

# Industry BuildSkills Program

## Funding Guidelines

# Contents

- 1. Objectives and Purposes .....3
- 2. Who can apply? .....3
- 3. What can be funded? .....3
- 4. What cannot be funded? .....4
- 5. How to Apply .....4
- 6. Assessment of Applications .....5
- 7. Grant Agreements.....5
- 8. Publication and Promotion.....5
- 9. Privacy Statement.....5
- 10. Contact Details.....6

# 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 or related projects for industry specific skilling in response to

- industry restructuring or experiencing high growth and demand
- occupational shortage demand

## 2. Who can apply?

Industry Associations and business cohorts operating in the Northern Territory may apply. Registered Training Organisations based in the NT may apply but must prove that training participants will be from three or more NT businesses.

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 (ISACNT) can be the lead applicant on behalf of a cohort of employers to manage the program on their behalf.

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)

## 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
- Nationally recognised training, which includes skill sets, or unit of competency and non-accredited training (on a case by case basis)

- Align with government priorities that will support government's commitment to improve the productivity of Northern Territory businesses and industry.

## 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
- Recurrent programs or core business or to supplement core funding will not be funded

## 5. How to Apply

Email your completed form and any attachments to [trainingoperations@nt.gov.au](mailto:trainingoperations@nt.gov.au).

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.

Applications must provide:

- Expected employment outcomes, including upskilling and transitioning to new jobs
- Industry and employer engagement and commitment
- Financial support from the organisation and project partners of at least 20% of the project costs
- 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.

## 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
- 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

The Department of Industry, Tourism and Trade, on behalf of the Territory, will establish funding agreements with successful applicants. Successful applicants will have 30 days in which to accept or decline a grant offer.

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 as stipulated on the funding agreement.

## 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/employ/for-employers-in-nt/skills-existing-and-needed/funding-to-reskill-or-up-skill-employees> or contact the Workforce Initiatives team on 08 8935 7746 or email [trainingoperations@nt.gov.au](mailto:trainingoperations@nt.gov.au).