

# Pre-Employment Program

## Funding Guidelines



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## 1. Objectives and Purposes

The Pre-Employment Program (PEP) is an initiative of the Northern Territory (NT) Government delivered by the Department of Industry, Tourism and Trade (The Department). The program provides funding for training and employment projects where there may be a skills shortage. Pre-Employment is about creating employment pathways in the Northern Territory through the use of Vocational Education and Training (VET). Its principle approach is to target growth sectors, support regional priorities or to take advantage of emerging industry opportunities.

## 2. Who can apply

- Registered Training Organisations; (RTOs)
- Industry Associations
- Other representative organisations operating in the NT.

### Note:

- Applicants must have an active 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
- NT Government actively supports local businesses through procuring its goods and services in accordance with the Buy Local Plan. NT 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

Eligible programs will utilise links to existing services and establish partnership/collaborative arrangements with key stakeholders, where necessary, to benefit the participants.

Programs must be delivered in the NT and:

- Include Vocational Education and Training (VET), with a nationally recognised qualification or units of competency
- May include non-accredited training that is recognised by industry (considered on a case by case basis and should relate to the project aim)
- Identify and develop clear pathways through training to further training and/employment
- Be employment outcomes driven – outcomes must be realistic, achievable, sustainable and meet individual needs
- Where appropriate, include an element of work experience and transition arrangements post work experience.
- Complement other Australian and NT Government, and non-government programs and services, including complementary funding arrangements. Applications 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 where appropriate.

Programs may include elements of:

- Participation in pre-vocational and employability skills programs
- Work experience
- Pre and post-placement 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 programs
- Literacy and numeracy support
- Vocational assessment
- Mentoring
- Reasonable project management/administration costs as a component of the program
- Recurrent programs or core business or to supplement core funding will not be funded.

## 4. What cannot be funded

Program funds cannot be used for the following, unless otherwise agreed:

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

Applications must include:

- Expected employment outcomes, including upskilling and transitioning to jobs
- Employer engagement and commitment; e.g. able and willing to host work experience
- Demonstrated demand for these skills
- The names of employers who will consider successful participants for job vacancies
- An itemised budget with explanatory details of major items and including quotes for training
- Identification that the training is accredited and/or non-accredited or 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)

- Detail of how the training will be delivered, the location of training and when the training is to be delivered (training plan)
- A timeline for delivery of all components of the project.

## 6. Assessment of Applications

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

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

The department will conduct business checks and undertake 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:

- value for money
- value for the Territory
- employment outcomes

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/learning/adult-education-and-training/pre-employment-training-program> or contact the Workforce Initiatives team on 08 8935 7746 or email [trainingoperations@nt.gov.au](mailto:trainingoperations@nt.gov.au).

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<sup>1</sup> <https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT-2002>

<sup>2</sup> <https://industry.nt.gov.au/publications/corporate/privacy-policy>