



ACT
Government

2022 JobTrainer Jumpstart Employment Program

Applications open from 18 March 2022 – 19 April 2022



Chief Minister and Economic Development Directorate

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1. ABOUT THE PROGRAM

1.1 Skills Canberra

Skills Canberra is responsible and accountable for the provision of strategic advice and overall management of vocational education and training (VET) in the ACT. Skills Canberra manages ACT and Commonwealth funding directed to VET programs for a variety of initiatives addressing skills development for entry-level and existing workers, and adult community education.

1.2 Introduction

These guidelines provide information for organisations wishing to apply for financial assistance of up to \$250,000 from the JobTrainer Employment Jumpstart Grants Program (JEJ) for projects to commence before 31 December 2022.

Funding is allocated via a competitive application process. Applications will be assessed in accordance with the Evaluation Criteria. The assessment of applications will include three stages: eligibility assessment, shortlisting and negotiation (via an applicant meeting). Successful applicants will enter a Deed of Grant. The funding process is outlined in more detail throughout this document. It is not possible to approve all requests for assistance, therefore grant funding should not be deemed automatic or anticipated.

This is an ACT Government Grants Program administered by Skills Canberra.

All funding is subject to the appropriation of funds through the ACT Government budget process.

2. PRIMARY OBJECTIVE

The ACT is committed to supporting skills development for job seekers and young people as the Territory recovers from the social and economic impacts of COVID-19. The pandemic has highlighted the need for accessible training to boost the skills profile of key sector workforces, including full qualifications and a range of short courses to build entry-level work-ready skills.

JobTrainer is designed to support access to fee-free training for job seekers, school leavers and young people in areas of identified ACT skills need and/or employment growth, to support eligible Canberrans into employment.

The JobTrainer Employment Jumpstart (JEJ) Grants Program is funded under the JobTrainer extension and expansion in partnership with the Australian Government.

The JEJ Grants Program Guidelines (the Guidelines) are for group training organisations (GTOs), registered training organisations (RTOs), community

organisations, businesses, employers and industry associations. The Guidelines provide information on the process for submitting an application and negotiating a final project plan for the JEJ Grants Program.

3. OUTCOMES

The JEJ Program is intended to provide accessible training options and wraparound support services for vulnerable cohorts, including unemployed and underemployed Canberrans and youth-at-risk. Eligible JEJ participants will access fee-free training and skills development to improve their job prospects. Training places **must** lead to an identified job outcome. Successful JEJ Grant recipients will provide accredited and non-accredited training to support eligible Canberrans into jobs.

Successful applicants will need to partner with or be an RTO who holds a current ACT Training Initiative Funding Agreement (TIFA) to deliver accredited training.

The Minister for Skills is responsible for the final endorsement of all recommendations for the JEJ Grants Program.

4. FUNDING PARAMETERS

Funding of \$1,125,000 is available under the JEJ Grants Program in 2022-23. Skills Canberra expects approximately 200 eligible students to be able to access training places via successful projects funded by JEJ.

The maximum amount of funding per expression of interest is \$250,000. There is no minimum amount per application, and no limit on the number of applications an applicant can submit, providing they are for different project proposals or for specific services delivered by a partnering organisation or consortium.

Projects that seek the maximum funding amount will need to demonstrate a strong return on investment and value for money.

In-kind contributions are not mandatory; however, they will be considered during the evaluation of the applications. This can comprise purchased goods and services (cash expenditure), other in-kind contributions (i.e., the value of the applicant's work time) or a combination of both. In-kind contributions must occur during the funded project and not prior. All applications will need to demonstrate that they represent value for money, regardless of any in-kind contributions.

The ACT Government will determine the number of projects to be funded based on the quality of responses received. Project funding allocations will be determined during the shortlisting process and may be adjusted by Skills Canberra, in negotiation with the applicant. Skills Canberra cannot guarantee that applicants will receive their full requested funding amount for the project, even when their project substantially meets the criteria.

Skills Canberra must seek approval from the National Skills Commission (NSC) for all courses, contextualised programs and training products nominated by applicants, prior to execution of the Deed of Grant.

Note: The Evaluation Panel may recommend a proposed funding amount for a shortlisted project. This amount may vary from the total amount of funding sought in the application. It is expected that the total funding allocated to the project will be limited to that amount, however, adjustments to the proposed funding amount may be considered during the negotiation phase if required. The final funding amount will be subject to approval by the Program delegate.

5. ELIGIBILITY REQUIREMENTS

5.1 General eligibility for applicants

Applications may be submitted by individual businesses and organisations, including (but not limited to):

- employers
- industry associations
- community organisations
- GTOs
- RTOs.

Any organisation applying for funding under the JEJ must:

1. deliver programs within the ACT
2. complete delivery of the projects by 30 June 2023
3. include accredited training delivered by an RTO with a current ACT TIFA
4. have current Public Liability Insurance coverage to a minimum level of \$10,000,000
5. have an Australian Business Number (ABN) – an ABN is matched to Entity Name. This detail will be used for developing Deed of Grant and administering payments for successful applicants
6. be registered for the Goods and Services Tax (GST) if applicable (if turnover is greater than \$150,000 per annum).

5.2 Eligibility for participants

A student/project participant must, **at the time of enrolment**, be:

- a. an Australian citizen, permanent resident or New Zealand passport holder resident for more than six (6) months, or
- b. a person who holds a visa that is identified as being eligible, and

- c. be living or working in the ACT, and
- d. a person aged 17-24 years of age, regardless of employment status, who is not enrolled in or attending a school or college, or another program leading to the completion of year 12, or
- e. a person who has satisfied all requirements for the ACT Secondary School Certificate; or
- f. a job seeker who is:
 - i. out of work; and/or
 - ii. in receipt of income support payments, or
- g. a person who is enrolling in:
 - i. an aged care, digital, childcare or disability training product, regardless of age or employment status, or
 - ii. in some circumstances, a person who is underemployed (working less than 35 hours a week, who is willing and available to work additional hours). For students who are deemed eligible due to being underemployed the RTO must seek confirmation from Skills Canberra in writing prior to student enrolment.

5.3 Who is not eligible to apply

Skills Canberra will not fund programs where the intended participants are directly employed by the ACT or Australian Government.

5.4 What will be considered for funding

1. Delivery of full qualifications, short courses or units of competency. Project proposals may have a higher likelihood of success if training products focus on areas of ACT skills need and/or the applicant can demonstrate a demand for the course or qualification.
2. Case management support for participants to complete their training and transition to further study, work experience and/or a job.
3. Non-accredited training and other supports for employability, for example:
 - a. Working with Vulnerable People Card and National Police Checks
 - b. General Induction for Construction (White Card), Asbestos Awareness and Crystalline Silica Dust
 - c. self-awareness and nutrition workshops
 - d. industry entry level licensing
 - e. tax file number, superannuation, bank accounts
 - f. social media and digital literacy skills
 - g. networking and relationship building

- h. Road Ready and driving lessons
- i. uniforms and PPE
- j. manual handling
- k. travel to and from training sessions and / or work placements
- l. mental health first aid and bullying and harassment training.

5.5 What will not be considered for funding

1. An applicant's existing services, unless the applicant can demonstrate additional outcomes
2. Duplicate services that are already being delivered in the ACT and funded by the ACT Government
3. Wages and financial incentives for participants
4. Expenses incurred prior to signing the Deed of Grant
5. Requests for retrospective funding

5.6 Application process

Applications must be received by the due time and date, as outlined on the online portal. Late applications will not be accepted.

If you do not comply with the above eligibility requirements, your application will not be assessed for funding.

5.7 Request extension of application timeline

Extensions for submission of applications will not be considered. Skills Canberra has strict timelines for assessment and commencement of projects. Any concerns with lodgement of applications via the SmartyGrant platform should be sent to skills@act.gov.au at least **two days** prior to closing date.

6. ASSESSMENT

6.1 Overview of application process

Funding is allocated via a competitive application process. Applications will be assessed in accordance with the Evaluation Criteria. The assessment of applications will include three stages, including: eligibility assessment, shortlisting

and negotiation (via applicant and Skills Canberra discussion). Successful applicants will enter a Deed of Grant.

Step	Date
Applications open	9.30am Friday 18 March 2022
Applications close	5.00pm Tuesday 19 April 2022
Meetings with shortlisted applicants	09 May 2022 – 13 May 2022
Funding Deeds issued	Week commencing 20 June 2022
Project commencement	July 2022
Project completion	30 June 2023

Applications should demonstrate:

- how each organisation will be involved in the project development and implementation
- partnership or consortium opportunities that will support the project outcomes
- the qualifications, skillsets or units of competency included, and the potential occupational outcome for participants
- the additional support and wrap around services that will be offered to participants
- the non-accredited training included
- a break-down of project costs
- value for money
- clear project scope
- number of participants to be enrolled throughout the project, and
- a risk assessment.

Where a project includes nationally recognised (accredited) training, the RTO delivering the training must hold an ACT TIFA.

As part of the evaluation process, applications will be assessed in the following stages:

Eligibility assessment: All applications will be assessed by Skills Canberra to ensure adherence to the program objectives and eligibility criteria. Applications that meet the program objectives and eligibility criteria will progress to the evaluation panel.

Stage One Evaluation: Eligible applications will be assessed by an evaluation panel.

Stage Two Evaluation: Skills Canberra will arrange meetings with shortlisted applicants to discuss the projects. This may include questions from the evaluation panel, and negotiation of places/budget if required. Following the applicant meetings, the evaluation panel will determine the recommended projects and funding allocations for approval by the ACT Government Program delegate.

Final funding outcomes: The Evaluation Panel will provide the recommended funding outcomes to the ACT Government Program delegate for consideration and approval. Approved funding recipients will then enter a Deed of Grant with the ACT Government.

The timeframe for each stage in the evaluation process may vary depending on the nature of the applications received. Final funding outcomes will be confirmed by no later than 30 June 2022.

Note: the shortlisting outcomes are not a guarantee of funding. The final project plan and funding allocation will be subject to approval by the Program delegate within the Chief Minister, Treasury and Economic Development Directorate and the ACT Minister for Skills.

6.1 Evaluation Process

Applications will be assessed against the below evaluation criteria.

Organisational Effectiveness

1. Understanding of the industry sector and current and future workforce needs.
2. Understanding of the issues and factors impacting jobs and training opportunities for the industry locally and, if relevant, nationally.
3. A demonstrated capacity to engage with eligible participants and build a collaborative approach with Skills Canberra and other stakeholders.
4. Demonstrated adherence to the Work Health Safety Act 2011 and applicable regulations.
5. Staff capacity and capability to implement the project and specified activities.
6. Demonstrated capacity to make financial and/or in-kind contributions towards successfully achieving the objectives and requirements of the project.

Activity Effectiveness

1. Originality and innovation of the proposed activities in addressing program objectives.

2. Evidence of factors impacting jobs and/or retention of workers in the industry and how this gap can be addressed by the proposed activity.
3. Strategies to support successful completion for participants.
4. Evidence supporting the likely effectiveness and sustainability of the proposed methodologies and strategies to address the program objectives.
5. Sound strategies to deliver tailored support to participants.
6. Effective communication strategies for promoting activity and sharing outcomes beyond the direct parties involved.
7. Evidence that the proposed project design can effectively leverage the applicant organisation's identified financial and/or in-kind contributions, both during and beyond project implementation.

7. ACCEPTING A GRANT

7.1 Grant requirements and payment process

Successful applicants will be required to enter into a Deed of Grant with the ACT Government setting out the terms and conditions for which funding will be provided, including acquittal requirements within the agreed timeframe.

Successful applicants will receive a notification from Skills Canberra with a Deed of Grant attached and instructions for the payment process.

Payments can take up to 30 calendar days to process following the execution of the Deed of Grant and upon receipt of an invoice.

Grants will be paid in two instalments following the execution of the Deed of Grant (unless otherwise stipulated in the Deed of Grant).

7.2 Conditions of funding

1. The declaration on the application form certifies that all information provided in the application is true and correct. Action may be taken for repayment of any grant made where information contained in the application is subsequently found to be false or the grant is not used for its approved purpose.
2. All organisations are accountable for funds received from Skills Canberra and must adhere to all conditions and guidelines of the JEJ Grants Program.
3. All successful applicants must provide suitable acknowledgment for the financial support provided by Skills Canberra under this program as outlined in the Deed of Grant.

4. Successful applicants will need to seek written approval from Skills Canberra to make any variation to the project following execution of the Deed of Grant. Requests to amend the scope of the project need to be addressed to the Executive Branch Manager, Skills Canberra via skills@act.gov.au, clearly outlining why the change of purpose is required. Applicants should not assume that a change of purpose request will be approved.

7.3 Goods and Services Tax (GST)

If the Recipient is registered under *the A New Tax System (Goods and Services Tax) Act 1999* (the Act), the Territory will, on receipt of a tax invoice, pay to the Recipient an amount equal to the GST under the Act lawfully payable by the Recipient in respect of supplies to the Territory that are taxable supplies under the Act.

If GST is payable the recipient must include the GST amount in the program invoices.

7.4 Publication

All successful applicants, including a summary of the project will be published on the Skills Canberra and ACT Government JobTrainer websites.

Promotional opportunities for projects and good news stories may be identified and used by Skills Canberra and the ACT Government for promotion of the JobTrainer program.

8. ACQUITTAL OF FUNDING

All successful applicants must expend the funds within the timeframes nominated in the Deed of Grant of the JEJ Grants Program.

A task to complete the acquittal will be set-up in SmartyGrants once the deed is executed. The user of the system will receive a notification to complete the task.

When you have expended the funds, please log on to SmartyGrants <https://www.smartygrants.com.au> and complete the acquittal process. Use the same username and password to log in that you used to register with SmartyGrants when you applied for the grant.

The Recipient will provide the Territory with the following reports by the due date:

1. Monthly activity report due by the 8th of every month
2. Final report and acquittal within 30 calendar days of the end of the Grant Period

8.1 Administrative requirements

Successful applicants will enter a Deed of Grant with the ACT Government. The Deed of Grant will outline the requirements of the Program and the funding conditions.

The project funding will be payable to the recipient against defined milestones specified in the Deed of Grant and upon receipt of a tax invoice

For each approved project, the ACT Government will require:

- the right of approval/consultation over major changes to the project scope, budget, and the collaborating partners
- the funding recipient to report on and acquit approved funds in accordance with the requirements specified in the Deed of Grant
- permission for the Territory or its agents on reasonable notice to attend any premises where any funded activity occurs
- the Recipient to acknowledge the JEJ Program in any publications and marketing related to the funding activity and participate in any associated media interviews or surveys as requested by the Territory.
- monthly reporting to Skills Canberra (template to be provided by Skills Canberra). Monthly reporting will include:
 - a. a summary of achievements and activities completed to date
 - b. a summary of any challenges during the reporting period and any barriers expected to impact the achievement of the Funded Activity
 - c. participant data uploaded as an attachment emailed to skills@act.gov.au
 - d. inclusion of any relevant attachments such as photographs/videos, screenshots, diagrams, and/or publications relating to the Funded Activity.
- a final report within 30 calendar days of the completion of the program. The final report must include:
 - a. a summary of achievements and the completion of the Funded Activity
 - b. a summary of any challenges associated with the Funded Activity during the Grant Period
 - c. final participant data uploaded as an attachment to SmartyGrants using the Participant Progress Report template on the Skills Canberra website at www.skills.act.gov.au/grants

- d. inclusion of any relevant attachments such as photographs/videos, screenshots, diagrams, and/or publications relating to the Funded Activity

Each approved project will require a communication plan developed in consultation with Skills Canberra, including the following requirements:

Publications and marketing, excluding social media:

- a. All publicity, announcements and communications made to the community must include
- b. acknowledgement of the JobTrainer Employment Jumpstart Grants Program as an ACT Government initiative.
- c. Any publications, promotional and advertising materials relating to the project must include:
- d. the words: “JobTrainer is a jointly funded initiative of the ACT and Australian Governments.”
- e. The Recipient must participate in media interviews or surveys related to the JobTrainer Employment Jumpstart Grants Program, as requested by the Territory.

Case studies:

- a. Funding recipients will facilitate the collection of participant case studies.
- b. Skills Canberra will compile a library of case studies and assist in promoting the case studies to industry and the ACT community via its website, Directorate social media channels, ministerial briefings, and existing ministerial communication channels such as media releases and social media.
- c. Exit surveys will be submitted to all participants upon successful completion or withdrawal from the project. Successful applicants will need to ensure participants are aware that email addresses will need to be provided for this purpose upon enrolment in the course.

Media and Events:

- a. The Communication Plan will identify key media and events relating to project implementation and highlight opportunities for ministerial, media, school and/or ACT Government agency involvement.
- b. Funding recipients must provide at least 10 working days’ notice to Skills Canberra of any events or media relating to funded projects and provide Skills Canberra with the opportunity to review media content prior to its release.

- c. Funding recipients must provide at least 15 working days' notice to Skills Canberra for any activities involving Members of the Legislative Assembly (MLAs). Skills Canberra will coordinate any ministerial or ACT Government invitations and involvement in funded project activities.

Social media:

- a. All social media posts relating to the Funded Program should include 'JobTrainer is a jointly funded initiative of the ACT and Australian Governments.'

9. IMPORTANT INFORMATION FOR APPLICANTS

9.1 Accessibility

The ACT Government is committed to making its information, services, events, and venues as accessible as possible. If you have difficulty reading a standard printed document and would like to receive this publication in an alternative format, such as large print, please phone Skills Canberra on +61 2 6205 8555.

If English is not your first language and you require a translating and interpreting service, please phone 13 14 50. If you are deaf, or have a speech or hearing impairment, and need the teletypewriter service, please phone 13 36 77 and ask for Skills Canberra on +61 2 6205 8555.

For speak and listen users, please phone 1300 555 727 and ask for Skills Canberra on +61 2 6205 8555.

9.2 When to submit your application

- Applications open **9:30am Friday 18 March 2022**
- Applications close **5:00pm Tuesday 19 April 2022**

Late applications will not be accepted

9.3 How to submit your application

All applications must be submitted via the online Program Application Form at "SmartyGrant Link for application submission".

Hardcopy or email applications will not be accepted

You will need to create a log in to begin your application and you may begin anywhere in the Application Form. Please ensure you save as you go.

SmartyGrants provides an online help guide for applicants. This guide will explain the essential steps you need to take to complete and submit your Application Form.

The help guide is accessible at:

<http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>

If you have any questions about the Program Guidelines and/or eligibility requirements, please contact the JobTrainer team in Skills Canberra via skills@act.gov.au or phone 02 6205 8555.

Navigating (moving through) the grants application form

On the right-hand side of every screen, there is a box which links directly to every page of the application. Click on any page to jump directly to that page. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forwards or backwards through the application.

Saving your draft application and returning

You can press 'save' at any point and log out. When you log back in, your draft application will be saved and you can start where you left off.

Submitting your application

The submit button is on the final page. You will not be able to submit your application until all the questions are completed.

Attachments and supporting documents

You may wish to upload/submit attachments to support your application. For some categories you will have to include attachments. This is very simple and requires you to have the documents saved on your computer, on a zip drive, or similar. If you are not able to upload a document, please contact the Program Officer for support.

Completing an application in a group/team

Several people can work on an application using the same log-in details provided that only one person is working on the application at any given time. Ensure you save as you go.

Once you have completed your Application Form it will be submitted to the Program Officer.

PLEASE NOTE: The Grants Program Officer is unable to view your application until it is submitted. All supporting documentation must be submitted with the grant application.

You can upload supporting documentation to your Application Form on the page after the declaration and privacy statement.

If you submit your application and then realise you forgot to add an attachment, and it is before the deadline, we can re-open the form for you. If you have any technical difficulties, please ensure you contact the Business Services Team for assistance on 02 6207 1080 during business hours or email EconomicDevelopmentBusinessServices@act.gov.au before the deadline for applications.

9.4 Confidentiality

All material submitted to the Chief Minister, Treasury and Economic Development Directorate is provided in confidence. However, the ACT Government may promote successful applicants for the mutual benefit of the Grants Program and the applicant. Details of applications will not be made available to third parties without permission.

Applicants should be aware that the provisions of the *Freedom of Information Act 2016* apply to documents in the Office's possession.

9.5 Complaints

What you can expect

A complaint is defined as an expression of dissatisfaction in relation to the application process and/or an unsuccessful application for a grant.

You or your representatives have the right to raise your concerns. This information supports us to improve services and supports your right to ask questions about the grant application process as well as decisions made in relation to an unsuccessful application.

You can expect to:

1. be treated respectfully, fairly and in confidence;
2. have your concerns dealt with as soon as possible;
3. be informed of progress; and
4. be told of the outcome.

Complaints must be made in writing and can be emailed to CMTEDDCorporate@act.gov.au

10. FURTHER INFORMATION

For more information on the Program Guidelines, eligibility requirements or to lodge a complaint, please contact the JobTrainer team in Skills Canberra on:

Phone: 02 6205 8555

Email: skills@act.gov.au