Guide to submission and assessment requirements

Submissions for Building Capability Projects for Training Providers in South Australia use a streamlined online application form.

Only training providers that confirm at the beginning of the form they have a Head Agreement will be able to proceed. Training providers can save the content they have entered and return to complete it later by selecting the 'save' option instead of the 'submit' option.

The application form has seven sections:

- Section 1 – Organisation details
- Section 2 – Project details
- Section 3 – Sequencing and timing of project activities
- Section 4 – Project budget
- Section 5 – Project partners
- Section 6 – Project outputs
- Section 7 – Declaration

Training providers making a submission for multiple projects will need to submit a separate application for each. When an application is submitted, the training provider will automatically be given the option to create another submission.

When an application is submitted, training providers will receive an automated email confirming receipt and a copy of the submission. If an application needs to be changed after submission, the training provider can request editing rights from the Department, by contacting the Infoline on 1800 673 097 or email skills@sa.gov.au to make the changes, which will overwrite the original application.

The following provides an outline of how to complete each section of the application and the assessment criteria for each question.

Section 1 – Organisation details

Q1.1 to Q1.6

This section captures the training providers Head Agreement number, organisation legal name, NTSI provider ID, contact person's email and telephone number for each application.

If submitting more than one application, training providers can nominate an alternative contact in each submission. The Department's email of receipt for each submitted application will be sent to the email address entered in this section.

Assessment criteria:

- Provider eligibility – a valid Head Agreement number is entered

Section 2 – Application details

Q2 Select the project category you are applying for

This section requires training providers to nominate whether the project is an Innovation, Development or Research project. Select one option and the application will open questions relevant to the selected category.

Questions applicable to Innovation projects

Q2.1.1 Does your organisation have experience delivering under training contracts

Selection of yes will open Q2.1.1.1 and enable the application to continue. Training providers who indicate they have no experience delivering under training contracts are not eligible to apply and the application form will end at this question.

Q2.1.1.1 What is the length of experience in delivering under training contracts

Select one of the options to indicate the years of experience.

Assessment criteria:

- Provider eligibility – has experience delivering to apprentices and/or trainees

Q2.1.2 What is the focus of the project

Select one of the three options from the list provided in the application form. If selecting 'other' provide information on what this is in the text field.

Assessment criteria:

- Project rationale – focus of project fits within project guidelines

Q2.1.3 Provide a brief description of the project (maximum 150 words)

Provide a description for the project relevant to the project focus selected. The brief description should include an overview of the key elements that will ensure the project is successful and should be congruent with Q3.

Assessment criteria:

- Project rationale – project is relevant to focus selected and is congruent with project sequencing and activities

Q2.1.4 What activities or services do you intend to delivery through the project (maximum 150 words)

Detail the specific activities or services the project will deliver.

Assessment criteria:

- Project rationale – activities and/or services align with project focus and budget

Q2.1.5 Why do you consider this to be an innovative approach in South Australia (maximum 150 words)

Outline the key points of differentiation that make the project innovative in South Australia compared to existing practices.

Assessment criteria:

- Project rationale – the proposed response is a new approach in South Australia

Q2.1.6 Why is funding required to support this project (maximum 150 words)

Explain succinctly what prevents the project from occurring without funding and why the gap funding will enable it to proceed.

Assessment criteria:

- Project rationale – activity can be sustained beyond project funding

Q2.1.7 Qualification details

Enter the qualification code and qualification name in the text boxes. Select add item if there is more than one.

Assessment criteria:

- Project delivery – the qualification(s) is on the Traineeship and Apprenticeship Schedule

Q2.1.8 How many participants will the project support, enter zero if not applicable

If the project involves delivery of training or other services to participants, enter the number of participants in the text box. Enter zero if not applicable.

Assessment criteria:

- Project delivery – cost per person represents value for money in the context of the project focus and activities

Q2.1.9 Does your organisation comply with the Upfront Assessment of Need

Select 'yes' or 'no' to indicate your answer. If no is indicated, please contact michelle.potts@sa.gov.au for information and assistance on how to become compliant. Successful applicants must be compliant with the Upfront Assessment of Need before a contract can be executed.

Assessment criteria:

- Project delivery – compliance is confirmed

Q2.1.10 Does your organisation have a Lerner Support Services (LSS) Agreement with an approved LSS provider

Select 'yes' or 'no' to indicate your answer. If no is indicated, please contact michelle.potts@sa.gov.au for information and assistance on how to establish an LSS Agreement. Successful applicants must have an LSS Agreement in place before a contract can be executed.

Assessment criteria:

- Project delivery – Learner Support Services Agreement is in place

Questions applicable to Development projects

Q2.2.1 What is the focus of the project

Select one of the five options from the list provided in the application form. If selecting 'other' provide information on what this is in the text field.

Assessment criteria:

- Project rationale – focus of project fits within project guidelines

Q2.2.2 What expertise does your organisation have to deliver capability building activities to other training providers on developing courses (maximum 150 words)

This question will only appear if 'Building the capability of other training providers to develop accredited courses' is selected. Outline the specific expertise your organisation has in-house or will contract to deliver the project. Provide details of what the expertise is and how it is relevant to the project.

Assessment criteria:

- Provider capability – relevant expertise is embedded into the project

Q2.2.3 to Q2.2.3.2 Which strategic economic priorities and/or Skilling South Australia industry priorities does your project respond to

These questions will only appear if 'Contributing to the development of an accredited course' is selected. Select at least one option for each question to identify if the project responds to either strategic economic priorities or Skilling South Australia industry priorities.

Assessment criteria:

- Project delivery – priority identified fits within project guidelines

Q2.2.4 Outline evidence of the need for this course (maximum 200 words)

This question will only appear if 'Contributing to the development of an accredited course' is selected. Summarise the evidence that identifies why there is need for a new accredited course being developed. Briefly reference any sources, qualitative information or quantitative data that supports this evidence.

Assessment criteria:

- Project rationale – evidence supports the need for a new accredited course

Q2.2.5 Provide a brief description of the project (maximum 150 words)

Provide a rationale for the project relevant to the project focus selected. The brief description should include an overview of the key elements that will ensure the project is successful and should be congruent with Q3.

Assessment criteria:

- Project rationale – project is relevant to focus selected and is congruent with sequencing and activities

Q2.2.6 Provide example(s) of your organisation's experience in engaging with industry to tailor training. (maximum 150 words)

Summarise a specific example(s) to demonstrate relevant experience including what industry was engaged, how the engagement was conducted and what area of training was tailored.

Assessment criteria:

- Provider capability – training provider has the required industry engagement experience to support project success

Q2.2.7 Provide contact details for a relevant referee(s) in relation to the example(s) provided in Q2.2.6.

Provide at least one referee who can speak to the example(s) you provided in Q2.2.6. Select add referee if there is more than one. The Department will only speak to the nominated referee and training providers should ensure the referee is prepared for telephone contact to confirm details of the example(s).

Assessment criteria:

- Provider capability – Referee(s) confirm training provider experience

Q2.2.8 Why is funding required to support this project (maximum 150 words)

Explain succinctly what prevents the project from occurring without funding and why the gap funding will enable it to proceed.

Assessment criteria:

- Project rationale – activity can be sustained beyond project funding

Questions applicable to Research projects

Q2.3.1 What qualification(s) will the project focus on

Enter the qualification code and qualification name in the text boxes. Select add item if there is more than one.

Assessment criteria:

- Project rationale – the qualification(s) is congruent with the identified priority in Q2.3.3.1 or Q2.3.3.2

Q2.3.2 What is the focus of the project

Select one of the five options from the list provided in the application form. If selecting 'other' provide information on what this is in the text field.

Assessment criteria:

Project rationale – focus of project fits within project guidelines

Q2.3.3.1 to Q2.3.3.2 Which strategic economic priorities and/or Skilling South Australia industry priorities does your project respond to

Select at least one option for each question to identify if the project responds to either strategic economic priorities and/or Skilling South Australia industry priorities.

Assessment criteria:

- Project rationale – priority identified fits within project guidelines

Q2.3.3.3 Describe the research methodology for the project (maximum 150 words)

Briefly describe the framework for the research methodology including key components that will be used in the project.

Assessment criteria:

- Project delivery – framework and key components of research methodology align with project focus, sequencing and activities

Q2.3.3.4 Provide example(s) of your organisation's experience in engaging with stakeholders to identify unmet industry demand or barriers to training delivery (maximum 150 words)

Summarise a specific example(s) to demonstrate relevant experience including who the stakeholders were and details of the area of demand or barriers.

Assessment criteria:

- Provider capability – training provider has relevant stakeholder engagement experience to support project success

Q2.3.3.5 Provide examples(s) of your organisation's (or your partner's) experience in research, feasibility studies or development of business cases in the VET sector (maximum 150 words)

Summarise a specific example(s) to demonstrate what relevant experience the project will have access to in the context of the type of activity the project will focus on.

Assessment criteria:

- Provider capability – training provider has the required experience in the area of the project focus

Q2.3.4 Provide contact details for a relevant referee(s) in relation to the examples provided

Provide at least one referee who can speak to the example(s) you provided in Q2.3.3.4 and Q2.3.3.5. Select add referee if there is more than one. The Department will only speak to the nominated referee and training providers should ensure the referee is prepared for telephone contact to confirm details of the example(s).

Assessment criteria:

- Provider capability – Referee(s) confirm training provider experience

Q2.3.5 Provide evidence of limited or no service delivery of the qualification(s) (maximum 150 words)

Summarise the evidence that identifies limited or no service delivery in selected qualification(s). Briefly reference any sources, qualitative information or quantitative data that supports this evidence.

Assessment criteria:

- Project rationale – evidence supports existence of thin market

Q2.3.6 Provide a brief description of the project (maximum 150 words)

Provide a rationale for the project relevant to the project focus selected. The brief description should include an overview of the key elements that will ensure the project is successful and should be congruent with Q3.

Assessment criteria:

Project rationale – project is relevant to focus selected and is congruent with sequencing and activities

Q2.3.7 Why is funding required to support this project (maximum 150 words)

Explain succinctly what prevents the project from occurring without funding and why the gap funding will enable it to procced.

Assessment criteria:

- Project rationale – activity can be sustained beyond project funding

Section 3 – Sequencing and timing of project activities

Provide a basic project plan that outlines at least three main project activities and the timing for when the activities will commence. The order of the activities should reflect the sequencing required to support the project to achieve a successful outcome.

The table in the application form will automatically add additional lines by either pressing the tab key in the last line or by selecting the option to add activity.

Assessment criteria:

- Project delivery – the basic project plan provides a method of delivery that supports the focus and success of the project

Section 4 – Project budget

Q4.1 to 4.6

Provide a project budget by entering information across three different categories and give specific information on how the dollar value for each category was calculated. The combined total expenses will be display in the application form. The three types of categories are:

Salaries expenses including on-costs (amount excluding GST)

a) This should reflect salaries related to the implementation of the project. Innovation projects should exclude salaries associated with any direct delivery of training contracts covered by the training subsidy.

b) May include salaries associated with project management or administration of the project.

Provide information on how the salaries expenses were calculated for example, $26,000 annual salary X 0.4FTE = $10,400

Operating expenses (amount excluding GST)

 c) This should reflect expenses associated with project operation. Innovation projects should exclude operating expenses associated with any direct delivery of training contracts covered by the training subsidy.
 d) May include expenses such as travel, accommodation, advertising and project specific events.

Provide information on what is included in operating expenses for example, travel (with calculation), accommodation (with calculation) and advertising (with calculation) = total value of $5,000

Other expenses (amount excluding GST)

 e) This should reflect expenses associated with the project that may be necessary to ensure a successful outcome for participants in Innovation projects and are not covered within the training subsidy for direct delivery of training contracts.
 f) May include expenses that cannot be covered another way, for example through a project partner.
 g) Other expenses that do not otherwise fit into the categories provided can be included, however, the Department reserves the right to exclude them if deemed inappropriate in the assessment process.

Provide information on what is in included in operating expenses with the calculation that adds up to the total value entered for this category.

Assessment criteria:

- Project delivery – budget represents value for money in the context of the project focus, activities and resources needed to support project success

Q4.7 Is your organisation or any partners financially contributing to this project

This is an optional question that allows training providers to share this information if they would like to and is not assessed.

Section 5 – Project partners

Q5.1 Who are your project partner(s) and what are their roles (maximum 150 words)

In the text box provided list the name of your partner(s) and outline for each the specific role they have in the project. This question enables training providers to demonstrate how partners will support the activities outlined in the basic project plan in Q3.

Assessment criteria:

- Project delivery – project partners and their roles align with the project focus, activities and support project success

Q5.2 Provide the name and contact details of at least one employer who will be involved in the project

Provide the details of at least one employer who will be actively involved in the project. Select add employer if there is more than one. The Department will only speak to the nominated employer(s) and training providers should ensure the employer(s) is prepared for telephone contact to confirm their involvement.

Assessment criteria:

- Project delivery – project has industry support

Section 6 – Project outputs

Q6.1 List the outputs that will be produced by the project

Select the output(s) the project will produce.

Q6.2 I understand that a condition of funding for this project is that I agree to produce and share project outputs

Select 'yes' to confirm. If no is selected the application will end at this question.

Assessment criteria:

- Project has outputs – the project will produce output(s) relevant to the project category and focus for the purpose of sharing within the VET sector

Section 7 – Declaration

Read the declaration and tick to agree to the terms and conditions. If the declaration is submitted without tick the application will be considered incomplete and assessment can not commence until this is rectified. You will be contacted by the Department if the application is received as incomplete to give you the opportunity to make the correction.

If the application is submitted by error without the tick training providers can request editing rights from the Department, by contacting the Infoline on 1800 673 097 or email skills@sa.gov.au to make the correction.

Once the application is completed click the 'submit' button to ensure the application is received by the Department. If a receipt email is not received, first check the 'junk' folder and if it is not there contact the Infoline for assistance.