Guidelines: Territory Workforce Program

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**Acronyms**
The following acronyms are used in this document

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<td>TWP</td>
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<td>KPI</td>
<td>key performance indicators</td>
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<td>AVETMISS</td>
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The Territory Workforce Program (TWP) is funded by the Northern Territory Government to support workforce initiatives in the Territory.

1 Objectives and purposes

The purpose of TWP is to assist organisations to develop industry driven workforce initiatives to maximise job opportunities for Territorians and build a skilled workforce for business and industry, now and into the future.

The program aims to facilitate workforce development and training initiatives that lead to employment and/or support targeted skilling of Territorians to increase participation in the Territory economy.

The objective is to fund projects that benefit the broader Territory community and:

- skill the Territory workforce
- improve the productivity of Territory business and industry, and
- help develop Northern Australia.

The program has three streams:

**Stream 1 - Workforce Development (Skilling Australia Fund):** the objective of this stream is to support innovative projects that will increase the commencement and completion of apprenticeships, pre-apprenticeships, higher apprenticeships and other employment related training relevant to the needs of Territory businesses and industry sectors.

**Stream 2 - Workforce Development (excluding apprenticeships and traineeships):** the objective of this stream is to increase participation in the Territory economy through workforce development initiatives (including like apprenticeships) that lead to employment and/or support targeted upskilling of Territorians.

**Stream 3 – Industry workforce strategies:** the objective of this stream is to support industry-led projects with an innovative and/or collaborative approach that focuses on workforce development strategies and implementation plans to meet sector demands, reduce skilling gaps and to improve the productivity of Territory businesses and industry sectors. Projects in this stream may form as a pre-requisite leading to another Stream 1 or 2 project.

2 Who can apply?

Industry Associations, businesses and other organisations operating in the Territory, with a significant permanent presence in the Territory and employing Territory residents, are eligible to apply as lead organisations.

NT Government agencies may be eligible under special circumstance, as determined by the Department.

Grants are not available to registered training organisations and schools as lead organisations. However, these entities may partner with lead organisations.

Joint applications are acceptable, provided a lead applicant, who is the main driver of the project and is eligible to apply, is identified. A formal arrangement with all parties of a joint application must be in place before applications are considered.

Applications from entities that are considered insolvent will not be considered.
3 What can be funded?

Workforce development projects (Streams 1 and 2) and Industry workforce strategies (Stream 3) including relevant implementation plans or models of practice.

Workforce development projects must aim to achieve a minimum of 70% employment outcome. Industry workforce strategies must provide links to employment and support economic growth.

Funds will be directed to projects or initiatives that contribute to the following outcomes.

- increased employment
- increase apprenticeship and traineeship commencements, retention, completion. Includes:
  - higher apprenticeships
  - pre-apprenticeships/traineeships, and
  - like apprenticeships/traineeships
- increase in training commencements, retention, completion
- delivery of services that link skilling Territorians to employment, including wrap-around services, foundation skills and mentoring
- facilitate training that leads to greater local employment and employment opportunities
- boost investment in training, retraining and skilling Territorians to enable their sustained employment in growth sectors
- support major projects and or regional development
- supports economic development and participation
- introduce workforce development strategies and action plans or models of practice to support local industries, and
- implement cross sector workforce development strategies led by Industry.

Definitions:

- Higher apprenticeships combine a program of structured on-the-job training with formal study leading to the award of a Diploma or Advanced Diploma.
- Pre-apprenticeships/traineeships are programs of training that prepare individuals for successful entry into an apprenticeship or traineeship and the workplace through a short training program which may combine general and industry specific competencies. They can include a range of elements such as work ready skills, experience that employer’s need and national accredited training to support the student gain employment, particularly in an apprenticeship or traineeship on completion.
- Like apprenticeships/traineeships, training that shares similar characteristics to an apprenticeship or traineeship, provided that training is at Certificate III or Certificate IV level.
- Mentoring provides on the job guidance and support in both personal and career growth. Mentoring, for the purpose of TWP, must provide intensive and structured one on one support to an apprentice or trainee that is supplementary to service provisions funded through other State and Australian Government programs, such as the service provisions of Australian Apprenticeship Support Network.

3.1 How is accredited components costed:

Where the training component is accredited training costing must be calculated using the current calendar year’s Annual Hours of Curriculum (AHC) rates set by the Department of Trade, Business
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and Innovation. The calculation shall be the number of nominal hours of training for each participant multiplied by the relevant industry rate.

Each industry area has a different rate of funding per hour. Additional funding is available for training delivery in regional and remote communities. The Department of Trade, Business and Innovation uses the Victorian Purchase Guides (VPG) for the allocation of Nominal Hours. The VPGs can be accessed on the Victoria Government’s Victorian purchasing guides page.¹

4 What cannot be funded?

Program funds cannot be used:

- to duplicate existing initiatives funded by the Australian or NT Governments
- where funding is available under other Department of Trade, Business and Innovation programs
- for capital expenditure
- to support core business or supplement core funding
- to support projects that provide commercial advantage, including during an open tendering process
- for projects that only benefit a single business or organisation
- for individuals, and
- solely for wages.

5 How to apply

As TWP is generally demand driven (non-competitive) applications will be accepted annually until all available funds are expended. Where a need is identified competitive rounds may be released.

Applications must be submitted in the form of a business case and implementation plan identifying the need of the project or initiative and must meet the objectives stated in clause 1 and address outcomes as listed in clause 3.

Applications should be made in consultation with Workforce NT staff and submitted in electronic format, by email.

Applications will be treated as confidential.

As part of the assessment, the department may consult with and provide material from the application to other government agencies or bodies, other organisations and/or relevant individuals, in order to substantiate any claims or statements made in the application, or to otherwise assist in the assessment of the application. If this occurs, the department will endeavour to ensure that the parties who are consulted observe appropriate confidentiality.

5.1 Additional application requirements

Applications must demonstrate:

- links to employment for industry workforce strategies and 70% employment outcomes for workforce development projects
- expected employment outcomes, including upskilling and transitioning to new jobs

• innovative approaches to workforce development
• proposals which include nationally recognised training components, unless otherwise agreed prior to application being submitted
• evidence that the proposal is project ready, and
• evidence of market testing and market readiness.

Applications which provide co-contribution models will be favourably considered.

The NT Government actively supports local business through procuring its goods and services in accordance with the Buy Local Plan. Government grant recipients are strongly encouraged to adopt similar principles where procuring their own goods and services. For more information visit the Buy Local NT at www.buylocal.nt.gov.au

5.2 Eligible activities

Eligible activities must directly relate to employment and can include, but are not limited to:

• services, practices and systems; pre-employment or pre-apprenticeship; foundation skills and mentoring support
• apprentice and trainee projects that meet market demand
• nationally recognised training, including skills sets and units of competency
• internal staff training that directly supports the achievement of project outcomes
• incidental costs related to procuring training
• administration fee, and
• The Department can vary the eligible activities at any time.

6 Assessment of applications

Applications will be assessed against the objectives stated in clause 1, outcomes as listed in clause 3 and additional requirements as provided in clause 5.1; and on the appropriateness of the budget submitted.

Applications will also be considered on the basis of:

• value for money
• project viability
• relative merit
• geographic coverage.

6.1 Viability

Applicants must be about to demonstrate that:

• they have the ability and expertise to manage and deliver their proposal and all its elements; and
• the proposal is viable and, if untested, that they can manage any risk.

The Department will conduct business checks and other due diligence as part of the application assessment.
In the case of partnership projects, advice may be sought from appropriate organisations to assist in ascertaining the viability and relevance of the proposed project and / or contribute to its development.

7 Grant agreements

Successful applicants will have 30 days in which to accept or decline a grant offer.

The Department of Trade, Business and Innovation, on behalf of the NT Government, will establish funding agreements with successful applicants. Establishment of an agreement is contingent on the applicant demonstrating that they have satisfactory project management arrangements in place. The Department may ask the organisation to provide evidence to support projects costs.

Grant agreements will include a schedule of payments and agreed key performance indicators that are linked to progress payments.

Grant recipients will be required to provide outcomes reports as set out in the funding agreement, which will include outcomes reports at six (6) and 12 months after completion of project, unless otherwise agreed. Grant recipients will also be required to acquit the grant.

A grant recipient must keep in force a policy of insurance for public risk including personal injury, death and property damage arising out or in conjunction with, or in relation to the project for a minimum of $10 000 000 (ten million dollars) in relation to any single event.

8 Evaluation

Individual projects will be evaluated as per the agreement, which may include some or all of the following:

- project deliverables
- key performance indicators met
- stated outcomes (clause 3) addressed
- employment progress or outcomes
- training outcomes
- project expenditure of grant funds, and
- AVETMISS Reports.

9 Publication, promotion and intellectual property

Grant payments will become a matter of public record.

The Department retains the right to publicise information, including good practice models, case studies, data and resources developed as a result of grant funding. The privacy of individuals will be respected.

Where relevant, intellectual property developed using grant funds will be owned by the department and may be released for use by others. Grant recipients can continue to use materials developed through the grant.

For the purposes of transparency, information sharing and increasing knowledge details of successful applications will be published where appropriate. Details will include the following information:

- project title
• project objective
• project description
• duration, and
• amount allocated.

Where projects require the preparation of resources, such as case studies and good practice models, these may also be published.

10 Privacy and confidentiality

The use and disclosure of information provided for the Territory Workforce Program funding by applicants is regulated by the relevant provisions and penalties of the Public Service Regulations, the Privacy Act 1988, the NT Information Act, the Crimes Act 1914 and the Criminal Code and general law.