Frequently asked questions (FAQS)

# 2022-23 Adult Community Education (ACE) JobTrainer grants program

# **How is the ACT ACE grants program different this year?**

This year, due to their shared objectives, the ACT ACE grants program and the JobTrainer Foundation Skills stream have been combined to create the 2022-23 ACE JobTrainer grants program.

The JobTrainer program is jointly funded by the ACT and Australian Governments.

The primary objective of the 2022-23 ACE JobTrainer grants program remains consistent with previous ACE grants programs. It will provide financial assistance to eligible, not-for-profit organisations to support Canberrans experiencing barriers to learning, training and work.

# **Applicant eligibility**

**If an organisation is currently delivering an ACE or JobTrainer project under a previous Skills Canberra grants program, can they apply again in the 2022-23 funding round?**

Yes, if the application proposes new activities and does not seek funds to support the applicant’s existing services (unless the application can demonstrate additional outcomes and is not duplicative of ongoing projects or initiatives).

The applicant organisation’s past performance in delivering funded projects (where relevant) will be considered as part of the evaluation process.

# **Application process**

**What time do applications close?**

Applications for the 2022-23 ACE JobTrainer grants program close at:

5:00 pm (AEST) on 21 September 2022.

# **Evaluation process**

**Are any targeted cohorts weighted or preferred more highly than others?**

No, projects may support any of the targeted cohorts listed in the program guidelines. Project proposals will be assessed based on demonstrated need and the capacity of the project to address participants’ needs.

**When will applicants be notified of the application outcome?**

Applicants will be notified of the final application outcome by 17 November 2022. Deeds of grant will be negotiated with successful applicants from November to December 2022. Projects must commence by 1 March 2023.

# **Foundation skills**

**What are foundation skills?**

Foundation skills encompass the core skills defined by the Australian Core Skills Framework (ACSF)—learning, reading, writing, oral communication and numeracy, as well as employability skills such as cooperation and collaboration, planning and organising, problem solving, self-management, teamwork and digital technology skills. They exist on a continuum from very basic skills to highly developed and specialised skills and underpin the successful achievement of vocational competencies at all levels.

The ACSF provides a systematic approach to benchmarking, monitoring and reporting on core skills performance. More information on the ACSF can be found at [Australian Core Skills Framework - Department of Education, Skills and Employment, Australian Government (dese.gov.au)](https://www.dese.gov.au/skills-information-training-providers/australian-core-skills-framework)

**Where can I access the Foundation Skills Training Package?**

[Training.gov.au](http://www.training.gov.au) is the national register for information on training packages, qualifications, accredited courses, units of competency and RTOs. The register is maintained by the Australian Government.

For the purposes of the ACE JobTrainer grants program, the information from [training.gov.au](http://www.training.gov.au) is relevant for the delivery of accredited training and when designing non-accredited training modules. The nationally accredited Foundation Skills (FSK) Training Package (Release 2.0) can be found at [training.gov.au - FSK - Foundation Skills Training Package](https://training.gov.au/Training/Details/FSK).

There are also several resources on the Skills Canberra website to assist applicants in designing quality non-accredited foundations skills training modules.

**What is considered accredited foundation skills training?**

For the purposes of ACE JobTrainer projects, accredited foundation skills training includes the delivery and assessment of any relevant units of competency from the FSK Training Package.

Accredited training can only be delivered by a registered training organisation (RTO). The RTO issues the statement of attainment to participants and is responsible for the training and assessment meeting the national registration requirements of the Australian Skills Quality Authority (ASQA).

An ACE provider can subcontract the delivery of accredited training to an RTO. The RTO may be a non-for-profit RTO, a for-profit RTO, or a TAFE. The RTO must have the relevant training package on their scope of registration for delivery in the ACT. The RTO must also have an ACT Training Initiative Agreement (TIFA) with the ACT Government.

**What is considered non-accredited foundation skills training?**

The non-accredited foundation skills training approved for delivery under the ACE JobTrainer grants program can be found in the *List of approved non-accredited FSK modules* published on the [ACE JobTrainer grants program webpage](https://www.act.gov.au/skills/grants/adult-and-community-education-ace-jobtrainer-grants-program#Further-information-and-resources) under the heading ‘Support for understanding the application

An ACE provider is not required to be an RTO or to have a subcontracting arrangement with an RTO to deliver non-accredited training. An RTO subcontracted to deliver non-accredited training does not need to have the Foundation Skills Training Package on their scope of registration. However, the applicant must ensure their proposal demonstrates the capacity to deliver high quality adult community education and support services.

**How many Foundation Skills Training Package units of competency or modules should an ACE Jobtrainer course offer?**

ACE JobTrainer courses may offer participants any number of FSK modules or units of competency, depending on the needs and goals of the participants.

# **Vocational education and training**

**How is ACE different to vocational education and training?**

Vocational education and training (VET) enables people to obtain work knowledge and skills for a variety of careers through nationally recognised training packages or accredited courses. VET is delivered, assessed and certified by RTOs.

ACE provides accessible learning opportunities for adults aged 17 years and over, to support those experiencing barriers to learning, training and work to meet their needs and aspirations. ACE is provided by not-for-profit community organisations. ACE is not intended for participants who are still enrolled in secondary school.

ACE JobTrainer funding in the ACT is available for non-accredited and accredited foundation skills training. Non-accredited foundation skills modules are intended to provide a pathway for participants to progress to accredited VET foundation skills and/or industry-specific units of competency.

ACE JobTrainer projects delivering accredited foundation skills units of competency are intended to prepare individuals for successful entry into further VET and/or employment (such as an apprenticeship or traineeship). ACE JobTrainer projects delivering accredited training can include work experience to support the ACE JobTrainer participant to gain employment on completion.