

# ACE Program Projects 2022-25

## How to apply

The ACE Program 2022-25 Guidelines and application can be accessed online at <https://providers.skills.sa.gov.au/Apply/Accredited-training/Adult-Community-Education-Program-project>

It is recommended that you familiarise yourself with the 2022-25 ACE Program Guidelines before commencing an application.

### 1. The online application

The online application can be found at the bottom of the ACE Program webpage.

#### **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

Those seeking funding for a project are to complete this application, download and complete the Budget template, and then attach it to the application through the “Upload budget template” section in the application.

You can also use the save button at the bottom of the form to retain your incomplete application and return to complete it later on. An email with instructions to access your saved application will be sent to the address you provide.

## 2. The budget template

In 2022-23, the ACE Program has undergone changes and most of the content in the application form will now be provided through the revised budget template. The template and this document include instructions and tips to assist with your application.

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](#).

## 2.1 Summary worksheet

This worksheet is designed to provide an overview of the project. Provide the following information on this sheet:

1. Applicant name
2. Project name
3. Duration of project (either 1, 2 or 3 years)
4. Number of training places per year (the total number of training places will be automatically calculated).

### 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: 65%;" type="text"/>
<u>Project Name:</u>	<input style="width: 65%;" type="text"/>
<u>Duration of project (Years)</u>	<input style="width: 65%;" type="text"/>
<u>Number of training places per year</u>	<input style="width: 65%;" type="text"/>
<u>Total number of training places</u>	<input style="width: 65%; background-color: #f0f0f0;" type="text" value="0"/>

The funding summary tables are automatically populated from across all the worksheets and do not require any additional information.

Total funding requested for all the years of the project will be calculated by multiplying the total costs and activities of the first year, as outlined in the application, by the total number of years. This recognises that it may be difficult to estimate the project details, such as project management costs, number of training places, and training delivery details and dates, in a second or third year of delivery. We will ask you to update the training and cost details before commencement of year 2 and year 3 (if applicable), which will also enable you to reflect the experiences and learnings from each year into the next.

## 2.2 Targets and costs worksheet

Where the project will be delivered for more than one year, please advise if you expect the costs outlined in the tables for year 1 to be similar in years 2 and year 3 (where applicable). This can be done via the Yes/No text box.

### The project costs table

In this table, provide the following information:

1. Project activities that you are seeking funding for, such as project management and workplace mentoring. Refer to the *project activities* section in the ACE Program Guidelines for further information on what will and will not be funded.
2. Any training delivery hours requested that are in addition to those listed for the units of competency in the 'Training Schedule – non-acc' or 'Training Schedule – acc'. Worksheets.

### The co-contributions table

Scroll down below the 'project costs' table where you will find the co-contributions table. In this table, provide the following information:

1. Details of any in-kind contribution from the applicant or other project partners. Please specify the co-contribution being made and its value, which can be either monetary or in-kind or both.

#### Co-contributions

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

Description of co-contribution	Year 1			
	Name of Organisation 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
			\$	-
			\$	-

### Notes

1. Each cost and each co-contribution are to be listed separately
2. If you are applying for multiple year funding, type 'Yes' in the text box to indicate that these costs and co-contributions are anticipated to be similar in year 2 and year 3. You will be given an opportunity to update these prior to the start of each year.

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3. If the table is full and you have more costs to enter, you can insert additional rows as needed or contact the department for assistance with this.
4. The total cost will automatically be calculated at the bottom of the table, and will be shown in the 'summary' worksheet.

### Example

The orange rows are examples. This example requests funding for two project activities.

The first cost is for an additional 10 hours of non-accredited training per person to provide for mentoring and support. This cost is calculated as follows: (10hrs x \$12/hr) x 20 training places per year. Cost is \$2,400 per year for the duration of the project.

The second cost is for co-ordinating activities to attract, select, retain and support project participants. This is for 5 hours per class per year, and is at a cost of \$50 per hour. The cost is calculated as (5hrs x \$50 per hour) x 2 classes per year = \$500 per year.

The applicant is also providing an in-kind contribution by providing the venue for delivery of this project, and this is valued at \$500 per year in total.

## 2.3 Training schedule – non-acc worksheet

In this worksheet, provide details of the non-accredited training to be delivered. Where the project will be delivered for more than one year, please advise if you expect the training outlined in the tables for year 1 to be similar in years 2 and year 3 (where applicable). This can be done via the Yes/No text box.

### Requested non-accredited units table

Provide the following information in this table:

1. Number of non-accredited units of competency to be delivered in the course
2. Name of the course
3. The line number that corresponds to the non-accredited units of competency in the 'units' table below
4. The training delivery site postcode
5. The training start and finish date for each class
6. The no new enrolment date – Refer to *training and enrolment* in the ACE Program Guidelines
7. The number of training places for that class.

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 <small>use a separate line if delivered across 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	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	✓
								n		\$ -	



## Units table

Scroll down below the 'Requested non-accredited units' table to find the units table where you are asked to list the non-accredited units of competency to be delivered by providing the:

1. Unit code for the unit of competency
2. Line number from the above 'requested non-accredited units table'. This line number will link the non-accredited unit of competency with the course. If you have multiple units of competency in the course, please ensure that the line number is the same for these units.

### 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
3	FSKRDG002	Read and respond to short and simple workplace signs a	20
3	FSKLRQ05	Use strategies to plan simple workplace tasks	20
3	FSKNUM004	Use basic and familiar metric measurements for work	20

## Notes

1. The 'non-accredited training summary' table will be automatically populated, and applicants do not need to do anything further with this.
2. The grey coloured cells automatically populate and you do not need to do anything with them.
3. The total training place numbers, delivery hours and estimated subsidy will appear at the bottom of the table. This will populate automatically.
4. Each line represents the delivery of one class at one location. That is, the delivery of one class for one course in one location.
5. A new line will need to be completed for each training delivery site and each training delivery date (that is, each class). This will display as multiple rows for the course with minimal differences between rows.
6. Each course will have one line number. This line number is to correspond with the line number in the 'units' table below. If the course is being delivered twice in year 1, or at two locations, they will have the same line number. This will ensure that the units of competency listed in the 'units' table correspond with the course and class in the 'requested skill clusters' table. Refer to the example in orange.

## Example

The orange cells are an example. In this example, the application is to deliver the course 'commercial kitchen practices' that includes the 3 non-accredited units of competency listed in the 'units' table. The course will be delivered twice in the first year. Each class will consist of 10 training places, and be delivered in two locations – once in each location.

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In the 'units' table, you will see that the Department has assigned 20 hours of non-accredited training delivery per unit of competency, totalling 60 hours of non-accredited training delivery for each training place, for each class. The funding associated with this is calculated as ((60hrs x 10 training places) x \$12 per hour) x 2 classes per year = \$14,400 per year. This is \$14,400 per year for the delivery of non-accredited training.

## 2.4 Training schedule – acc worksheet

In this worksheet, provide details of the accredited training to be delivered. Where the project will be delivered for more than one year, please advise if you expect the training outlined in the tables for year 1 to be similar in years 2 and year 3 (where applicable). This can be done via the Yes/No text box.

### Requested skill clusters table

In this table, provide the following information:

1. Name of the project
2. Number of accredited units of competency to be delivered in the project
3. The line number that corresponds to the accredited units of competency in the 'units' table below
4. The registered training organisation's code
5. The registered training organisation's name
6. The training delivery site postcode
7. The training start and finish date for each class
8. The no new enrolment date – Refer to *training and enrolment* in the ACE Program Guidelines
9. The number of training places per class.

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 use a separate line if delivered in 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	Total hours	Estimated Subsidy per Place (based on units nominated below)	Total Estimated Subsidy Per Line	Completed Row Check
a	2	Commercial kitchen practices	1234	Learning by Doing RTO	5008	3/09/2022	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	26/09/2023	10	40	\$ 309	\$ 3,093	✓
									0	0	\$ -	\$ -	

### Units table

Scroll down below the 'requested skill cluster' table to find the units table where you will be asked to list the accredited units of competency to be delivered by providing the:

1. Unit code for the unit of competency
2. Line number from the above 'requested skills cluster table'. This line number will link the accredited unit of competency with the course. If you have multiple units of competency in the course, please ensure that the line number is the same for these units.

### Notes

1. The grey coloured cells are automatically populated and don't require further information.



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2. The total training place numbers, delivery hours, and estimated subsidy will appear at the bottom of the table. This will populate automatically.
3. Each line represents the delivery of one class at one location. That is, the delivery of one class for one course in one location.
4. A new line will need to be completed for each training delivery site, and each training delivery date (that is, each class). This will display as multiple rows for the course with minimal differences between rows.
5. Each course is to have one line number. This line number is to correspond with the line number in the 'units' table below. If the course is being delivered twice in year 1 or at two locations, they will have the same line number. This will ensure that the units of competency listed in the 'units' table correspond with the course and class in the 'requested skill clusters' table. Refer to the example in orange.

### Example

The orange cells are an example. In this example, the application is to deliver the course 'commercial kitchen practices' that consists of 2 accredited units of competency listed in the 'units' table. The course will be delivered in two classes, in two separate locations, and each class will consist of 10 training places.

The department has assigned 20 hours of accredited training delivery per unit of competency, totalling 40 hours of accredited training delivery for each training place, for each class. Funding for the delivery of accredited training will be paid directly to the registered training organisation, in line with the South Australian Vocational Education and Training Fee Framework.



### 3. Further assistance

Call the Skills SA Infoline on 1800 673 097

Email: [skills@sa.gov.au](mailto:skills@sa.gov.au)

Visit: [www.providers.skills.sa.gov.au](http://www.providers.skills.sa.gov.au)

[Adult Community Education Program project \(skills.sa.gov.au\)](http://skills.sa.gov.au)

[Foundation Skills Projects Toolkit](#)

