

# Equity Training Program

## Funding Guidelines



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# 1. Objectives and Purposes

The Equity Training Program (EQT) is a grant initiative of the Northern Territory Government (NTG). The program provides funding for training and employment programs for equity groups who are permanent residents of Australia, and living in the Northern Territory (NT). Equity groups must be one of following:

- People with a disability
- Parents returning to the workforce after an absence of 5 years or more
- Long-term unemployed migrants
- Refugees
- Mature-aged
- Very long-term unemployed people (VLTU) or those at risk of becoming VLTU

## Definitions – a general guide

- People with a disability - include people with a recognised disability, injury or health condition that impacts on their ability to get and/or keep a job
- Long-term unemployed migrant - a migrant who is a permanent resident of the NT; and since gaining their residency has been involuntarily unemployed for a period greater than 52 weeks
- Refugees - a person who has been forced to leave their country in order to escape war, persecution, or natural disaster
- Mature aged - a person over the age of 45
- Very long-term unemployed people - a person who has been involuntarily unemployed for a period of more than 2 years

# 2. Who can apply?

- Registered Training Organisations (RTO's)
- Special schools (a school catering for students who have special educational needs due to learning difficulties, physical disabilities, or behavioural problems)
- Other representative organisations operating in the NT

## Note:

- Applicants must have an ABN and have been operating for at least one year
- Joint applications can be accepted, provided a lead applicant is identified to drive the program
- Grants are not available to individuals, sole business operators or government agencies

The Northern Territory Government actively supports local businesses 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 [www.buylocal.nt.gov.au](http://www.buylocal.nt.gov.au).

### 3. What can be funded?

Programs must be designed to improve training and employment outcomes for people from the above target groups in the NT. Eligible programs will utilise links to existing services and establish partnership/collaborative arrangements with key stakeholders, where necessary to benefit the participants.

Projects must be delivered in the NT and:

- Include Vocational Education and Training (VET), with nationally recognised qualification or unit of competency outcomes
- May include non-accredited training that is recognised by industry (considered on a case by case basis)
- Identify and develop clear pathways through training to further training and/or employment
- Be outcomes driven – outcomes must be realistic, sustainable, and achievable and meet individual needs
- Where appropriate, include an element of work experience and include transition arrangements post work experience
- Complement other Australian and NT Government, and non-government programs and services, including complementary funding arrangements. Applicants need to clearly demonstrate that there is no other funding available to support the program
- Include local ownership and strong partnerships – e.g., between communities, services, employers, education and training providers and Government bodies
- Preferably have links to broader community development opportunities.

Projects can include elements of:

- Participation in pre-vocational and employability skills programs
- Work experience
- Pre and post-placement work experience support for employees and employers
- Supported placement in community volunteer work with an organisation approved by Volunteering Australia
- Practical assistance to overcome barriers, including non-educational support needs in training program
- Literacy and numeracy support
- Vocational assessment
- Mentoring
- Reasonable administration costs as a component of the program.

## 4. What cannot be funded?

Program funds cannot be used, unless otherwise agreed for:

- Capital expenditure
- Recurrent programs or core business or to supplement funding in an existing project
- Activity that provides or may be perceived to provide commercial advantage
- Wages of participants
- Single businesses

## 5. How to Apply?

Application forms can be found online, or can be provided by the Department upon request. Each application will be assessed in accordance with the objectives and expected outcome of the Equity Training Program. The program is demand driven, and a selection process applies where applications that satisfy stated eligibility criteria **may** receive grant funding. Applications will be accepted until available funds are expended.

Applications must include:

- A list of project proponents/partnerships
- How participants from a specified equity group will be selected
- Project objectives
- A detailed project outline
- A detailed budget
- Identification that the training is accredited or non-accredited and evidence that the training is endorsed by a relevant industry association
- Details of the preferred training provider (where an Registered Training Organisation (RTO) is not the applicant)
- Evaluation criteria
- Contact details for the lead partner or project proponent and for all partner organisations

## 6. Assessment of Applications

Applications will be assessed against the program objectives and anticipated outcomes. Other considerations include:

- The appropriateness of the budget submitted and value for money; and
- Proponents have the ability and expertise to manage and deliver their proposal and all its elements.

The department will conduct business checks and other due diligence as part of the application assessment.

Vocational Education and Training programs are funded in accordance with the [private provider AHC rates](#).

Other project elements will be assessed case by case by the Department. Decisions will be made based on the following principles:

- employment outcomes
- value for money
- value for the territory

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

**Note:** Funding is not recurrent and grants will be allocated on a one-off basis. The Department may offer a grant that is less than the amount requested and grant payments will be paid in instalments.

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

## 8. Publication and Promotion

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.

The Department reserves the right to vary these terms and conditions, the eligibility criteria or any other documented rule or procedure relating to the program at any time.

## 9. Privacy Statement

In this section, a reference of 'you' is a reference to the applicant.

The Department is bound by the [Information Act 2002 \(NT\)](#)<sup>1</sup> and will only ever use information in accordance with the Northern Territory Government's Information Privacy Principles. These principles are available at [www.infocomm.nt.gov.au/privacy/information-privacy-principles](http://www.infocomm.nt.gov.au/privacy/information-privacy-principles) or by contacting the information commissioner on 1800 005 610.

Recipients should read the Department's [Privacy Policy](#)<sup>2</sup> and by providing information to the Department under the Program, Businesses and Recipients agree to the following Privacy Statement:

- Information collected as part of the program application process is collected in accordance with the programs terms and conditions and for the purposes of assessing participant eligibility, audit, monitoring, evaluation and reporting.

By applying to participate in the program, you consent to the Northern Territory Government:

- a) Storing information, including personal information (such as names and personal contact details)
- b) Using the information, including personal information for the purposes mentioned under the paragraph above
- c) Transferring some of this information, including personal information for the purposes mentioned under the paragraph above
- d) Releasing non-sensitive information, de-identified data in accordance with the Northern Territory Government's open data policy

If you have provided personal information of another individual to the Northern Territory Government, you warrant that you have informed the person to whom the information relates that their personal information will be provided to the Northern Territory Government to use and disclose their personal information in this manner.

## 10. Contact Details

For further information, please visit: <https://nt.gov.au/learning/adult-education-and-training/equity-training-program> or contact the Workforce Initiatives team on 08 8935 7746 or e-mail [trainingoperations@nt.gov.au](mailto:trainingoperations@nt.gov.au).