

Skilling South Australia Projects **Guidelines 2019-20**

Department for Innovation and Skills
July 2019



**Government of
South Australia**

Skilling South Australia

The South Australian Government, together with the Australian Government, is making a significant investment through the **Skilling Australians Fund National Partnership Agreement** to create an additional 20,800 apprenticeships in South Australia over the four-year period 2018 – 2022.

Skilling South Australia encompasses a suite of initiatives to grow apprenticeship numbers, including:

1. almost doubling the number of subsidised vocational courses available to employers through the [Subsidised Traineeship and Apprenticeship List](#)
2. financial assistance for employers and individuals towards goods and services that are essential to starting an apprenticeship through the [Equipped for Work program](#)
3. funding for **Skilling South Australia Projects** to support innovative and strategic approaches to increasing apprenticeship commencements
4. the Building Capability Framework, which offers a [series of professional development activities](#) and events for the VET sector, and supports South Australian training providers with short-term projects, including trialing innovative training to apprentices
5. a significant increase to [travel and accommodation allowances](#) for regional apprentices.

These Guidelines provide information for businesses, industry, group training organisations and training providers on how to apply for Skilling South Australia Projects funding.

Who can apply?

The Department for Innovation and Skills (the Department) is seeking applications for Skilling South Australia Projects. Applications will be accepted on a rolling basis throughout 2019-20, subject to demand and budget availability.

The Department welcomes project applications that:

- increase regional apprenticeships¹
- kickstart growth in apprenticeships within a business or occupation
- support strategic industry sectors (such as defence, information technology, cybersecurity and disability services) and meet key skills shortages and needs
- demonstrate innovative approaches or new models that can be trialed and adopted more broadly to support an industry sector
- transition sectors with historically low use of apprenticeships
- target specific cohorts where there is traditional under-representation in the industry.

The initiative offers a flexible approach to what can be funded, provided there is a demonstrable connection to apprenticeship commencements.

Applications are invited from individual businesses or organisations with an ABN, including:

- businesses in need of apprentices or trainees
- industry associations
- group training organisations
- training providers
- regional bodies and local government.

Building on successful projects

If you are seeking funding to repeat a project previously funded through Skilling South Australia Projects, please contact the Department to discuss whether a contract variation or a new application is required.

South Australian Government agencies seeking support to commence apprentices should contact the Office for the Commissioner of Public Sector Employment (OCPSE) at OCPSEskillingSA@sa.gov.au

¹ Apprenticeships is used throughout this document to refer to both apprenticeships and traineeships.

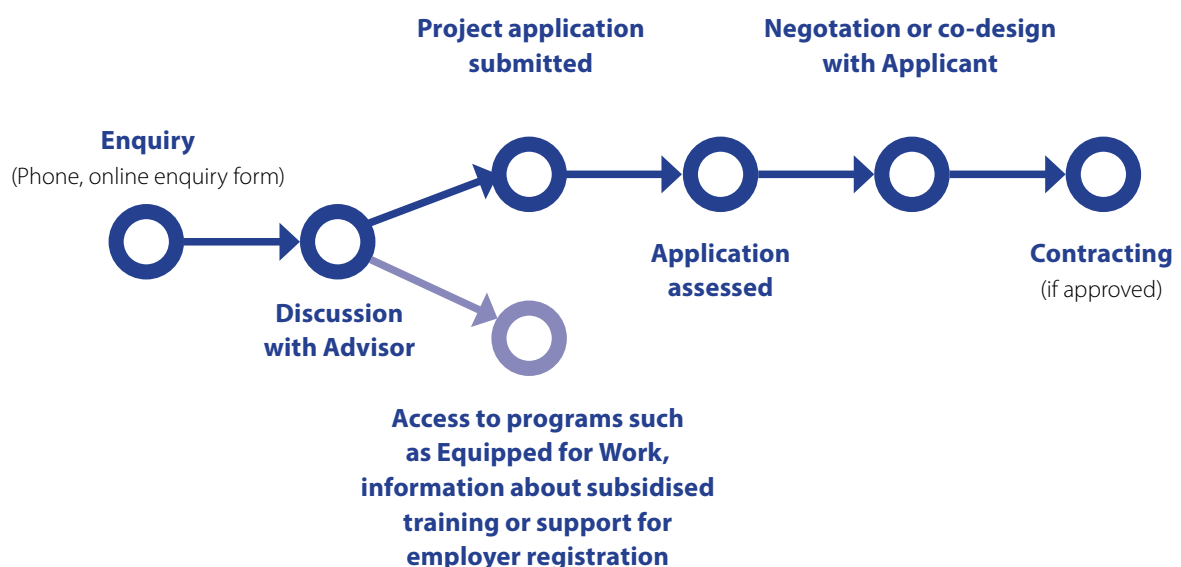
How to apply

Interested parties are invited to apply at www.skills.sa.gov.au/projects
– Applications open on 3 July 2019.

Before lodging your application, contact an advisor to test your ideas or seek advice on funding opportunities:

- **Submit an online enquiry at:** <http://s.skills.sa.gov.au/SSAenquiry>
- **Call** 1800 673 097
- **Email** DIS.skills@sa.gov.au

The following diagram summarises the key steps in the process from initial enquiry to contracting:



Project types

In 2019-20 there are three types of projects under Skilling South Australia Projects:

Pre-apprenticeship projects:

These projects centre on delivering either a skill cluster or a qualification that provides a pathway to an apprenticeship and actively support transitions to training contracts. Pre-apprenticeship projects provide participants with a taste of the kind of work that an apprenticeship would involve, and some preliminary skills (and pre-requisites, such as safety licences and site permits) to improve their productivity once they commence in the workplace.

Pre-apprenticeship projects must involve:

- accredited training - either a qualification from the list at Appendix B, or a skill cluster (group of units of competency)
- either the commitment by employer/s to provide apprenticeship opportunities, or a partnership with a group training organisation to employ the participants
- active support for participants to transition to training contracts.

It is expected that at least 70 per cent of participants will obtain an apprenticeship at the end of the project. Funding will be tied to achieving training contract outcomes.

Pre-apprenticeship project example

- Quality Training and Hospitality College delivers a rolling program, *Apprentice Today, Chef for Life*, which aims to fill current and future cooking apprenticeship vacancies. Participants undergo an induction program to commercial cookery, including work health and safety and food hygiene training, followed by an apprenticeship in the industry.

Apprenticeship projects:

These projects support businesses to take on apprentices, including higher apprentices, through a range of activities depending on the requirements of the businesses and/or the prospective apprentices. Apprenticeship projects are intended to be one-off approaches that resolve or influence an issue that cannot be addressed through other funding options. For example:

- recruitment and work readiness activities that support disadvantaged cohorts to commence training contracts
- activities that attract and support employers that have not historically used training contracts
- small, targeted trials of alternative training and assessment methods with clear connections to employers and training providers.

Apprenticeship projects must have employers ready to take on apprentices, and result in training contracts at Certificate I to IV, Diploma or Advanced Diploma levels.

Apprenticeship project example

- A Kangaroo Island Workforce Development Coordinator was engaged to work collaboratively with individuals, local employers and service providers to fill the gap in apprentice- and trainee-focused employment services on the island. The coordinator promotes the benefits of employing apprentices and provides support to apprentices and employers across a range of industry sectors to ensure a seamless process.

‘Like’ projects:

The apprenticeship model is not always a practical option for some industries, occupations or businesses. In emerging sectors, a suitable apprenticeship pathway may still be in development. In certain businesses or workplace settings it is not always possible to meet the supervision requirements of an apprenticeship or provide work for the duration of an apprenticeship contract.

More project examples can be found at Skilling South Australia Projects.
www.skilling.sa.gov.au/projects

Factors such as these can limit the opportunities for both employers and individuals to benefit from combining a formal qualification with practical, on-the-job experience. In these circumstances, the Department has limited discretion to support training with similar characteristics to, or that are 'like' an apprenticeship through Skilling South Australia Projects.

Training with similar characteristics could apply where the qualification is not listed on the [Traineeship and Apprenticeship Pathways Schedule](#), or there are genuine factors in the context of the industry, occupation, or employer that prevent the use of training contract arrangements at the time of the application.

Project applications for training with similar characteristics will need to identify:

- how the work placement or experience will be sequenced with the training delivery
- that the proposed number of hours and activities undertaken during the work placement are commensurate with the qualification
- that sufficient employers are willing to host work placements for all participants, and
- that relevant insurance and appropriate supervision arrangements are in place for the work placement or experience component of the project.

Before applying for this type of project, please contact an advisor to discuss your proposal.

Further information on this type of project can be found in the [FAQs](#).

'Like' project example

- The Heather Langton Academy of Beauty Therapy was awarded this pilot project to provide interim support to the industry until the Certificate IV in Beauty Services is formally recognised as a traineeship. Three small businesses will collaborate to recruit suitable participants and provide work placements with mentoring over a 12-month period to complement the Certificate IV in Beauty Services.

Strategic projects:

In addition to these three project types, the Department may also work directly with some regions, industry sectors or other stakeholders to deliver strategic projects, particularly where they:

- respond to a specific issue or priority identified by the recently introduced Industry Skills Councils
- test innovation or will result in system improvements for employers, apprentices or training providers delivering under training contracts
- build the capability of training providers to develop innovative training approaches for apprenticeships.

More project examples can be found at Skilling South Australia Projects.
www.skilling.sa.gov.au/projects

Funding

What can be funded

Skilling South Australia funding can be used for:

- supporting business in recruiting, selecting and pastoral care of apprentices, particularly first-time employers of apprentices
- extending the group training model to industries, sectors or employers not currently utilising group training arrangements
- strategies to support specific cohorts, such as Aboriginal apprentices, people with no post-school qualifications, or where there is under-representation in an industry which may relate to gender, culture, background or experience
- supervision of apprentices in special circumstances, such as where existing supervisors may also be employed under a training contract, or where there are exceptional time-based needs that warrant additional supervision to meet an imposed time frame
- large scale or complex projects targeting industry, major projects or businesses
- trialing new models of training and assessment methods that will result in increased take-up of apprenticeships by industry
- activities focused on new workers (although projects targeting existing workers² may be considered in some sectors)
- work readiness activities (provided the project can demonstrate apprenticeship commencements)
- funding in special circumstances for training delivered by interstate RTOs if the training contract is based in South Australia
- projects that extend beyond one financial year, on a case by case basis, up to 30 June 2021.

What will not be funded

Funding will not be provided for:

- wage subsidies for apprentices (either directly to employers or to host employers under group training arrangements)
- participants' wages during work placements for pre-apprenticeship or 'like' projects
- payments to an employer to host a work placement
- activities targeting school enrolled students (however, projects can connect with schools to attract students who are in a planned transition from school to work)
- capital infrastructure purchases
- activities that duplicate existing services to support trainees or apprentices
- projects that lead to short-term, poor quality employment outcomes
- projects that create dependency on ongoing government funding beyond the life of the project (other than the training subsidy relating to an apprenticeship)
- business-as-usual activities of existing stakeholders that are already delivered or funded
- broad-based marketing and promotional strategies
- establishment costs to become a registered training organisation or a group training organisation
- accredited training delivered by TAFE SA³.

Further information on participant eligibility, employer involvement, contracting and payment is provided in Appendix A.

² An existing worker is defined as a person who has been employed by the employer continuously for more than three months full-time or 12 months casual or part-time, or a combination of both, immediately prior to the commencement date of a training contract.

³ Applicants can seek to partner with TAFE SA for the delivery of training, to be funded through TAFE SA's existing funding arrangements and which would not result in TAFE SA seeking additional funds from the Department.

Assessment criteria

Applications will be assessed on:

- past performance
- alignment to Skilling South Australia priorities
- employer commitment
- project design
- sustainability
- value for money.

Past performance

Past performance of applicants will be considered where the applicant has received skills or employment funding from the Department in the past three years. It encompasses contract compliance and achievement of contracted outcomes. For applicants with no performance history, the Department will take a risk management approach, which may involve supporting a smaller scale project in the first instance.

Alignment to Skilling South Australia priorities

The primary objective of Skilling South Australia is to drive growth in apprenticeships. Applications will be assessed against the extent to which the proposal will result in an apprenticeship (or a qualification with a work placement for 'like' projects).

In addition, this criterion also considers the extent to which the proposal focuses on one or more of the priorities, including:

- occupations in demand
- occupations with a reliance on skilled migration pathways
- trade apprenticeships
- rural, regional and remote areas
- targeted cohorts
- industries and communities experiencing structural adjustment
- National Partnership and South Australian priority industry sectors:
 - o defence, space, cybersecurity, information technology
 - o agribusiness
 - o mining and resources
 - o tourism
 - o health, community services, disability services
 - o renewable energy
 - o biotechnology
 - o construction
 - o energy
 - o manufacturing and transport
 - o food, wine and hospitality
 - o service sector and creative industries
 - o business, digital, communications and education.



Employer commitment

Employers are critical to successful projects and ensuring training contract outcomes. Applications will be assessed against the level of employer engagement in the project and their commitment to employ participants under training contract arrangements through the project.

Partnering with a group training organisation can also meet the requirements of this criterion.

The Department may contact employers or group training organisations to confirm their involvement as part of the assessment process.

Project design

This criterion is concerned with ensuring the project is coherent, appropriate and will deliver apprenticeship outcomes. Factors that will be considered include whether:

- the project is attractive and valuable to participants
- funding will be used in accordance with the guidelines (see previous section, 'Funding') and are relevant to the project's purpose
- relevant partners critical to success are involved
- project duration and timing meet employer and participant needs.

Sustainability

This criterion looks at whether the project is capable of generating longer term benefits for employers, apprentices or the apprenticeship system. Factors that will be considered include:

- that funding will not create dependency on ongoing government investment beyond the life of the project (other than the training subsidy relating to an apprenticeship)
- whether the project will have a lasting impact on apprenticeship take-ups into the future.

Applications focusing on short-term employment opportunities with potential for high participant turnover will not be supported.

Value for money

The Department will consider the value for money of each application, including issues such as project complexity, participants' needs and regional delivery. Cost comparisons with other available funding and with similar funded projects will also be considered.

Further information about the range of South Australian Government services and support is available at:

www.skills.sa.gov.au/training-providers-and-businesses

Appendix A:

General information

Participant eligibility

- Existing [VET subsidy eligibility](#) applies.
- School enrolled students are not eligible to participate in Skilling South Australia Projects.
- Access to a qualification, skill set or cluster through Skilling South Australia Projects is not limited by an individual's training account history. However, the Department will not subsidise any units of competency an individual has previously completed.
- Individuals will need to meet any training package prerequisites for a qualification or skill set.

Employer registration

Employers that intend to employ a participant as an apprentice must be [registered](#) with the Department prior to commencing the project.

Upfront assessment of need and Learner Support Services

The upfront assessment of need process is designed to help students have the best chance of success in completing their qualification. It is a critical part of improving retention and completion for apprentices, as additional support can be provided over the life of the training contract.

All prospective participants of projects must undertake the upfront assessment of need process prior to commencing any accredited training. This must be conducted by the training provider delivering accredited training. Information about these requirements is outlined on the [Department's website](#). Additional information and help to conduct the process is available to successful applicants if required.

Training providers must involve a Learner Support Services provider in the development stages of the project to ensure there is early planning for, and embedding of, additional living, learner and transition services to support participants to engage in, and successfully complete the project.

Learner Support Services providers can provide in-training support to complement a training provider's own support, plus an additional 12-week transition support following completion of training. Further information about the services available and Learner Support Services providers' contact details are available in the [LSS Fact Sheet](#).

Contracting, reporting and payments

Successful applicants will be offered an agreement or annexure, depending on their current funding arrangement with the Department.

Generally, payment of funds is made against agreed project milestones and achievement of training contract commencements. For further information refer to the [FAQs](#).

If accredited training is part of a successful application, the Department will contract the training provider directly.

Detailed information on reporting requirements, marketing instructions and claims templates will be made available to successful applicants via the online Skilling South Australia Projects provider toolkit.

Appendix B:

Pre-apprenticeship qualifications

Pre-apprenticeship projects must involve delivery of a skills cluster (group of units of competency) or one of the following qualifications only:

Certificate II in Automotive Body Repair Technology

Certificate II in Automotive Servicing Technology

Certificate II in Business

Certificate II in Community Services

Certificate II in Construction

Certificate II in Construction Pathways

Certificate II in Electrotechnology (Career Start)

Certificate II in Engineering Pathways

Certificate II in Kitchen Operations

Certificate II in Printing and Graphic Arts (General)

Certificate II in Salon Assistant

Certificate II in Telecommunications Technology

Certificate II in Water Operations.

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