

Train Now Fund 2024 (ST066) - Application Form

Form Preview

Essential information and eligibility declaration

* indicates a required field

Grant Program Guidelines

Applicants must read the Train Now Fund 2024 (ST066) - Grant Program Guidelines prior to completing this application.

- [Train Now Fund 2024 \(ST066\) - 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.

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 (RTO)
- have the skill set/s and/or unit(s) of competency included on the RTO's scope of registration for delivery in Tasmania
- be financially viable

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- have a current contract of public liability insurance of at least \$20M for each individual claim or series of claims arising out of a single occurrence, and
- have appropriate provisions in place in regard to the Child and Youth Safe Organisations Framework

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.

Please upload your scope of registration. *

Attach a file:

Please upload a current contract of public liability insurance *

Attach a file:

I confirm my RTO is eligible to apply *

Yes

Applicant details

What is your organisation's legal name? *

RTO ID *

Organisation trading name/s if applicable

Organisation Name

RTO ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	

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Main business location

Must be an ABN.

RTO type (please select one): *

- Tasmanian RTO - Head Office is in Tasmania
 Local RTO - Head Office Interstate with a permanent presence in Tasmania and employ Tasmanian staff
 Interstate RTO - Head Office Interstate with no permanent presence in Tasmania

RTO contact *

First Name

Last Name

RTO street address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

RTO contact mobile number *

RTO contact email *

Use of a third party to deliver training

Do you intend to use a third party to deliver the proposed training? *

- Yes
 No

Third party agreements

As a minimum, third party agreement/s must comply with ASQA requirements. The agreement must show:

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

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

Third Party Organisation Name

Organisation Name

Third Party contact

Title

First Name

Last Name

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Third Party Phone Number

Must be an Australian phone number.

Third Party Primary Email

Must be an email address.

Outline the role of the Third Party in the delivery of the requested training

Upload your Third Party agreement here *

Attach a file:

Stream selection

Each application must relate to only ONE learner type.

- **Existing workers** - employed on a self-employed, casual, part-time or full-time basis, or
- **Jobseekers** - individuals out of work and 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.

Select the learner type from the options below *

- 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 skill set subsidy calculator to determine the Government Subsidy Amount we will pay for each learner.

Applicants cannot request a higher subsidy than the Government Subsidy Amount.

A skill set subsidy is based on the qualification level from which most of the units are sourced determines the Field of Education (FOE). If there is 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 here](#)

What type of training are you applying for?

You can apply for one or more training types *

- Units of competency

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- Single unit skill sets
- Training package skill sets
- Custom skill sets

Unit of competency

Example of a unit of competency:

- Unit of competency code (listed in a training package) - *HLTINF006*
- Unit of competency title (listed in a training package) - *Apply basic principles and practices of infection prevention and control*
- Unit included - *HLTINF006 Apply basic principles and practices of infection prevention and control*

List entry number (e.g. 1, 2, 3)	Unit code	Unit title	Total nominal hours
	Separate multiple entries with a comma	Separate multiple entries with a comma	Must be a number.

Single unit skill sets

Example of a single unit skill set:

- Single unit skill set code (listed in a training package) - *HLTSS00083*
- Single unit skill set title (listed in a training package) - *Infection Prevention and Control Skill Set*
- Unit included in the skill set - *HLTINF006 Apply basic principles and practices of infection prevention and control*

List entry number (e.g. 1, 2, 3,)	Unit code	Unit title	Total nominal hours
			Must be a number.

Training package skill sets

Example of a training package skill set:

- Training Package Skill set code (listed in a training package) - *MARSS00008*
- Training Package Skill set title (listed in a training package) - *Shipboard Safety Skill Set*
- Units included in the training package skill set:
 - *MARF027 Apply basic survival skills in the event of vessel abandonment*
 - *MARF028 Follow procedures to minimise and fight fires on board a vessel*
 - *MARF029 Meet work health and safety requirements*
 - *MARF030 Survive at sea using survival craft*

List entry number (e.g. 1, 2, 3)	Training package product code	Unit codes	Unit titles	Total nominal hours

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		Separate multiple entries with a comma	Separate multiple entries with a comma	Must be a number.
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Custom skill set

Example of a custom skill set:

- Custom skill set code (allocated by Skills Tas) - *TASMSS9005*
- Custom skill set title (allocated by Skills Tas) - *Food Safety Essentials Skill Set*
- Units included in the training package skill set:
 - *CHCCCS042 Prepare meals*
 - *HLTFSE001 Follow basic food safety procedures*

Before creating a new custom skill set, check the list using the link below to ensure the proposed custom skill set is not already created.

Contact the Grant Program Manager for advice before creating a new custom skill set.

[List of Existing Skills Tasmania Custom Skill Set Codes and Titles](#)

List entry number (e.g. 1, 2, 3)	Custom skill set title	Custom skill set training product code	Unit codes	Unit titles	Total nominal hours
			Separate multiple entries with a comma	Separate multiple entries with a comma	Must be a number.

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 employers are of different sizes.
- Co-contribution rates defined in the Skills Tasmania Policy Statement - Tasmanian Training Subsidy Policy.

List entry number (e.g. 1, 2, 3)	Number of training places requested	What is the Skills Tasmania Estimated FoED Cost for this training product?	Total subsidy request for this training product (excluding the co-contribution amount)	Delivery location	Employer business name	Employer business size/ contribution rate
Must be a number.	Must be a number.	Must be a whole dollar amount (no cents).	This number/ amount is calculated.	Local Government Area (LGA)		

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Total funding request (excluding employer co-contributions and loadings)

Total *

This number/amount is calculated.

Applicable loadings

Are loadings required? *

- Yes
- No

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

List entry number (e.g. 1, 2, 3)	Number of training places requested for this training product/ employer	What is the Skills Tasmania Estimated FoED Cost 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?	Total value of loadings per training product
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			<input type="checkbox"/> Learners with a physical or learning disability - Certificate I (Up to 100% per learner) <input type="checkbox"/> Learners with a physical or learning disability - Certificate II and above (Up to 30% per learner) <input type="checkbox"/> Learners with English as a second language or migrant background (Up to 10% per learner)		
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			<input type="checkbox"/> Direct training delivery by RTO trainers in eligible regions (up to \$1400)		
Must be a number.	Must be a whole number (no decimal place).	Must be a whole dollar amount (no cents).		Must be a whole dollar amount (no cents).	This number/amount is calculated.

Justification statement for applicable loadings

How has it been determined that the loading/s is/are required? *

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.

Evidence to support loadings justification

Attach a file:

Total application value

If your application is approved, Skills Tasmania will confirm subsidy calculations and the applicable Employer Contribution Rate for each training product prior to issuing you a funding agreement.

Total application value (including loadings, excluding employer co-contribution) *

This number/amount is calculated.

Funding request - Jobseekers

* indicates a required field

Train Now Fund - skill set subsidy calculator

Applicants must use the Skills Tasmania - Train Now Fund skill set subsidy calculator to determine the Government Subsidy Amount we will pay for each learner.

Applicants cannot request a higher subsidy than the Government Subsidy Amount.

A skill set subsidy is based on the qualification level from which most of the units are sourced determines the Field of Education (FOE). If there is 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 here](#)

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What type of training are you applying for?

You can apply for one or more training types *

- Units of competency
- Single unit skill set
- Training package skill sets
- Custom skill sets

Units of competency

Example of a unit of competency:

- Unit of competency code (listed in a training package) - *HLTINF006*
- Unit of competency title (listed in a training package) - *Apply basic principles and practices of infection prevention and control*
- Unit included - *HLTINF006 Apply basic principles and practices of infection prevention and control*

List entry number (e.g. 1, 2, 3)	Unit code	Unit title	Total nominal hours
Must be a whole number (no decimal place).	Separate multiple entries with a comma	Separate multiple entries with a comma	Must be a whole number (no decimal place).

Single unit skill sets

Example of a single unit skill set:

- Single unit skill set code (listed in a training package) - *HLTSS00083*
- Single unit skill set title (listed in a training package) - *Infection Prevention and Control Skill Set*
- Unit included in the skill set - *HLTINF006 Apply basic principles and practices of infection prevention and control*

List entry number (e.g. 1, 2, 3)	Unit code	Unit title	Total nominal hours
Must be a whole number (no decimal place).			Must be a whole number (no decimal place).

Training package skill sets

Example of a training package skill set:

- Training Package Skill set code (listed in a training package) - *MARSS00008*
- Training Package Skill set title (listed in a training package) - *Shipboard Safety Skill Set*
- Units included in the training package skill set:
 - *MARF027 Apply basic survival skills in the event of vessel abandonment*
 - *MARF028 Follow procedures to minimise and fight fires on board a vessel*
 - *MARF029 Meet work health and safety requirements*
 - *MARF030 Survive at sea using survival craft*

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List entry number (e.g. 1, 2, 3)	Training package product code	Unit codes	Unit titles	Total nominal hours
Must be a whole number (no decimal place).	Separate	Separate multiple entries with a comma	Separate multiple entries with a comma	Must be a whole number (no decimal place).

Custom skill set

Example of a custom skill set:

- Custom skill set code (allocated by Skills Tas) - *TASMSS9005*
- Custom skill set title (allocated by Skills Tas) - *Food Safety Essentials Skill Set*
- Units included in the training package skill set:
 - *CHCCCS042 Prepare meals*
 - *HLTFSE001 Follow basic food safety procedures*

Before creating a new custom skill set, check the list using the link below to ensure the proposed custom skill set is not already created.

Contact the Grant Program Manager for advice before creating a new custom skill set.

[List of Existing Skills Tasmania Custom Skill Set Codes and Titles](#)

List entry number (e.g. 1, 2, 3)	Custom skill set title	Custom skill set training product code	Unit codes	Unit titles	Total nominal hours
Must be a whole number (no decimal place).			Separate multiple entries with a comma	Separate multiple entries with a comma	Must be a whole number (no decimal place).

Funding request

List entry number	Number of training places requested	What is the Skills Tasmania Estimated FoED Cost for this training product?	Total subsidy request for this training product	Delivery location
List entry number (e.g, 1, 2, 3)	Must be a whole number (no decimal place).	Must be a whole dollar amount (no cents).	This number/ amount is calculated.	Local Government Area (LGA)

Total funding request (excluding loadings)

Total

This number/amount is calculated.

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Applicable loadings

Are loadings required?

- Yes
- No

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

List entry number (e.g. 1, 2, 3)	Number of training places requested for this training product	What is the Skills Tasmania Estimated FoED Cost for this training product?	Which loadings are requested for this training product?	What is the value of the requested loading (s) per training place?	Total value of loadings per training product
----------------------------------	---	--	---	--	--

			<input type="checkbox"/> Long term unemployed (Up to 30% per learner) <input type="checkbox"/> Learners with a physical or learning disability - Certificate I (Up to 100% per learner) <input type="checkbox"/> Learners with a physical or learning disability - Certificate II and above (Up to 30% per learner) <input type="checkbox"/> Learners with English as a second language or migrant background (Up to 10% per learner) <input type="checkbox"/> Regional delivery (Up to \$1,400 per learner)		
				Enter the total amount for	

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Must be a whole number (no decimal place).	Must be a whole number (no decimal place).	Must be a whole dollar amount (no cents).		all applicable loadings per training place. Must be a whole dollar amount (no cents).	This number/amount is calculated.

Justification statement for applicable loadings

How has it been determined that the loading/s is/are required? *

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.

Evidence to support loadings justification

Attach a file:

Total application value

If your application is approved, Skills Tasmania will confirm subsidy calculations and the applicable Employer Contribution Rate for each training product prior to issuing you a funding agreement.

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

This number/amount is calculated.

Assessment Criteria 1 - Training need

* indicates a required field

Criterion 1A - Demonstrated immediate or unexpected need for training and why the need is immediate or unexpected - (45%)

Please describe how the need was identified and determined to be an unexpected or immediate need.

Assessment elements for this criterion include:

- There is a clear explanation of how the need was identified.
- There is a clear explanation of why the need is immediate or unexpected.
- There is clear alignment between identifying the training need and the training response (including the specific number of places requested).
- There is evidence to directly support each claim made in response to the criterion.

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Additional requirements for applicants requesting existing worker funding:

- Applicants applying for existing worker funding are required to provide details of the employers it has consulted to determine the number of training places requested.
- Skills Tasmania will select a random sample of the employers listed in the template, to contact and verify the RTO's consultative process, the needs identified and the number of training places requested.

Response to Criteria 1A *

Employer / industry consultation

Provide the names and contact details for employers/industry groups you have consulted to determine the number of training places requested.

Supporting evidence upload

Attach a file:

Ensure the supporting evidence is relevant to this submission

Assessment Criteria 2 - Quality delivery

** indicates a required field*

Criterion 2A - Learner outcomes (15%)

Please describe how learner needs are identified, met and monitored and how the RTO ensures learners receive a high-quality training experience, including learner support.

Assessment elements for this criterion include:

- There is a clear understanding that learner support is not limited to LLN.
- There is a clear explanation of:
 - how individual learner needs are identified.
 - what the RTO implements to meet identified needs.
 - how the RTO monitors the efficacy of the support being provided.
- The explanation of how support needs are identified, implemented and monitored clearly show who is responsible for what, when, where and how.
- There is a clear explanation of how the RTO checks learner's satisfaction with all training, assessment and support services.
- There is evidence to directly support each claim made in response to the criterion.

Note that all explanations of learner support must be tailored to the specific client cohort (i.e. existing workers or jobseekers).

Response to criterion 2A *

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Supporting evidence upload

Attach a file:

Criterion 2B - Employer outcomes (15%)

Please describe how employer needs are identified, met, and monitored and the RTO ensures employers are satisfied with service delivered.

Assessment elements for this criterion include:

- There is a clear explanation of:
 - how individual employer needs are identified.
 - what the RTO implements to meet identified needs.
 - how the RTO monitors the employer's satisfaction with the service provided.
- The explanation of how employer needs are identified, implemented and monitored clearly shows who is responsible for what, when, where and how.
- There is a clear understanding of how the training outcomes will impact workplace activities.
- There is evidence to directly support each claim made in response to the criterion.

Response to criterion 2B *

Supporting evidence upload

Attach a file:

Criterion 2C - Compliance (10%)

Please confirm your compliance history with regard to all RTO regulatory obligations and funding contract obligation (across all jurisdictions).

Assessment elements for this criterion include:

- The applicant must tick the boxes in the SmartyGrants application form, confirming that there has been no:
 - adverse regulatory decision made by ASQA in the last 3 years (or explains what occurred and how it was resolved).
 - adverse findings by any funding body (across all jurisdictions), over the last 3 years (or explains what occurred and how it was resolved).
- Where necessary, there is evidence to directly support each claim made in response to the criterion.

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Note that Skills Tasmania reserves the right to use information about the applicant's compliance with regulatory and contractual obligations to assess the application against this criterion.

Has your RTO had any adverse regulatory decisions made by ASQA in the last 3 years?

- Yes
- No

If you answered Yes, your RTO has had an adverse regulatory decision made by ASQA in the last 3 years, please upload evidence explaining how the matter was resolved.

Attach a file:

Has your RTO had any adverse findings made by any funding body in the last 3 years?

- Yes
- No

If you answered Yes, your RTO has had an adverse finding made by a funding body in the last 3 years, please upload evidence explaining how the matter was resolved.

Attach a file:

Use this section to provide another comments to support each claim made in response to the criterion

Assessment Criteria 3 - Capacity to deliver

** indicates a required field*

Criterion 3A – Capacity (15%)

Please describe the RTO's capacity to deliver the training (within the required 6-month timeframe) in the context of the RTOs other funding and training commitments.

Assessment elements for this criterion include:

- There is a clear plan to enrol learners, deliver training and ensure completions that is realistic and achievable.
- There is a clear explanation as to how the RTO will ensure access to the facilities and resources (including learning materials), required to deliver the services the specific number of learners.
- In the context of the requested training products and number of training places, please describe how the RTO will ensure a sufficient number of:
 - recruitment staff.

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- appropriately qualified trainer assessors.
- support staff.
- administration staff to process certification.
- There is a clear explanation of how the requested training can be delivered in the context of other funding and training commitments.
- There is a clear plan to manage any barriers to achieving the training delivery schedule.
- Where necessary, there is evidence to directly support each claim made in response to the criterion.

Response to criterion 3A *

Supporting evidence upload

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, an authorised representative of the applicant, declare that:

- I have read and understood the 2024 Train Now Fund - Grant Program Guidelines and understand and accept the terms and conditions of funding, and warrant that I will be able to fully comply with those conditions
- The information contained in this application is true and accurate
- I understand that this is an application only, and funding may not be approved

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- 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.

I agree *

Yes

Name and details of authorised person

Full name *

Position title *