



Building Capability Projects Guidelines

April 2021

1. Introduction

A skilled workforce is a critical element in South Australia's continued economic growth.

The South Australian Government is committed to supporting a skills-led recovery from COVID-19. Building a sustainable, responsive and flexible training system is integral to achieving this goal.

To equip South Australians with the skills industry needs to drive the economy forward, we are investing in the strategic development of the state's training market to build capability, capacity and responsiveness to demand, emerging skills need and evolving technologies.

2. Projects intent

Building Capability Projects provide support for South Australian eligible organisations to strengthen the quality of their training services delivery and develop contemporary solutions that meet the skills needs of employers, industry and learners.

Building Capability Projects offer opportunities to:

- develop and test innovative training and assessment solutions that achieve improved training and employment outcomes for students, apprentices, trainees and employers
- create training products that respond to South Australian industry needs
- develop workforce development solutions that improve training provider capacity to deliver high-quality training responsive to South Australian industry needs
- undertake research, exploratory work or feasibility studies that support growth and improvements in the responsiveness of the South Australian training market.

From time to time, the Department for Innovation and Skills (DIS) may commission strategic projects to address an identified opportunity or to co-contribute to capital investment. Such projects will be commissioned on a case-by-case basis either by direct approach or an expression of interest process.

3. Project examples

The project proposals are expected to:

- reflect Building Capability Projects intent
- meet the general and specific project criteria.

Building Capability Projects promote innovative and customised projects informed by high quality practice and based on evidence. The following examples of previous project



proposals are not exhaustive and are provided as a guide to the types of opportunities that can be considered.

Developing and testing innovative solutions to enhance and increase the delivery of training and assessment services

For example:

- developing contemporary education and training services and methodologies using a variety of available technologies (e.g. digital platforms, multimedia, virtual reality, simulators) and sustainable solutions
- identifying industry skills needs and mapping requirements to relevant training options
- developing language, literacy and numeracy (LLN) resources for an industry context, particularly where this embeds foundation skills (FSK)
- purchasing skills and/or resources to develop internal capability in designing and testing training and/or service concepts, especially for entering and operating in regional or remote locations
- designing innovative methodologies for recognising work, life and learning experiences through a flexible recognition of prior learning (RPL) process.

Strengthening relationships with industry and employers¹

For example:

- strengthening collaboration with industry to identify and respond to training and assessment in courses where structured work placement, training contract arrangements or specified simulation is required.

Increasing commencement and completion rates of students, apprentices and trainees

For example:

- creating and trialling delivery models, services and approaches that support training providers, students, apprentices, trainees and employers to increase course commencements and/or completions.

Increasing training delivery in South Australia

For example:

- developing and testing innovative and sustainable approaches to increase high-quality training

¹ It is expected that through Building Capability Projects applicants will strengthen their relationships with industry at a sector and/or multiple enterprise levels.



- working on innovative workforce development solutions that improve a training provider's capacity and capability to deliver high-quality training responsive to South Australian industry needs
- creating learning materials and training resources for nationally recognised courses with limited or no delivery in South Australia that are demonstrably required by local industry.

Develop training products, accredited and/or non-accredited, that respond to South Australian industry needs, emerging trends and technologies

For example:

- developing a course for accreditation with the Australian Skills Quality Authority (ASQA)
- developing a micro-credential for endorsement by the [South Australian Training and Skills Commission](#).

Engage in research to support the training market to increase its sustainability and responsiveness to industry needs

For example:

- undertaking research about skills needs and delivery strategies in areas of low population density, or regional and remote locations
- exploring and identifying emergent skills needs in cutting edge industries or critical industries with low volume of demand for training services
- undertaking feasibility studies on the development and/or adoption of new technologies to be incorporated in training delivery
- developing the body of knowledge about industry needs and strategic growth areas to identify how these can be addressed with relevant training products and delivery.

Strategic projects

DIS commissioned strategic projects will target strategic priorities and objectives to address skills and training needs at the workforce and sector level. Projects may include building resources, platforms and tools that will be accessible to all training providers in South Australia or may offer a one-off co-contribution to purchase assets or equipment to support strategic market capability or capacity².

The specifications for strategic projects will be determined on a case-by-case basis.

² When a co-contribution is made for asset purchasing, the South Australian Government will hold no responsibility for ongoing support, upgrade or maintenance of the asset and will not be liable for any insurance or warranty matters.



4. What will not be funded

The following cannot be funded through Building Capability Projects:

- Project activities that require ongoing investment by the South Australian Government.
- Retrospective funding for project activity undertaken before the contract is executed.
- Activity already funded or more appropriately funded through another state or Australian Government initiative.
- Job roles in the organisation that another government department or organisation is currently funding.
- Preparation of project applications.
- Repeat or similar projects with the same organisation³.
- Recurrent administrative, infrastructure and other organisational costs.
- Purchasing capital assets or equipment (excluding DIS commissioned strategic projects).
- Wage subsidies for apprentices or participants during work placements.
- Activities determined as business as usual.

5. Assessment criteria

Applications will be assessed against the general and specific criteria:

5.1. General criteria

- Applicant is working in collaboration with stakeholders for the benefit of South Australian industry, employer(s), students, other training providers and educational institutions, such as community education providers, group training organisations, Australian Apprenticeship Support Network providers, professional associations and industry representative bodies, e.g. Industry Skills Councils.
- Project will be completed within 12 months.
- The proposal represents value for money.
- The proposal demonstrates public value with regard to:
 - industry need/support
 - innovative or new approach
 - measurable outcomes
 - demonstrable impact
 - evidenced link to unmet skills need or emerging requirements.

³ For example, where capability has been developed for a particular training product, a similar application for another training product will not be supported.



5.2. Specific criteria will apply selectively based on the project proposal

The proposed project may:

- develop and test innovative/novel approaches to delivering training, assessment and support services to increase growth in commencements and completions
- create and pilot innovative training delivery models to support students, apprentices, trainees and employers to achieve better training and employment outcomes
- focus on new activities outside of business as usual
- pilot, evaluate and document new delivery methods and models for wider implementation
- tailor training content and delivery modes to address current and emerging industry needs based on evidence from industry engagement
- create workforce development solutions that improve the training provider's capacity to deliver high-quality training responsive to South Australian industry needs
- develop an accredited course or a micro-credential to meet an identified industry need based on evidence of industry support and demand
- develop training materials and learning resources for a course with limited or no delivery in South Australia
- use research methodology congruent with the aim of the project and the intended outcome
- be led by people with demonstrable experience in research, feasibility studies or development of business cases or proposals
- provide evidence that the research, exploratory work or feasibility study's outcome will grow and support the South Australian training system's responsiveness.

6. Application and assessment

6.1. Who can apply?

Eligible applicants must:

- be a non-government registered training organisation (RTO) with a [Funded Activities Agreement](#) with the Minister for Innovation and Skills
- TAFE SA partnering with a proponent with the scope of project delivery endorsed by the authorised TAFE SA delegate.

Partnership approaches between industry, businesses, employers and non-government registered training organisations are strongly encouraged. It is recommended that partnerships have clear service agreement arrangements in place identifying and detailing roles, responsibilities, payments, deliverables and timeframes for collaborative projects⁴.

⁴ Applicants can partner with TAFE SA. These activities will be funded through TAFE SA's existing funding arrangements. All training delivery, fees, staff costs and services associated with the proposal need to be endorsed by the TAFE SA Executive prior to submitting an application to DIS.



In certain circumstances⁵, DIS may support projects led by incorporated bodies registered in the Australian Business Register with an Australian Business Number (ABN)⁶. Such applications will be considered on a case-by-case basis, and in some instances may fall under the strategic category and be commissioned by DIS. Interested parties should contact a DIS consultant on 1800 673 097 to discuss opportunities to connect with interested RTOs to scope and progress the project

Eligible applicants may apply for multiple projects.

6.2. How to apply

Applications are open on a rolling basis, subject to budget availability.

Prior to applying, please connect with a DIS Project Consultant on 1800 673 097 to discuss your proposal.

Applications can be submitted via the [online application form](#).

6.3. Assessment process

Where applications provide all necessary information, proposals will be assessed, and applicants notified of the outcome within four weeks of receipt. If further information is required, this timeframe may vary subject to the applicant providing additional information.

The assessment process is based on the applicant's eligibility and responses to general and specific assessment criteria.

Case management support, DIS advice or submission of an application do not guarantee project funding.

6.4. Funding agreement and deliverables

Successful applicants will be offered a Funded Activities Annexure with the Minister for Innovation and Skills.

Applicants 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. This will be negotiated during contracting and specified accordingly.

It is expected that successful applicants will share their project results or findings broadly by developing case studies or other materials accessible to the vocational education and training (VET) sector.

⁵ For example, project proposals submitted by organisations that represent a sector, address training and skills needs and benefit the training sector in SA.

⁶ If you are unsure if you are eligible to apply, please contact the Infoline on 1800 673 097.



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

6.5. Project fund and payments

Funding approval will depend on the project proposal and the estimated budget.

DIS reserves the right to determine the funding amount for each project.

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

- 10 per cent of the total cost will be paid on execution of the agreement.
- 70 per cent of the total cost will be paid on the achievement of agreed defined milestone/s.
- 20 per cent of the total cost will be paid on receipt and acceptance of the final project deliverables.

Milestones and final project deliverables will be negotiated with successful applicants on a case-by-case basis.

For enquiries and assistance:

Call: The Department for Innovation and Skills Infoline 1800 673 097

Email: skills@sa.gov.au

Visit: www.providers.skills.sa.gov.au/Apply/Other-subsidies/Apply-to-deliver-a-capability-building-project