



ACT
Government

ACT Aboriginal Community- Controlled Organisation (ACCO) Workforce Traineeship Grants Program 2026

Grant Guidelines

Expressions of Interest are open from 30-07-2026 through to 1-09-2026



Acknowledgement of Country

The Chief Minister Treasury 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 acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

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1 About the ACT Aboriginal Community-Controlled Organisation (ACCO) Workforce Traineeship Grants Program 2026

1.1 About Skills Canberra

Skills Canberra develops and administers funding initiatives to support the delivery of adult community education (ACE) and vocational education and training (VET) in the ACT.

Skills Canberra implements ACT Government objectives to build an interconnected system that is accessible, high quality, meets the needs of students, employers and industry, and enables movement between sectors.

Skills Canberra is responsible for the ACT's implementation of the National Skills Agreement, a five-year joint agreement between the Commonwealth and states and territories to strengthen the VET sector, which commenced on 1 January 2024.

As part of this work, there is a strong emphasis on Closing the Gap initiatives, including building the capacity and sustainability of community-controlled and Aboriginal and Torres Strait Islander-led training organisations, while improving access to culturally safe skills and training pathways for Aboriginal and Torres Strait Islander peoples.

1.2 ACT ACCO Traineeship Grants Program 2026

The ACT Aboriginal Community-Controlled Organisation (ACCO) Workforce Traineeship Grants Program (the Grants Program) supports eligible ACCOs* to strengthen their workforce by employing and training Aboriginal and Torres Strait Islander people in the ACT.

The program supports formal traineeships that combine paid employment with a registered training contract and nationally recognised VET qualification. Funding may support wages, supervision, mentoring, cultural support and practical assistance that helps trainees participate in and complete their training.

The Grants Program gives effect to ACT Government commitments under:

- [Closing the Gap Bilateral Implementation Plan](#) under the National Skills Agreement (2024–2028)
- [ACT Skills Action Plan 2024-28](#)
- [Skilled to Succeed: Skills and Workforce Agenda for the ACT](#)
- [CBR2030: ACT's Strategic Economic Development Framework](#)
- [National Agreement on Closing the Gap](#) and the [ACT Aboriginal and Torres Strait Islander Agreement 2019–2028](#).

This Grants Program gives effect to the first action of the ACT's [Closing the Gap Bilateral Implementation Plan](#).

Closing the Gap is a joint initiative between the Australian Government and ACT Government.

**While this program is primarily designed to support workforce development in the ACCO sector, Aboriginal and Torres Strait Islander owned Registered Training Organisations are also eligible to apply. This recognises the importance of strengthening both the ACCO and Aboriginal and Torres Strait Islander owned RTO training sector in the ACT. Unless otherwise stated, all references to ACCOs in these guidelines equally apply to eligible Aboriginal and Torres Strait Islander RTO sectors.*

1.3 Introduction

These guidelines explain the purpose of the Grants Program, what funding is available, who can apply and how applications will be assessed.

Eligible organisations can apply for up to \$250,000, excluding GST. The Grants Program provides one-off, time-limited funding and does not provide ongoing funding beyond the approved project period. Projects may begin with planning and preparation in late 2026, with trainees expected to start from Semester 1, 2027. All projects must finish by December 2028.

The maximum grant amount is a funding ceiling and not a standard allocation. The amount awarded to individual organisations will depend on the proposed project, value for money, available funding and the relative merit of applications.

2 Primary Objective

The primary objective of the Grants Program is to strengthen workforce capability within ACCOs while supporting Aboriginal and Torres Strait Islander people to undertake paid employment linked to nationally recognised vocational education and training, through formal traineeships.

3 Outcomes

The intended outcomes of the program are to:

- increase participation and completion of traineeships by Aboriginal and Torres Strait Islander people;
- strengthen workforce capability and address workforce needs within ACCOs;
- improve pathways to ongoing employment, career progression and further training; and
- build evidence about effective community-led workforce development approaches to inform future investment.

4 Program Model

The Grants Program supports community-led workforce development by combining:

- paid employment;
- nationally recognised VET, through traineeships; and
- workplace, cultural and practical support for trainees.

As a pilot initiative, the program will test and evaluate workforce development models to inform future Closing the Gap investment and program design.

Projects must be based on a genuine workforce need. Applicant organisations should identify the employment opportunity first and then select the qualification and training arrangements that best support that role. The program is intended to support new

traineeship opportunities. This program is not intended to subsidise existing positions or support existing employees to undertake training as part of their current role.

Projects funded under the Grants Program must use one of the following employment arrangements:

- the applicant organisation employs the trainee directly; or
- a Group Training Organisation employs the trainee, with the applicant organisation acting as the host employer.

Participants must:

- be employed by the applicant organisation or through an approved host-employment arrangement; and
- receive the support needed to participate in and complete their training.

Funded organisations must:

- provide or host paid employment;
- ensure appropriate employment and training arrangements are in place;
- provide, coordinate or facilitate appropriate supervision, mentoring and trainee support; and
- support trainees to participate in and complete their training and progress to ongoing employment, further training or career advancement.

Training must be delivered by an RTO and lead to a nationally recognised qualification through a traineeship.

Organisations may work with a Group Training Organisation (GTO), with the GTO acting as the legal employer and the applicant organisation acting as the host employer. This approach may assist organisations to manage payroll, employment administration, supervision support and placement coordination.

Projects may support one or more trainees. Assessment will focus on the quality and likely impact of the employment and support model rather than participant numbers alone.

4.1 Acknowledgement of cultural load

Activities such as consultation, community engagement, cultural advice, trainee support, reporting and evaluation can place cumulative demands on Aboriginal and Torres Strait Islander staff and organisations if they are not carefully planned and resourced.

The ACT Government recognises its responsibility to reduce this cultural load through early planning, shared responsibility, appropriate resourcing and flexible implementation. Relevant costs may be included in project budgets where they are directly related to delivery. Skills Canberra will also apply proportionate reporting and engagement requirements and seek to avoid unnecessary duplication such as asking organisations to provide the same information, attend overlapping consultations or report on the same activities more than once.

5 Funding Parameters

1. Organisations can apply for a maximum of \$250,000 in funding per application under the Grants Program. The maximum grant is a ceiling only and not a standard allocation. Applicant organisations should request the amount

reasonably required to deliver the proposed project. The amount awarded will depend on a variety of factors including proposed project, value for money and available funding.

2. Projects may include establishment and preparation activities from late 2026. Trainee participation is expected to commence from Semester 1, 2027. All funded activities must be completed by December 2028.
3. There is no mandatory requirement for matched funding; however, applicant organisations must demonstrate organisational commitment to the project.
4. Funding is designed to support employment-related costs, participant support, and delivery activities, and does not cover core training costs where they are covered by existing government funding mechanisms.
5. Applicant organisations must disclose any other ACT or Australian Government funding, wage subsidies, employer incentives or financial assistance that will contribute to the project.
6. Grant funding must not duplicate funding available or received for the same expenditure. Skills Canberra may adjust the amount of funding offered where costs are already funded, or reasonably expected to be funded, through another source.
7. Funding is limited and awarded via a competitive assessment process. Applications will be assessed by an Evaluation Panel in accordance with the assessment criteria, and grant funding should not be deemed automatic or anticipated.
8. The Delegate may determine, based on the recommendations of the Evaluation Panel, a funding amount for a successful project. This amount may vary from the total amount of funding sought in the application.
9. Adjustments to the Evaluation Panel's recommended funding amount may be considered during the negotiation phase, if required. The final funding amount is subject to approval by the Delegate.
10. This is a new Grants Program. These guidelines supersede all terms and conditions contained in all previous Skills Canberra Grants Program guidelines.

6 Eligibility requirements

6.1 Who Can Apply

To be eligible for funding, an applicant organisation must:

1. be currently operating in the ACT; and
2. be one of the following:
 - an Aboriginal Community-Controlled Organisation (ACCO); or
 - an Aboriginal and Torres Strait Islander Owned Registered Training Organisation.

Applicant organisations must also:

- hold Public Liability Insurance of at least \$10 million;
- hold a valid Australian Business Number (ABN) that matches the legal entity name;
- be registered for GST where required by law;
- comply with the *Associations Incorporation Act 1991* (where applicable);
- have satisfactorily acquitted all previous ACT Government grants;
- hold volunteer workers insurance if volunteers will be engaged as part of the project; and
- hold workers' compensation insurance.

6.2 Participant Eligibility

Participants supported through funded projects must:

- identify as Aboriginal and Torres Strait Islander;
- be newly employed by the funded organisation, or through its agreed host-employment arrangement, for a traineeship supported under this grant program; or have a documented offer or commitment to commence a traineeship within the funded project timeframe;
- within the funded project timeframe;
- live or work in the ACT; and
- meet one of the following criteria:
 - be aged 17 years or older and not currently enrolled in school, college or another Year 12 program; or
 - be enrolled in school, college or another Year 12 program and participating in, or preparing to commence, an Australian School-based Apprenticeship (ASBA) supported through the funded project.

6.3 Who is not eligible to apply

The following organisations are not eligible to apply:

- organisations that are not ACCOs or Aboriginal and Torres Strait Islander owned RTOs; and
- organisations that do not operate in the ACT.

6.4 What may be considered for funding

Funding will only be provided for costs that are necessary for the project, directly related to its delivery and not already funded or reasonably available through another government program, training entitlement, employer contribution or other source.

Examples of activities and costs that may be considered for funding include, but are not limited to:

Employment-related costs

- contributions towards wages for trainees undertaking training;
- associated employment on-costs, including superannuation and leave;
- costs associated with establishing a new or expanded employment position;
- recruitment and onboarding costs directly related to the trainee; and
- reasonable employer or host-employer administration costs.

Delivery and support

- development of the workplace systems, policies and processes needed to employ or host a trainee;
- establishment and coordination of employment and training arrangements with RTOs, GTOs and other relevant partners;
- development of culturally safe workplaces and trainee-support arrangements;
- supervision, mentoring, cultural support, case management and associated staff-release time;
- preparation and implementation of learning plans and other requirements associated with hosting a trainee;
- internal staff, coordination and project management costs directly attributable to project delivery;

- reasonable remuneration for cultural load associated with project activities, including consultation, engagement, cultural advice, reporting and evaluation; and
- reasonable costs associated with project monitoring and evaluation.

Participant support

- wraparound and relationship-based assistance that supports trainee engagement, retention and completion;
- literacy, numeracy, digital and other foundation skills assistance where this is not available through another funding source;
- counselling, wellbeing and case-management support directly related to participation;
- transport, childcare and other reasonable participation costs;
- workplace clothing, personal protective equipment, tools and equipment;
- digital devices, connectivity and other support needed to access training;
- additional assistance required to remove barriers to participation; and
- transition support into ongoing employment, further employment or further training.

6.5 What will not be considered for funding

The following costs and activities will not be funded:

- an applicant organisation's existing services, unless additional outcomes are clearly demonstrated;
- funding allocations that duplicate existing funded subsidies, incentives, services or supports;
- general organisational operating costs that are not directly attributable to the funded project;
- expenses incurred prior to signing the Deed of Grant or requests for retrospective funding;
- capital expenses intended for ongoing organisational operations beyond the project scope, including the purchase of land, buildings, vehicles or major construction and renovation works*;
- excessive or unreasonable administration or overhead costs;
- activities primarily for marketing or promotion of an RTO or employer (unless directly tied to project participant recruitment);
- gifts, prizes, entertainment, alcohol or other expenses not directly related to project delivery;
- core training delivery costs that should be met through existing funding arrangements, including User Choice funding for eligible traineeships; and
- costs that are excessive, insufficiently justified or not reasonable for the proposed activity.

*Skills Canberra may consider minor equipment, workplace modifications or other capital-type items where they are necessary for trainee participation or project delivery, represent value for money and are not available through another source.

7 Application and Assessment Process

7.1 Overview

The Grants Program will use a two-stage application process:

1. Expression of Interest; and
2. full application by invitation.

This process is intended to reduce the work required from organisations whose proposals are unlikely to receive funding.

Progression to the full application stage does not guarantee funding.

7.2 Stage 1 – Expression of Interest (EOI)

EOIs open: 30 July 2026

EOIs close: 5.00 pm, 1 September 2026

The EOI will ask applicant organisations to provide brief information about:

- the organisation and its eligibility;
- the workforce need to be addressed;
- the proposed employment opportunity;
- the likely role and qualification;
- the proposed employment arrangement;
- the organisation's commitment and capacity to employ or host and support the trainee;
- any significant capability gaps or arrangements that would need to be established;
- the support trainees are likely to need;
- the expected employment and career outcomes; and
- an indicative funding request.

Applicant organisations will not be required at the EOI stage to provide a detailed project plan, final partnership agreements, a fully itemised budget, partnership agreements or quotes.

Skills Canberra will check each EOI against the eligibility requirements. Eligible EOIs will then be assessed by the Evaluation Panel against the Stage 1 evaluation criteria in section 8.1.

The Evaluation Panel will recommend which applicant organisations should be invited to submit a full application. The Delegate will make the final decision.

In deciding which applicant organisations progress, the Delegate may consider:

- the Evaluation Panel's assessment;
- the funding available;
- the overall mix of proposed projects; and
- the objectives of the Grants Program.

EOIs and any supporting material must be submitted through the online SmartyGrants portal at <https://cmtedd.smartygrants.com.au/ACCOWTG>.

7.3 Stage 2 – Full Application

Applicant organisations selected through the EOI process will be invited to submit a full application. Opening and closing dates for the application process will be confirmed in the letter of invitation.

The full application will require:

- a detailed project description and project plan;
- proposed employment, training and trainee-support arrangements;
- intended trainee, employment and workforce outcomes;
- details of relevant partners and their responsibilities;
- an approach to ongoing employment, career progression or transition after grant funding;
- an itemised project budget; and
- required supporting documents.

Applicant organisations must submit a complete application through SmartyGrants by the closing date. Invited applicant organisations will be provided with a link to the application form.

Skills Canberra may ask an applicant organisation to clarify information or provide additional documents during assessment.

Eligible full applications will be assessed by the Evaluation Panel against the Stage 2 evaluation criteria in section 8.1.

7.4 Full Application - Supporting documents

At the full application stage, applicant organisations must provide:

- an itemised budget using the supplied template;
- a project plan using the supplied template;
- evidence of proposed employment and training arrangements, including letters of support from relevant partners where appropriate; and
- for any single purchase of goods or subcontracted service costing more than \$10,000, applicant organisations must provide at least one quote.

Quotes are not required for the applicant organisation's own staffing, wages, on-costs, internal administration or other internal project expenses.

7.5 Evaluation Panel

The Evaluation Panel will be chaired by a senior Skills Canberra officer. The ACT Aboriginal and Torres Strait Islander Elected Body will be invited to nominate a representative to participate as a panel member. Other panel members may include ACT Government officers and independent members with expertise relevant to the Grants Program. The Evaluation Panel will be comprised of members with relevant expertise and Aboriginal and Torres Strait Islander people will make up at least 50 per cent of the panel membership.

Evaluation Panel members must declare and manage any actual, perceived or potential conflicts of interest in accordance with ACT Government requirements.

The Evaluation Panel will make funding recommendations to the Executive Branch Manager, Skills Canberra, who is the Delegate. The Delegate will make the final funding decisions, having regard to the assessment results, available funding, identified risks, the objectives of the Grants Program and relevant ACT Government priorities.

7.6 Applicant support

Skills Canberra recognises that some organisations may require a high level of support to participate in the Grants Program, particularly organisations that are less familiar with VET, traineeships, grant applications or SmartyGrants.

Support will be available during both the EOI and full application stages and may include:

- information sessions, written guidance and practical examples;
- individual telephone, online or face-to-face discussions;
- assistance to understand program requirements, eligible costs and available VET funding;
- discussion of possible employment, training and trainee-support arrangements;
- assistance to identify information, documents or partnerships needed for the proposal;
- feedback on whether a proposal appears to address the information requested in the application form; and
- assistance to access and use SmartyGrants.

Support will be tailored to the applicant organisation's needs and may involve more than one discussion.

Skills Canberra may assist applicant organisations to explain, organise and record their own project ideas. Skills Canberra will not make key project decisions or determine the content of an application on an applicant organisation's behalf.

Support provided will be documented where appropriate. Skills Canberra will seek to provide applicant organisations with equitable opportunities for assistance and may share information of general relevance with all applicant organisations.

7.7 Extension Requests

Requests for an extension must be emailed to skills.projects@act.gov.au at least two business days before the relevant closing date and explain why additional time is needed.

Skills Canberra will take account of cultural and community obligations, governance processes, accessibility needs, unexpected events and organisational capacity.

An extension is not guaranteed.

8 Assessment

8.1 Evaluation Criteria

STAGE ONE - Expression of Interest Evaluation Criteria

Eligible EOIs will then be assessed against the following criteria.

Workforce need and proposed pathway (50%)	Assessment will consider: • whether the proposal responds to a genuine workforce need; • whether the proposed role, qualification and employment arrangement are realistic and appropriately connected; and • whether the expected traineeship, employment and career outcomes are credible.
Organisational commitment and trainee support (50%)	Assessment will consider: • the organisation's commitment to employing or hosting and supporting the trainee; • whether the organisation has, or can reasonably develop, the capacity and arrangements needed to deliver the proposal; and • whether the proposed workplace, cultural, learning and practical support is likely to help the trainee participate and complete their training.

STAGE TWO – Application Evaluation Criteria

Employment, training and trainee-support model (30%)	Assessment will consider: • the quality and suitability of the proposed employment and training arrangements; • how well the training is connected to the trainee's workplace role; and • whether the proposed supervision, mentoring, cultural and practical support will promote trainee participation, cultural safety and completion.
Workforce and employment outcomes (30%)	Assessment will consider: • how well the project responds to an identified workforce need; • the likely trainee completion, employment and organisational workforce outcomes; and • the credibility of the pathway to ongoing employment, career progression or further training.
Organisational capability and partnerships (20%)	Assessment will consider: • the organisation's ability to manage and deliver the project; • whether roles and responsibilities are clear; and • whether the proposed partnerships and arrangements are suitable and any capability gaps can be addressed.
Value for Money and Deliverability (20%)	Assessment will consider: • whether the project plan, timeframe and budget are realistic; • whether the proposed costs are necessary and reasonable; and • whether the expected trainee, employment and organisational benefits represent an effective use of public funding.

9 Accepting a Grant

9.1 Grant requirements and payment process

Successful applicant organisations must enter into a Deed of Grant setting out the terms and conditions, including reporting and acquittal requirements. Grants are paid in

instalments upon execution of the Deed and achievement of agreed milestones.
Payments may take up to 30 days to process upon receipt of an invoice.

9.2 Conditions of funding

1. Information provided in the application must be true and correct. The Territory may seek repayment of funds where information is false, or funding is not used for the approved purpose.
2. Trainees supported through the program must be employed in accordance with applicable workplace laws, including any relevant award, enterprise agreement or other industrial arrangement. Trainees must receive appropriate wages and employment conditions for their role.
3. Traineeships supported through the program must be supported by an appropriate training contract and comply with the responsibilities of the employer or host employer under the arrangement.
4. Where a trainee resigns, withdraws from the traineeship, is unable to continue, the funded organisation must notify Skills Canberra as soon as practicable. Depending on the circumstances, Skills Canberra may, at its discretion and in accordance with the Deed of Grant, approve a project variation. This may include the recruitment of a replacement trainee, changes to project activities, adjustment of milestones or outcomes, reallocation of funding to other approved project activities, or the return of unspent funds.
5. Organisations must adhere to all Program guidelines and Deed of Grant conditions.
6. Organisations must acknowledge ACT and Australian Government support as outlined in the Deed of Grant.
7. Organisations receiving public funding must comply with the ACT Government Equal Employment Opportunity policy.
8. Organisations must make every effort to ensure access and equity principles guide organisational development and program delivery.
9. Written approval from Skills Canberra is required for any project variation. Requests should be emailed to skills.projects@act.gov.au. Approval is not guaranteed.
10. Applicant organisations grant a licence to Skills Canberra to use project outcomes and deliverables to share learnings and support broader sector improvement, as negotiated in the Deed of Grant.
11. Applicant organisations are responsible for managing roles and responsibilities of partners and third parties and ensuring clarity about how outcomes may be used by the ACT Government.

9.3 Goods and Services Tax (GST)

Grant amounts stated in these guidelines are exclusive of GST.

GST is payable to organisations receiving financial assistance under this Grants Program if they are GST registered with the Australian Tax Office, and can provide an ABN (i.e., if turnover is greater than \$150,000 per annum).

9.4 Publication

All successful applicant organisations, along with their funded activity and the funded amount, will be published on the Skills Canberra website. Projects may also be selected for further promotion by ACT or Australian Governments.

10 Reporting and Acquittal of Funding

10.1 Reporting

All grant recipients must submit half-yearly progress reports via SmartyGrants, in the format outlined in the Deed of Grant.

Reporting and evaluation requirements will be applied in a proportionate manner, taking into account project scale and organisational context. Skills Canberra is committed to working with grant recipients to ensure reporting processes do not place disproportionate or unintended cultural load on Aboriginal and Torres Strait Islander staff and organisations.

10.2 Acquittal of Funding

All funds must be expended within the timeframe specified in the Deed of Grant. An acquittal task will be created in SmartyGrants upon execution of the Deed. Within one month after the grant end date, recipients must submit the completed acquittal and expenditure report in the required format. No further financial assistance will be provided until all outstanding grants have been acquitted.

10.3 Program evaluation

Skills Canberra will evaluate the pilot to inform future National Skills Agreement Closing the Gap investment.

Evaluation may consider:

- trainee participation, retention and completion;
- employment, career progression and further training outcomes;
- trainee experience and cultural safety;
- the effectiveness of supervision, mentoring and other supports;
- organisational workforce outcomes;
- project costs and delivery approaches;
- barriers to participation; and
- outcomes for smaller and emerging organisations.

Evaluation will use quantitative and qualitative information and will be designed to minimise cultural load.

11 Important Information for Applicants

11.1 Accessibility

Applicant organisations may contact Skills Canberra to request reasonable adjustments, assistance to use SmartyGrants and assistance accessing and understanding the guidelines.

For information in an alternative format, contact Access Canberra on 13 22 81.

For Translating and Interpreting Services, call 13 14 50.

11.2 How to submit your application

EOIs must be submitted through SmartyGrants at [\[insert link\]](#).

Applicant organisations invited to the second stage will receive a link to the full application form.

Applicant organisations experiencing difficulty accessing or using SmartyGrants should contact:

Program and eligibility enquiries

Skills Canberra
6205 4006
skills.projects@act.gov.au

Technical assistance

Business Services
economicdevelopmentgrants@act.gov.au

11.3 Addendum

Any additional information will be posted on Skills Canberra's Grants webpage. Applicant organisations who have started or submitted an application will be notified by the email registered on SmartyGrants.

11.4 Confidentiality

All material submitted to the Chief Minister, Treasury and Economic Development Directorate is provided in confidence. The ACT Government may promote successful projects for the mutual benefit of the Program and the applicant organisation. The provisions of the *Freedom of Information Act 2016* apply to documents in the Directorate's possession.

11.5 Complaints

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 should be submitted to:
Skills Canberra, Grants and Projects
6205 4006
skills.projects@act.gov.au

12 Glossary

For the purposes of these guidelines, the following definitions apply.

1. Aboriginal and Torres Strait Islander Owned Registered Training Organisation

An RTO that is:

- is majority Aboriginal and Torres Strait Islander owned or controlled; and
- can provide evidence of Aboriginal and Torres Strait Islander ownership, governance or control. Evidence may include:
 - registration on the Supply Nation Indigenous Business Direct;
 - listing on the ACT Aboriginal and Torres Strait Islander Business and Enterprise Development Service Directory;
 - corporate governance documents;
 - ownership records;
 - board or governing-body information; or
 - other evidence accepted by Skills Canberra.

2. Aboriginal Community-Controlled Organisation (ACCO)

To be considered an ACCO for the purposes of this Grants Program, an organisation must meet the definition of an Aboriginal and Torres Strait Islander Community-Controlled Organisation in the National Agreement on Closing the Gap. An ACCO delivers services, including land and resource management, that build the strength and empowerment of Aboriginal and Torres Strait Islander communities and people in the ACT and is:

- incorporated under relevant legislation and not-for-profit;
- controlled and operated by Aboriginal and Torres Strait Islander people;
- connected to the community or communities in which it delivers services; and
- governed by a majority Aboriginal and Torres Strait Islander governing body.

3. Australian School-based Apprenticeship (ASbA)

An apprenticeship or traineeship undertaken while a student is enrolled at school or college. It combines paid employment, nationally recognised training and secondary studies. For the purposes of this program, references to ASbAs apply only to school-based traineeships.

4. Group Training Organisation (GTO)

An organisation that employs trainees under a training contract and places them with host employers to undertake their work and workplace training.

5. Host employer

An organisation that provides the workplace, day-to-day supervision, duties and on-the-job experience for the trainee where another organisation, such as a GTO, is the legal employer.

6. Registered Training Organisation (RTO)

A training provider registered to deliver and assess nationally recognised vocational education and training and issue nationally recognised qualifications and statements of attainment.

7. Traineeship

A formal employment and training arrangement that combines paid work with a nationally recognised vocational education and training qualification. A traineeship involves a registered training contract between the employer and trainee, training delivered and assessed by an RTO, workplace supervision, and structured on-the-job and, where required, off-the-job training.

8. User Choice

User Choice is an ACT Government training funding arrangement that subsidises nationally recognised training for eligible Australian Apprenticeships, including apprenticeships, traineeships and Australian School-based Apprenticeships (ASbAs).

9. Vocational education and training (VET)

Training that develops practical skills and knowledge for work and leads to nationally recognised qualifications or statements of attainment.

13 Further information

Applicant organisations are encouraged to contact Skills Canberra before submitting an EOI if they are uncertain about:

- eligibility;
- what employing or hosting a trainee involves;
- the proposed employment arrangement;
- eligible costs;
- training or partnership arrangements;
- existing VET or trainee-support funding; or
- the information required.

Skills Canberra, Grants and Projects

6205 4006

skills.projects@act.gov.au

For technical assistance with the online application form, contact:

Business Services

economicdevelopmentgrants@act.gov.au.