

# **2019 guidelines for funding - Aboriginal Responsive Skilling Grants**

January 2019

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## Section 1: Aboriginal Responsive Skilling Grants information

### What is the Aboriginal Responsive Skilling Grants?

The Aboriginal Responsive Skilling Grants (ARSG) is a component of the Department of Trade, Business and Innovation's Aboriginal Employment Program and provides funding for training to meet the needs of Aboriginal people living in urban, regional and remote NT communities.

- Provides Aboriginal participants' access to Vocational Education and Training (VET).
- Allows for packaging of training programs that meet the specific needs of Aboriginal clients and is delivered on site in communities.
- Supports accredited and non-accredited training that links into community projects with employment opportunities or enterprise and economic development opportunities.

### What are the objectives of the Aboriginal Responsive Skilling Grants?

The Aboriginal Responsive Skilling Grants aims to facilitate:

- Training activities that lead to employment opportunities for Aboriginal Territorians.
- Training to support up-skilling of Aboriginal Territorians to enhance their career pathway and/or job options.
- Training that supports community based businesses and enterprises to provide employment and economic development opportunities.

### What is accredited training?

Accredited training can only be delivered by Registered Training Organisations (RTOs) that are registered under the National VET Regulations.

The grant can support the packaging of accredited units that are delivered as a skill set or qualifications up to Certificate II level.

On successful completion of accredited training, students will receive a nationally recognised statement of attainment (for skill sets) or certificate (for full qualifications) that lists the competencies the participant has gained.

### What is non-accredited training?

Non-accredited training can only be used when:

- there is no appropriate accredited qualification, course or unit of competency available to meet the needs of clients;
- training can be more effectively delivered by local people residing in the community or by training providers that are not RTOs.

With non-accredited training, the Department can provide funding directly to the client or the training provider. The funding recipient must be a registered business or incorporated body with an Australian Business Number (ABN).

### Who is the target group?

The target group are Aboriginal people living in urban, regional and remote areas of the Northern Territory, who are 17 years of age or greater.

Priority will be given to regional and remote applicants.

## Who can apply for the Aboriginal Responsive Skilling Grants?

Businesses can apply for grant assistance. In the first instance, applicants should contact their relevant Department of Trade, Business and Innovation's Workforce Training Coordinator who will provide information and advice regarding the processes. The applicant organisation must complete an application and Workforce Training Coordinators can assist with these applications if required.

Aboriginal training needs identified during community visits by other sources such as RTOs, government agencies, industry bodies, consultants, Community Development Programme organisations etc., may be forwarded to the Workforce Training Coordinators so they can be followed up directly with the community or organisation.

**See last page for contact details of the Department of Trade, Business and Innovation's Workforce Training Coordinators.**

## Who is responsible for the different parts of the Aboriginal Responsive Skilling Grants?

Generally the responsibilities are:

Community:	Identifies its training needs
Department of Trade, Business and Innovation:	Provides funding for training delivery
Training Provider:	Delivers training and skills assessment

**Roles and responsibilities for the entire grant process are clearly set out on page 8. Please read this section prior to completing your application.**

## What are the legislative and other requirements for the programs?

RTOs are required to comply with all requirements under the Standards for NVR Registered Training Organisations and conditions contained in the Training Contract.

Training.gov.au is the official national register of information on training packages, qualifications, courses, units of competency and registered training organisations (RTOs).

Training.gov.au is the main database of vocational education and training information in Australia. Website address: [www.training.gov.au](http://www.training.gov.au)

## How is the Aboriginal Responsive Skilling Grants funded?

### Accredited training

Funding will be approved for the delivery of the program using the current calendar year's Annual Hours of Curriculum (AHC) industry rates set by the Department of Trade, Business and Innovation. This involves a calculation of the number of nominal hours of training for each participant based on the relevant industry rate that provides the funding allocation.

Each industry area has a different rate of funding per hour. Additional funding is available for training delivery in regional and remote communities.

Funding will be paid directly to the RTO. The RTO must meet the target AHC as set in the Training Contract or Notice of Variation to receive its funding allocation.

## Non-accredited training

An itemised budget detailing the training costs is approved by the Department of Trade, Business and Innovation. A Memorandum of Agreement is raised between the Department and the funding recipient detailing the conditions and responsibilities of each party.

## What items cannot be included in the budget?

Grant funding does not include:

- Wages for participants
- Capital equipment
- Catering on communities for participants (i.e. lunches).

## Section 2: Application process

### What are the criteria for funding?

All requests for funding will be assessed against the following criteria:

- The training should address:
  - New and potential employment opportunities.
  - Up-skilling of existing Aboriginal employees.
- And have some or all of the following features:
  - Targeted training that addresses existing and future employment needs of communities.
  - Demonstrated community/industry support for the program.
  - Quality and innovative training techniques that meet the needs of Aboriginal Territorians.
  - Linked to a strategic plan (business plan, community plan, organisational plan or training plan).

### Funding limits

**Aboriginal job seekers** (includes CDP participants) – may be eligible for up to 100% of grant funding for training delivery costs

**Aboriginal existing workers\*** – Employer organisations may be required to contribute up to 50% of training delivery costs

\*An employee who has worked continuously for an employer either full-time for three months, or part-time or casual for 12 months.

### Licensing requirements

**Heavy machinery and equipment** - participants must hold the appropriate motor vehicle licence and identified plant or machinery is relevant to current or identified job role.

**High risk licensing training** – must meet relevant NT legislative requirements.

**Vehicle licensing** - (medium rigid, heavy rigid) - applicants must hold a current licence and be eligible to obtain their chosen licence. Applicants must provide evidence that the licence is a requirement for their current or future employment.

## How do businesses apply for the Aboriginal Responsive Skilling Grants?

Businesses should contact the Department's Workforce Training Coordinator in their region about accessing the Aboriginal Responsive Skilling Grant.

Workforce Training Coordinators regularly visit communities in their region and will assist communities and organisations to develop training plans, complete an application and provide contact details for registered training providers upon request.

In instances where communities are seeking non-accredited funding assistance, the application must also include details of expenses.

Workforce Training Coordinators will determine if the proposed training meets the requirements of the Department of Trade, Business and Innovation and can provide information and advice about packaging of accredited training to suit identified needs.

## When can communities and organisations apply?

Communities and organisations can apply for a grant at any time of the year, by contacting the Workforce Training Coordinator in their region. However, the Department encourages communities to consider developing applications that will cover their training needs over a six or twelve month period. Any training funded must be completed by the end of the current calendar year.

## What happens next?

The application is checked by the Department's Workforce Training Coordinator and updated to include course codes, funding contribution and background information on the community's need for training.

All training needs identified in applications are assessed by the Regional Services Unit against the funding criteria.

The Workforce Training Coordinators will notify client communities / organisations regarding the status of approval for programs.

If the application is not approved, the Workforce Training Coordinator will notify the applicant of the decision not to support a training program, provide reasons for this decision and discuss alternative options.

For programs that are approved, the Workforce Training Coordinator will prepare a Training Information document that provides information about the training and a total funding offer for training delivery. This document is sent to the training provider that has been chosen by the community/organisation, for confirmation of agreed delivery.

For accredited training, a Training Contract will then be sent to the RTO.

For non-accredited training, a Memorandum of Agreement will then be sent to funding recipient (either the training provider or the community organisation).

## Section 3: Administration

### How will my program be monitored?

The Workforce Training Coordinators will monitor training programs that are funded under the Aboriginal Responsive Skilling Grants and provide both the client and the training provider with evaluation forms to complete written feedback.

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Community visits to monitor the training activities may be conducted by the Workforce Training Coordinator with prior notification to the organisation.

Program evaluation documents must be completed upon conclusion of the program:

- Community/Participant evaluation form
- RTO/Training Provider evaluation form.

### What happens to the data collected?

The Department of Trade, Business and Innovation's Regional Services Unit will use evaluation forms and feedback to initiate improvement and effectiveness of training in the future.

### How will payments for training be made?

Payment for accredited training will be made direct to the RTO. Payment is received on the basis of:

- 70% Signing and return of the Training Contract or Notice of Variation.
- 30% Submission of AVETMISS compliant data that provides evidence of target AHC being achieved.

**Note: The Department will only pay up to the total target AHC and not for any over achievement.**

Payment for non-accredited training will be made to the funding recipient on the basis of:

- 70% Signing of the Memorandum of Agreement for General VET Activities.
- 30% Receipt of an Evaluation Report and Statement of Receipts and Expenditure signed by the funding recipient's financial delegate, as outlined in terms and conditions of the funding agreement.

## Roles and responsibilities

Tasks	Responsibility
Identifying training needs	Community
Applying for IRP funding	Community
Identifying a suitable training program to meet training need	Community / Workforce Training Coordinator / RTO
Complete application form	Community
Assess and discuss training requirements with applicant	Workforce Training Coordinator
Identifying community contribution towards training program (may be accommodation, vehicles, equipment, training venue)	Community
Negotiating training delivery and selecting the Registered Training Organisation / Training Provider	Community / Workforce Training Coordinator
Approval of training	Approval Panel is chaired by Manager, Regional Services
Notifying community and Training Provider of funding approval decision	Workforce Training Coordinator
Preparation of Training Contract / Memorandum of Agreements	Workforce Training Coordinator
Delivering the training program	RTO / Training Provider
Attendance at training sessions	Participant / Community
Monitoring and evaluation of training	Workforce Training Coordinator / Community / RTO/ Training Provider



## Workforce Training Coordinator contacts

### Manager, Regional Services

Paul Rider	Phone: 8935 7746 Fax: 8901 4903 Email: <a href="mailto:paul.rider@nt.gov.au">paul.rider@nt.gov.au</a>	Department of Trade, Business and Innovation GPO Box 3200 Darwin NT 0801
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### Darwin Region

#### Workforce Training Coordinator

Gowan Bush	Phone: 8935 7745 Fax: 8901 4903 Email: <a href="mailto:gowan.bush@nt.gov.au">gowan.bush@nt.gov.au</a>	Department of Trade, Business and Innovation GPO Box 3200 Darwin NT 0801
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### West Arnhem Region

#### Workforce Training Coordinator

Renee Fitzgerald	Phone: 8943 6377 Fax: 8979 2467 Email: <a href="mailto:renee.fitzgerald@nt.gov.au">renee.fitzgerald@nt.gov.au</a>	Department of Trade, Business and Innovation PO Box 645 Jabiru NT 0880
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### Katherine Region

#### Workforce Training Coordinator

Vacant – contact Renee Fitzgerald	Phone: 8943 6377 Fax: 8979 2467 Email: <a href="mailto:renee.fitzgerald@nt.gov.au">renee.fitzgerald@nt.gov.au</a>	Department of Trade, Business and Innovation 19 Second Street Katherine NT 0850
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### East Arnhem Region

#### Workforce Training Coordinator

Andrew Peers	Phone: 8987 0553 Mobile: 0419 840 959 Email: <a href="mailto:andrew.peers@nt.gov.au">andrew.peers@nt.gov.au</a>	Department of Trade, Business and Innovation PO Box 796 Nhulunbuy NT 0880
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### Barkly Region

#### Workforce Training Coordinator

Meg McGrath	Phone: 8962 4674 Mobile: 0417 825 750 Email: <a href="mailto:meg.mcgrath@nt.gov.au">meg.mcgrath@nt.gov.au</a>	Department of Trade, Business and Innovation PO Box 29 Tennant Creek NT 0861
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### Alice Springs Region

#### Workforce Training Coordinator

Grant Butler	Phone: 8951 3441 Fax: 8951 6522 Email: <a href="mailto:grant.butler@nt.gov.au">grant.butler@nt.gov.au</a>	Department of Trade, Business and Innovation PO Box 9800 Alice Springs NT 0871
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