

Note that Skills Tasmania reserves the right to use information about the RTO's compliance with regulatory and contractual obligations to assess applicants against this criteria.

**Attach evidence for criterion 2C here**

Attach a file:

## Criterion 3 - Capacity to Deliver (Weighting 15%)

\* indicates a required field

3A. Capacity to deliver quickly (within the timeframe) the number of places requested in the context of other funding and training commitments (15%)

# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

**How will you ensure you can quickly deliver the training (the number of places requested) considering Skills Tasmania and other funding and training commitments? \***

**Attach evidence for criterion 3A here**

Attach a file:

## Declaration

\* indicates a required field

### 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 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.

## Declaration

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

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

- I have read and understood the Train Now Fund Guidelines and understand and accept the terms and conditions of funding, and warrant that I will be able to fully comply with those conditions
- The information contained in this application is true and accurate
- I understand that this is an application only, and funding may not be approved
- If and where any personal information of a partner or collaborator is included, the partner or collaborator has been made aware of, and given their permission for, those details to appear in this application
- I am not aware of any perceived or actual conflict of interest that will arise by submitting this application
- I will notify the Department of State Growth of any changes that may affect this application
- The organisation is financially viable at the time of applying
- I have read and understood the Privacy Statement



# Train Now Fund 2023 (ST061) - Application Form

## Form Preview

**I agree \***

☐ Yes

### Name and details of authorised person

**Name \***

First Name

Last Name

**Position \***

**Declaration date**

Must be a date.