# Building Capability Projects - How to Apply Guide

Submissions for Building Capability Projects can be made via an online application form.

Proponents must confirm if they have a Funded Activities Agreement or an ABN to progress their application.

Applicants can save the content they have entered and return to complete it later by selecting the 'save' option instead of the 'submit' option.

 When an application is submitted, the training provider will automatically:

> • see a message on the screen confirming receipt of the application; and
>
> • receive a copy of the application to the email address nominated in the form.

If a submitted application needs to be changed, the training provider can request editing rights by contacting the Infoline on 1800 673 097 or email skills@sa.gov.au. The changes will overwrite the original application.

This Guide provides an outline of how to complete each section of the application.

The application form has seven sections:

> • Section 1 – Organisation details
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> • 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

**Section 1 – Organisation details**

This section captures the organisation's legal name, RTO's ID or incorporated body's ABN, contact person's name and contact details.

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

Assessment criterion - Valid Funded Activities Agreement or an active ABN.

**Section 2 – Project details**

*Focus of the project*

Select one of the options from the list provided. If selecting 'other', identify the focus of the project in the text field.

Assessment criterion - Focus of project fits within project guidelines

*Describe your project proposal, including the rationale, current evidence of need and desired outcome.*

Describe your project and its key elements to demonstrate that it meets the public value test criteria outlined in the Guidelines. Outline how the project will deliver a  successful outcome that is congruent with the selected focus and the key activities.

Assessment criterion - project is relevant to the selected focus, is congruent with project sequencing activities and deliverables, and meets the public value test criteria outlined in the Guidelines.

*Why is funding required to support this project?*

Outline what prevents the project from occurring without funding, and why the gap funding will enable it to proceed.  Demonstrate how the project will be sustained after completion without further reliance on public funds.

Assessment criterion - activity cannot be undertaken without funding and can be sustained beyond project funding. This response should be congruent with the project sequencing activities and budget estimate.

*Qualification details*

If applicable, enter the qualification code and qualification name in the text boxes. Select add item if there is more than one qualification to be listed.

Assessment criterion - the qualification(s) is congruent with the project description, proposed outcome and identified industry sector(s).

*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 criterion - cost per person represents value for money in the context of the project focus, with project sequencing activities and estimated budget

*Does your organisation comply with the Upfront Assessment of Need?*

Select 'yes' or 'no' to indicate your answer. If no is selected, 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 criterion - compliance with Upfront Assessment of Need is confirmed.

*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 selected, 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 criterion - Learner Support Services Agreement is in place.

*Which South Australian industry sectors does your project align to?*

Select at least one option to identify which industry sector(s) the project responds to. You can select as many industry sectors as relevant.

Assessment criterion - at least one industry sector is identified and is congruent with the project focus and rationale.

*Provide example(s) of your organisation's experience in engaging with industry to identify needs and tailor training towards those needs.*

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

Assessment criterion - applicant has the required industry engagement experience to deliver a successful project outcome.

## Section 3 – Sequencing and timing of project activities

Provide a project plan that outlines at least **five** main project activities and the timing for when the activities will commence and conclude. 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 criterion - the project plan lists a minimum of five activities that support the project's focus, rationale and the project deliverable.

*Anticipated project commencement date.*

Indicate the date when you will commence the project, allow a minimum of 4 weeks for the application assessment and another 2 weeks for full execution of the contract.

*Anticipated project completion date.*

Indicate the date when the project will be completed. The completion date must be within 12 months since the project commencement date.

Assessment criterion – the project timeframe is within 12 months, is reasonable to undertake listed activities and deliver the proposed outcome.

## Section 4 – Project budget

Provide a project budget by entering information across three categories and give specific information on how the dollar value for each category was calculated. The combined total expenses will be displayed 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. Projects should exclude salaries associated with any direct delivery of training 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. Calculation of salaries in an activity-based system should be hours/week on a project of each staff member, e.g. 20 hours @ $30/hr x 4 weeks = $2400.

*Operating expenses (amount excluding GST)*

c. This should reflect expenses associated with project operation. Projects should exclude salaries associated with any direct delivery of training 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), advertising (with calculation) etc… = 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 criterion - budget represents value for money in the context of the project focus, rationale, the project sequencing activities and resources needed to support project success.

*When engaging an external supplier to complete specific project activities, please attach their quotes.*

*Outline the rationale on the choice of a preferred provider.*

Engagement of an external supplier and/or purchase of external expertise should be supported by a quote from the supplier and a rationale why this supplier has been selected.

Assessment criterion – at least one quote is provided. The rationale describes why the supplier has been selected.

*Outline your organisation's and / or your project partners' financial contribution to this project*

This is an optional field that allows training providers to share this information if they would like to. The response is not assessed.

 **Section 5 – Project partners**

*Project partner(s) and their roles.*

List a minimum of three partners you will work with on this project. At least one partner must be an employer or industry representative.

List the name of your partner(s) and outline for each the specific role they have in the project. Demonstrate how partners will support the activities outlined in the project plan and the achievement of the project outcome.

Assessment criterion – At least three project partners are identified. Project partners and their roles align with the project focus, the project sequencing activities and support the achievement of successful project outcome. At least one partner is an employer or industry representative.

**Section 6 – Project outputs**

Select the project output from the list or indicate the output in your own words.

Assessment criterion - the project will produce output(s) relevant to the project focus for the purpose of sharing within the VET sector.

*Describe how the project output/s will benefit the education and training sector in South Australia*

The project output(s) are expected to benefit the SA education and training sector. The output(s) need to be congruent with the project focus, rationale and the project activities. It also needs to demonstrate how it meets the public value test criteria outlined in the Guidelines.

Assessment criterion - the project output(s) demonstrate how the SA education and training sector will benefit from this project. The output(s) meets the public value test criteria.

**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 cannot 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, applicants 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 copy of the application is not received, first check the 'junk' folder, and if it is not there contact the Infoline for assistance.