

# Industry Buildskills Program Guidelines

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Acronyms	
The following acronyms are used in this document	
Acronyms	Full form
IBP	Industry Buildskills Program
RPL	Recognition of Prior Learning
RTO	Registered Training Organisations
ISAC	Industry Skills Advisory Council

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## 1 Objectives and Purposes

Industry Buildskills Program (IBP) is funded by the Northern Territory Government to support the upskilling and reskilling of existing workers in occupations and/or industry sectors affected by significant change.

The purpose of IBP is to provide funding for training, assessment services and/or related projects for industry specific training in response to:

- industry restructuring
- regulation/legislative changes
- new or additional licensing requirements
- occupational shortage demand

## 2 Who can apply?

Industry Associations, business cohorts and other representative organisations operating in the Northern Territory, are eligible to apply.

Grants are not available to individuals, sole business operators or government agencies. IBP may support a single business, where it is the only business within their industry operating in the NT.

Applications must have an ABN and have been operating for at least one year.

Joint applications are acceptable and may be in partnership with training organisations, provided a lead applicant is identified, to drive the project. A formal arrangement with all parties must be in place before such applications are considered. The Industry Skills Advisory Council NT (ISAC NT) can be the lead applicant of behalf of a cohort of employers to manage the program on their behalf.

## 3 What can be funded?

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

- higher level qualifications in occupations or industry sectors affected by new or emerging legislative change or national codes of practice
- training and/or assessment activities leading to a qualification required by industry in designated occupations
- training and/or assessment that will increase the skills of Territorians in areas of demonstrated skills needs and/or for priority industries
- 'gap training' to complete Certificate III and above qualifications via Recognition of Prior Learning (RPL) and/or delivery of small skills sets
- cross sector workforce development strategies lead by Industry
- facilitate training that leads to greater local employment and employment opportunities
- support major projects and regional development
- nationally recognised training, including skill sets, unit of competency and non-accredited training (on a case by case basis)
- licences where there has been a recent legislative or regulatory change
- align with government priorities that will support government's commitment to improve the productivity of Northern Territory businesses and industry

A subsidy towards travel and accommodation for regional and remote delivery may be considered on a case by case basis.

## 4 What cannot be funded?

Program funds cannot be used, unless otherwise agreed for:

- activity that can be funded by Australian or NT Government programs
- capital expenditure
- recurrent programs or core business or to supplement core funding
- activity that provides or may be perceived to provide commercial advantage
- requisite licencing or 'tickets' that are recognised as established workforce requirements
- solely for wages of participants
- delivery of training or support to association/industry members only. Non-members cannot be excluded where there is an industry need.

## 5 How to apply

Applications must be submitted in the electronic format provided [Industry Buildskills Program Application](#) and submitted via email to [trainingoperations@nt.gov.au](mailto:trainingoperations@nt.gov.au)

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 provide:

- expected employment outcomes, including upskilling and transitioning to new jobs
- industry and employer engagement and commitment
- industry and/or employer co-contributions of a minimum 20% per person is to be paid to the training provider, unless otherwise agreed:
- demonstrate demand and real upskilling
- identify the names of employees and employers (cannot be speculative)
- include an itemised budget detailing all costs, including quotes where available
- details of the preferred training provider
- identification that the training is accredited or non-accredited
- detail how the training will be delivered, the location of training and when the training is to be delivered (training plan)
- identification of non-members if an association/industry body is the applicant

*The Northern Territory 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 [www.buylocal.nt.gov.au](http://www.buylocal.nt.gov.au)*

## 6 Assessment of applications

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

- the appropriateness of the budget submitted and value for money
- 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.

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 Grants 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 Territory, will establish funding agreements with successful applicants.

## 8 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.