

Building Capability Projects

Guidelines for Training Providers in South Australia



**Government of
South Australia**

1. Introduction

The Marshall Liberal Government's Skilling South Australia initiative is a \$203 million partnership with the Commonwealth Government to support 20,800 new apprenticeships and traineeships over the next four years – delivering jobs and critical skills for the state.

A key element of the Skilling South Australia initiatives is the Building Capability Framework, which offers a series of professional development activities and events for the VET sector across the State, to inspire excellence and promote best practice in VET training, assessment and educational leadership.

In 2019, the Building Capability Framework will offer the following opportunities:

- Training Provider Forums
- Community of Practice
- Masterclasses
- Teaching and Learning Pods
- RTO Business Workshops
- Business mentoring for RTO executives
- Industry Currency in the Disability Sector, and
- Building Capability Projects

Building Capability Projects aim to develop innovative training approaches for apprenticeships and traineeships, build the capability of training providers to develop accredited courses as required by industry and stimulate greater levels of research and development in the sector.

The Department for Innovation and Skills (DIS) is now inviting applications for Building Capability Projects from eligible Training Providers delivering VET services in South Australia.

2. Project categories

Building Capability Projects are available across the following categories:

1. Innovation Projects:

Innovative delivery to apprentices and trainees.

2. Development Projects:

Building Training Provider capability to develop accredited courses.

3. Research Projects:

Research and development to grow a sustainable and responsive VET market.

Up to a maximum of \$30,000 is available as once-off support for projects. Training Providers may apply for multiple projects.

2.1. Innovative delivery to apprentices and trainees

Training Providers are central partners in the success of delivering Training Contracts. Training apprentices and trainees requires unique delivery approaches, flexible responses and collaborative relationships with employers.

These projects will focus on innovation in the delivery of training and related services for Training Contract arrangements.

Project proposals, including but not limited to the following examples, will be considered:

- Trialling new training delivery approaches to attract more employers to take on apprentices and trainees.
- Customising training delivery models to support flexibility and increase employer engagement in training design and delivery to ensure their needs are met.
- Buying-in skills or resources to design and test a training product or service concept for courses on the Traineeship and Apprenticeship Pathways Schedule (TAPS) delivered under Training Contract arrangements in regional or remote communities.
- Developing pathway models to support disadvantaged learners to successfully transition from pre-apprenticeship courses into Training Contract arrangements.
- Creating opportunities for Certificate IV and above courses on the TAPS delivered under Training Contract arrangements.
- Facilitating collaboration with industry to resolve known training and assessment issues in courses delivered under Training Contract arrangements.
- Delivering education and training services in a modern learning environment using a variety of available technologies and methodologies to support innovation in the delivery of training aligned to Training Contracts.
- Increase the uptake of strategies that embed RPL by acknowledging skills from relevant work, life and learning experiences for apprentices and trainees.
- Delivery models, services and approaches that support Training Providers, apprentices, trainees, and their employers to increase Training Contract completions, including strategies to address attrition.

The intent is to support projects that lead to the adoption of innovative approaches into mainstream delivery.

2.2. Building training provider capability to develop accredited courses

The flexibility of the training system to respond to current and emergent industry requirements will be central to supporting the South Australian workforce to keep pace with digitalisation and technological change. Increasing the capability of Training Providers to develop accredited industry specific courses will increase the capability of the training system to be more responsive to current and future skilled workforce requirements.

These projects will focus on building Training Providers' capability to develop industry responsive accredited courses. Project funding aims to build a sustainable capability to develop accredited courses in South Australia.

Project proposals may include:

- Development of resources and/or services to enhance organisational or individual trainer capability to design and develop accredited courses.
- Undertaking research and development with industry and employers to establish an evidence base for the development of an accredited course.
- Development of an accredited course based on collaboration with industry and employers for:
 - a South Australian industry sector, or
 - an evidence based training need, or
 - to be delivered under Training Contract arrangements.

2.3. Research and development to grow a sustainable and responsive VET market

The South Australian VET training market has a potential to grow to be more sustainable and responsive in areas of low population density, regional and remote locations and emergent skill needs in cutting edge industries or critical industries with low volume of demand for VET services.

Projects will support Training Providers to develop approaches that allow an expansion of education and training services in these markets.

Project proposals to support research and development may include:

- Projects which target courses with limited or no service delivery, linked to strategic economic priorities¹ or Skilling South Australia industry priorities².
- Market research or engagement with relevant stakeholders to identify unmet industry demand, barriers to delivery and the development of a business case in response
- Feasibility studies into the viability of delivery in an identified market.

It is expected that projects will lead to sustainable delivery and findings can be used by other training providers.

2.4. What cannot be funded

The following cannot be funded through Building Capability Projects:

- Projects and activities that require ongoing investment by the South Australian Government
- Project activity undertaken before the contract is executed
- Job roles in the organisation that another government department or organisation is funding
- Preparation of project applications
- Purchasing assets/ capital equipment, e.g. IT equipment, buildings or vehicles
- Wage subsidies

1 Strategic economic priorities:

Food and agribusiness; international education; tourism; energy and minerals; defence and space industries; the high-tech sector; health and medical industries; creative industries.

2 SA industry priorities

Construction, mining and energy; defence, aerospace, information technology and cybersecurity; agribusiness; health and community services and disability; manufacturing and transport; food, wine, tourism and hospitality; service sector and creative industries; business, digital communications and education

3. Assessment criteria

Applications will be assessed against the general and specific criteria in each project category.

3.1. General criteria

- Proposals are ready for immediate commencement and will be completed by 30 November 2019.
- Value for money.
- Applicant is working in collaboration with industry, or employer(s), or apprentices and trainees, as well as one or more other key stakeholders including Training Providers, Group Training Organisations, Australian Apprenticeship Support Network providers or representative bodies, a consortium of Training Providers.
- The Project delivers products and/ or resources that will be available to the VET sector.

3.2. Specific criteria

3.2.1 Innovation: innovative delivery to apprentices and trainees

- The Training Provider has recent experience in delivering training under Training Contract arrangements.
- The Project will develop innovative approaches to delivering education and training services for apprentices, trainees and employers to support growth in commencements, or address attrition or increase completions.
- The Project will pilot, review and document new delivery methods and models for wider implementation.
- The Training Provider is compliant with the upfront assessment of need process and has a Learner Support Services Service Agreement in place.

3.2.2 Development: building training provider capability to develop accredited courses

- The Project will build the capability of a Training Provider, a consortium of Training Providers or the VET sector to develop accredited courses.
- Evidence of familiarity with the accredited course structure, regulatory, engagement and quality assurance requirements. Clear understanding of the timeframes for the relevant industry for writing courses and securing accreditation.
- Experience in engaging with industry to tailor training to address their current and emergent needs.
- Proposed accredited courses are related to one or more Skilling South Australia industry priorities or an identified industry need based on evidence of industry demand.

3.2.3 Research: research and development to grow a sustainable and responsive VET market

- Evidence that there is limited or no service delivery in a course linked to a strategic economic priority or Skilling South Australia industry priority.
- Research methodology is congruent with the aim of the project.
- Demonstrated experience in research, feasibility studies or development of business cases.

4. Application and assessment

4.1. Who can apply

Eligible applicants must:

- be a non-Government Training Provider, and
- have a Head Agreement with the Minister for Innovation and Skills.

Interested parties without a Head Agreement may partner with an eligible Training Provider or be part of a consortia. The application must be submitted by an eligible Training Provider who will contract with the Minister for Innovation and Skills.

It is recommended that partnerships and consortia have clear service agreement arrangements in place around roles, responsibility and deliverables for collaborative projects.

4.2. How to apply

Applications open 1 April 2019, and close on midnight Tuesday 30 April 2019. Applications are to be submitted via an online application form.

Each Project requires an individual application.

Requests for extension will not be considered.

Project Consultants will be available to support applicants in the development of project proposals and will support successful applicants over the life of their Project.

4.3. Assessment process

Assessment of applications will be undertaken in May 2019, with the intent to notify applicants by early June 2019.

The assessment will be based on the eligibility and assessment criteria. All offers will be subject to demand and budget availability.

4.4. Funding agreement

Successful Training Providers will be offered a Standard Agreement with the Minister for Innovation and Skills.

Under the Agreement, the Training Providers will grant a broad license to DIS to use project outcomes and deliverables to share learnings, procure new delivery models based on research and evaluation of successful projects and promulgate good practice. Use of some deliverables can be negotiated at the time of the application and specified in the Agreement accordingly.

If an applicant engages a third party in the project, it is their responsibility to ensure that the third party understands how the project outcomes and deliverables can be used by DIS.

It is expected that successful applicants will share their project results or findings through the development of case studies or other materials.

4.5. Payment and timeframes

The payment process will be outlined in the agreement, and will involve three payments:

- 10% of the total cost will be paid upon execution of the agreement.
- 70% of the total cost will be paid upon the achievement of agreed defined milestone/s
- 20% of the total cost will be paid upon the receipt and acceptance of the Project deliverables.

The development of milestones will be negotiated with successful applicants on a project by project basis.

Projects must be completed by 30 November 2019.

Successful applicants will be expected to work in partnership with a nominated Project Consultant to support the achievement of contracted outcomes.

4. Further assistance

Call the Skilling South Australia Infoline **1800 673 097**

Email: **skills@sa.gov.au**

If your project deals with a regional response, you may wish to contact your Regional Manager to connect with additional relevant stakeholders

[www.skills.sa.gov.au/Forms-and-publications/
Employers-business-documents](http://www.skills.sa.gov.au/Forms-and-publications/Employers-business-documents)