

Adult Community Education Program 2022-25

Information session - online



Session overview

- Overview of the ACE Program
 - What's different
 - What is the same?
- How to apply
 - Online application and budget template
 - What to include
- Assessment process
 - What are we looking for?
- Further information and assistance

Overview

- ACE Program webpage [Adult Community Education Program \(skills.sa.gov.au\)](https://skills.sa.gov.au)
- What's different?
 - Multi year funding
 - ACE training places
 - Previously – only Level 1 → Level 2
 - Now – Level 1 + Level 1
- What is the same?
 - Foundation skills training in a community education setting
 - Level 1 and Level 2 projects
 - Rolling intake
 - 4 week assessments

How to apply

Online application

- Application located at bottom of ACE Program webpage
- Similar to the 2021-22 ACE project applications
- Designed to capture information on:
 - What do you want to deliver?
 - Who is this project for?
 - Why is this project being delivered?
 - What are the foundations skills needs?
 - How will the project meet these?
 - Where and when will the project be delivered?
 - What will be the outcomes?

Apply for an Adult Community Education Project

What type of ACE project are you applying for? *

- ACE Level 1 Project - non-accredited foundation skills training
- ACE Level 2 Project - blended non-accredited/accredited foundation and vocational skills training

How to apply

Budget template

- Located just before the declaration
- Download, complete and attach to your application
- Same information as was requested in 2021-22
- 4 tabs/worksheets:
 1. Summary page
 2. Project Management costs
 3. Training schedule – non-accredited training
 4. Training schedule – accredited training

- Only provide information for the first year

Download a copy of the [Budget template](#) and complete it outlining the project element costs.

Upload Budget template *

or drag files here.

Please attach 1 budget template in Excel format.

Declaration

Declaration

I confirm:

- I have read and understood the [2022-25 ACE Program Guidelines](#).

How to apply

Budget template

1. Summary page
 - Duration of project
 - Number of training places per year
 - Summary tables – automatically populated
2. Project management
 - Multi-year projects – indicate if you anticipate the costs to be similar in future years

Project costs

- Project activity funding (exc. delivery of training)

Co-contributions

- From applicant, partners and employers
- Financial and in-kind

Adult Community Education Program - 2022-25 - Summary

Please provide details of the funding being requested and training to be delivered in this ACE project based on the ACE Program Guidelines

<u>Applicant Name:</u>	<input style="width: 100%;" type="text"/>
<u>Project Name:</u>	<input style="width: 100%;" type="text"/>
<u>Duration of project (Years)</u>	<input style="width: 100%;" type="text"/>
<u>Number of training places per year</u>	<input style="width: 100%;" type="text"/>
<u>Total number of training places</u>	0

Co-contributions

Please provide details of any co-contributions that will be provided.

Description of co-contribution	Year 1			
	Name of Organization Delivering the Service (other than applicant)	Contribution \$	In-Kind \$	Total \$
Venue for delivery of training class 1		\$ -	\$ 500	\$ 500
Venue for delivery of training class 2		\$ -	\$ 500	\$ 500
			\$ -	-
			\$ -	-

How to apply

Budget template

- Training – Separated into non-accredited and accredited training tabs/worksheets
- Only provide information for the first year
- What we are looking for:
 - Course name e.g., Cooking for fun, Cleaning for fun
 - Delivery site postcode
 - What training will be delivered? Units of competency
 - Training start and end dates
 - Number of ACE training places per class
 - Registered training organisation (accredited training only)
- Combined, these 2 tabs/worksheets will provide the complete story of the training to be delivered and the training funding requested

How to apply

Budget template

3. Training schedule – Non-accredited training

- Two tables: Requested non-accredited units and Units

Requested Non-Accredited units

Line Number (Enter Corresponding Line number from the table below)	Number of Units to be Delivered per Non-Accredited Training	Non-Accredited Training Name/Description (self nominated)	Training Provider Name (if different from applicant)	Delivery Postcode use a separate line if delivered across more than one location	Training Start Date DD/MM/YY	Training End Date DD/MM/YY	No new enrolment date DD/MM/YY	Number of training places per class	Delivery Hours per training place per class	Total Estimated Subsidy Per Line	Completed Row Check
a	3	Commercial kitchen practices		5008	5/09/2022	31/12/2022	26/05/2023	10	60	\$ 7,200	✓
a	3	Commercial kitchen practices		5352	1/01/2023	15/05/2023	26/05/2023	10	60	\$ 7,200	✓
									0	\$ -	

Units

You must list all the non-accredited units of competency from the table above and include the corresponding Line Number from the table above. All units of competency and the corresponding Line Number from the "Requested Non-Accredited Units" table must be listed in the "Units" table, including any that may be within a Skills Cluster.

Corresponding Line Number from table above	Unit Code	Unit Name (auto-populated based on 'Unit Code')	Hours
a	FSKRDG002	Read and respond to short and simple workplace signs a	20
a	FSKLRG05	Use strategies to plan simple workplace tasks	20
a	FSKNUM004	Use basic and familiar metric measurements for work	20

How to apply

Budget template

4. Training schedule – Accredited training

- Two tables: Requested Skills clusters and Units

Requested Skill Clusters

Line Number	Number of Units to be Delivered per Cluster	Skill Cluster Name/Description (self nominated)	RTO Code	RTO Legal Name	Delivery Postcode <small>use a separate line if delivered in more than one location</small>	Training start Date DD/MM/YY	Training End Date DD/MM/YY	No new enrolment date DD/MM/YY	Number of training places per class	Total hours	Estimated Subsidy per Place <small>(based on units nominated below)</small>	Total Estimated Subsidy Per Line	Completed Row Check
a	2	Commercial kitchen practices	1234	Learning by Doing RTO	5008	5/09/2022	31/12/2022	26/05/2023	10	40	\$ 309	\$ 3,093	✓
a	2	Commercial kitchen practices	1234	Learning by Doing RTO	5352	1/01/2023	15/05/2023	26/05/2023	10	40	\$ 309	\$ 3,093	✓
										0	\$ -	\$ -	

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Corresponding Line Number from table above	Unit Code	Unit Name <small>(auto-populated based on 'Unit Code')</small>	Hours
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a	FSKNUM004	Use basic and familiar metric measurements for work	20

Assessment

What are we looking for?

- Applicant eligibility
 - Non-government RTO, education provider and community based organisation
- Applicant past performance
 - Previous Skills SA project from the past 3 financial years
- Project design
 - Would the training and support strategies improve the participant's foundation skills?
 - Are the delivery methods suitable for the participant's and project purpose?
 - Does it meet the needs of the participants?
- Value for money
 - Are the project costs appropriate for the project's duration and complexity?
 - Have any co-contributions been identified for the project partners?

Further assistance

Skills SA Infoline

1800 673 097 or skills@sa.gov.au

Visit

- Adult Community Education Program project www.providers.skills.sa.gov.au
- Foundation Skills Projects Toolkit

Contact the Team

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