



ACT ACCO WORKFORCE TRAINEESHIP GRANTS PROGRAM 2026

Traineeship Project Planning Template

Complete Part A of this template for your Expression of Interest.

Complete the SmartyGrants Expression of Interest form [online here](#)- you will be asked to upload this template.

If invited to submit a full application, confirm or update details in Part A of this template and complete Part B. Additional questions will be included in the SmartyGrants application form relating to the Stage 2 assessment criteria, and a budget template will also be provided. You will be required to upload this completed template and any supporting documents through the SmartyGrants application form provided with your letter of invitation.

Organisation name:

Project working title:



Acknowledgement of Country

The Chief Minister and Economic Development Directorate acknowledges the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region.

We respect the Aboriginal and Torres Strait Islander people, particularly our Aboriginal and Torres Strait Islander staff, and their continuing culture and contribution they make to the Canberra region and the life of our city.

PART A

Expression of Interest planning

Complete this part using the best information currently available. It is acceptable to record matters that are still being explored.

1. Workforce need

What workforce need, capability gap or opportunity is the organisation seeking to address?

Why is this important to the organisation, its services or the community?

Why is a traineeship a suitable response?

What longer-term employment or career pathway could this create?

2. Proposed trainee role

Planning item	Current proposal
Proposed role title	
Number of trainees	
Full-time or part-time	
Australian School Based Apprentice (Trainee) or not	
Indicative hours	
Expected commencement	
Expected duration	

What will the trainee do? List the main duties and how responsibility may grow over time.

3. Employment model

Option	Select	Notes
Direct employment by the organisation	yes/no	
Hosting through a Group Training Organisation	yes/no	
Still exploring both options	yes/no	

Why does this appear to be the best option at this stage?

What still needs to be confirmed, and who will help?

4. Qualification and training

Planning item	Current proposal/ notes
Likely qualification or field of training	
Potential RTO	
Preferred delivery approach	
Apprentice Connect Australia Provider contacted?	
Key training questions still to resolve	

How does the likely qualification align with the duties of the role?

5. Trainee support

Support area	Describe supports
Workplace supervision	
Cultural support	
Mentoring	
Learning or study support	
Wellbeing support	
Practical participation support	
Team and manager support	

How will the organisation provide a culturally safe and supportive workplace?

6. Indicative resource and budget planner

List the costs you reasonably expect. Exact figures and quotes are not required for the EOI. Use the best information available and show how you reached each estimate.

Cost item	How estimated	Total estimated cost	Other funding or contribution
Trainee wages			
Employment on-costs			
GTO fees, if applicable			
Supervision and staff release			
Cultural or mentoring support			
Recruitment and onboarding			
Training-related costs not otherwise funded			
Equipment, clothing, tools or workplace needs			
Transport, childcare, digital access or other participation support			
Project coordination and reporting			
Other eligible cost			
TOTAL			

Indicative total project cost:

Less other funding and organisational contributions:

Indicative grant request:

Briefly explain why this level of funding is appropriate for the proposed traineeship.

7. Outcomes, risks and support needed

Expected outcomes for the trainee:

Expected outcomes for the organisation or community:

Risk, gap or unanswered question	How it may be managed	Help needed from

What support would be useful from Skills Canberra and other partners during further project development?

8. EOI readiness check

- ☐ The workforce need and role are clear.
- ☐ The role is meaningful, paid and linked to a likely qualification.
- ☐ The organisation has considered direct employment and GTO hosting.
- ☐ Supervision, cultural support and practical support have been considered.
- ☐ The indicative funding request is based on listed project costs.
- ☐ Outstanding questions and support needs are openly recorded.

- ☐ An authorised officer has reviewed this template.

PART B

Complete only if invited to submit a full application

Keep Part A and update it only where information has developed. Use this part to confirm and expand the project.

Applicants invited to submit a full application will also complete additional questions in SmartyGrants that address the Stage 2 assessment criteria. A budget template will be provided to be submitted with the application.

There will be further detail provided in the letter of invitation.

9. Confirmed employment and training model

Item	Confirmed arrangement	Evidence or partner contact
Legal employer and employment model		
Position title, hours and duration		
Industrial award or employment basis		
Qualification		
RTO and delivery model		
Apprentice Connect Australia Provider		
GTO, if applicable		
Recruitment approach		

Explain how the employment, duties and training will work together in practice.

10. Detailed support model

Support	Responsible person/provider	Frequency or time commitment	How issues will be escalated
Workplace supervision			
Cultural support			
Mentoring			
Training and learning support			
Wellbeing support			
Practical participation support			

11. Project plan

Milestone or activity	Timing	Lead responsibility	Evidence of completion
Finalise partners and arrangements			
Recruit and select trainee			
Complete employment and training sign-up			
Trainee commences			
First-month review			
First 90-day review			
Ongoing progress and support reviews			
Grant reporting milestones			
Completion and transition planning			
Final reporting and acquittal			

12. Detailed budget update

Update the indicative budget from Part A using any detailed budget template required by the grant program.

Check	Complete	Notes
Wage calculations and on-cost assumptions confirmed	☐	
GTO or provider fees confirmed	☐	
Training subsidies and remaining fees confirmed	☐	
Quotes obtained where required	☐	
Organisational and other contributions identified	☐	
No duplicate funding	☐	
Every cost linked to project delivery	☐	
Budget total matches the application request	☐	

13. Full application review

- ☐ Employment and training arrangements are confirmed or clearly scheduled for confirmation.
- ☐ Partner roles are clear.
- ☐ The support model is practical and culturally safe.
- ☐ The project plan is realistic.
- ☐ The detailed budget is supported and represents value for money.
- ☐ The pathway to ongoing employment or progression is clear.
- ☐ Required documents are attached.
- ☐ An authorised officer has approved submission.

Program support

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