



Training Priority Projects

How to Apply

Submissions for Training Priority Projects in South Australia can be made via an online application form <https://providers.skills.sa.gov.au//Apply/Accredited-training/Apply-to-deliver-a-TPL-Project>.

To progress the application Training Providers, Education Providers and Community Organisations will require a Funded Activities Agreement. For more information and to apply for a Funded Activities Agreement, visit <https://providers.skills.sa.gov.au/Get-Started/Contracting>.

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

Training Priority Projects have five streams and require separate application forms. The application forms consistently have the following sections:

- Organisation details
- Project Details
- Outcomes
- Project Timing and Sequencing
- Project Partners
- Budget
- Declaration

Providers making a submission for multiple projects will be able to build and complete applications for Streams 1,2, 3 and 4 concurrently within the main application.

When an application is submitted, the provider will automatically:

- see a separate message for each Stream 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 provider can request editing rights by contacting the Department for Innovation and Skills Infoline on 1800 673 097 or email skills@sa.gov.au. The changes will overwrite the original application. You will receive another message confirming receipt of the amended application.

This Guide provides an outline of how to complete the sections of the application and the assessment criteria which fall under the following assessment categories:

- Provider eligibility
- Provider past performance
- Project design
- Value for money



Section - Organisation Details

This section captures the provider's Funded Activities Agreement number, organisation legal name, registered trading name, Australian Business Number, Australian Company Number (if applicable), NTSI provider ID, RTO ID, selection of approved LSS provider, and the contact details of the person responsible for this application.

If submitting applications for more than one TPP Stream, providers can nominate a secondary contact for each Stream 1, Stream 2, Stream 3 and Stream 4 submission. The email of receipt for each submitted application will be sent to the email addresses entered in this section.

Select the type of TPP you are applying for

This section requires providers to nominate one or multiple selection of project streams:

- Stream 1: Workforce
- Stream 2: Regions
- Stream 3: Pathways
- Stream 4: Adult Community Education Pathways.

When the option/s are selected, the application will open questions relevant to the selected stream.

Assessment Criteria

Provider Eligibility

Training Priority Projects are for non-government registered training organisations (RTOs), education providers and community-based organisations contracted by the Department for Innovation and Skills to deliver training under a Funded Activities Agreement (FAA).

Registered Training Organisations and education Providers - to be eligible to apply for a TPP must be:

- A non-government RTO
OR
- the owner of a Training and Skills Commission endorsed micro-credential
AND
- have a current Australian Business Number (ABN)
- has applied for a Funded Activities Agreement (FAA) with the Department for Innovation and Skills (DIS) or holds a current FAA with DIS
- have, or be willing to obtain, a service agreement with an LSS provider as a requirement of the UAN
- be compliant with the delivery and reporting of the UAN process
- must also have the course to be delivered on their ASQA scope.



Application Questions:

Stream 1: Workforce

Providers are required to complete the following questions for Stream 1

Section - Project Details

Stream 1 Workforce involves 2 stages

- *Stage 1 – Workforce Analysis*
This application involves identifying skill needs, the production of a workforce plan (or other document) clearly outlining the training need and a recommended training response.
- *Stage 2 – Workforce Training*
Assessment and approval for Stage 2 Workforce Training is dependent on the successful completion and assessment of the Stage 1 project application.

Does this project involve the delivery of a Micro-credential?

- Yes/No response.

Which Micro-credential(s) are you intending to deliver

- You will be able to provide information for one or more Micro-credentials.

Is the Micro-credential endorsed by the Training and Skills Commission?

- Yes/No response.
- The questions in Stream 1 will be adjusted to accommodate the information that you may have already provided to the Training and Skills Commission to have your Micro-credential endorsed.

Are you the owner of this Micro-credential?

- Yes/No response.

What is the purpose of your project?

- Provide a description of your project, what will it address. There is a 3000-character limit response.
- For Micro-credential TPP projects the purpose of your project will be to test the Micro-credential with industry/employer partners and seek feedback on the design, delivery and improvements.

Select the main region where the project will be delivered

- Providers will only be able to select one main region for the delivery of their project.
- If you have identified the delivery of a Micro-credential, then this section may not be required.

Will the project be delivered in more than one region?

- Providers will be required to select yes or no. A yes response will allow the selection of multiple delivery regions.
- If you have identified the delivery of a Micro-credential, then this section may not be required.

How many participants will be enrolled in this project?

- Providers will be required to provide an estimated combined number of participants that will participate in Stage 1 and Stage 2 of the project.

Which of the following cohorts will this project target?

- Multiple selection applies. Please refer to the Guidelines for further information.
- If you have identified the delivery of a Micro-credential, then this section may not be required.



Identify the industry sector(s) this project will support?

- Multiple selection applies.
- If you have identified the delivery of a Micro-credential, then this section may not be required.

Assessment Criteria

Past provider performance to demonstrate:

- achieving previous project targets, training place allocations and utilisation
- experience in delivering projects in non-metropolitan regions (if relevant)
- where an applicant has received funding from the Department in the past three financial years
- contract compliance and achievement of contracted outcomes
- applicants with no performance history, DIS will take a risk management approach, which may involve supporting a smaller scale project in the first instance.

Project Design to demonstrate:

- identifying the specific skills needs of the sector or consortia and the methodology for identifying and building the skills required
- developing a workforce plan which contains training strategies that include qualifications, skill sets and micro-credentialing
- evidence of partnerships, collaboration with industry and key stakeholders in the development, design and implementation of this project
- evidence of co-investment by participating organisations or other industry partners
- that any proposed micro-credential included in the project meet a industry recognised skills gaps and do not duplicate an existing national skill set or qualification
- Any accredited training must be delivered by an RTO with an FAA.

Section - Outcomes

Outline the intended outcomes for the Stream 1 Workforce project and how the development of a workforce plan will support skilled training delivery

- Providers are required to combine both Stage 1 and Stage 2 outcomes where applicable. There is a limit response to 3000 characters.

How will the project achieve these outcomes? What strategies will it implement?

- Provide a description of the strategies that will be implemented to achieve the outcomes for this project.

Outline the methodology for identifying skill needs and other workforce issues

- Provide a description of the methodology or approach for identifying skill needs and workforce issues.

Will you be engaging a workforce planning practitioner to identify skills needs and develop a workforce plan?

- This requires a yes or no response.
- If yes, you will be required to identify the name and the organisation of the workforce planning practitioner.

Assessment Criteria

Provider eligibility to demonstrate:

- conducting and delivering the project during the 2020-21 financial year
- agreeing to report, document delivery models and provide relevant skills and workforce information to the department.



Past provider performance to demonstrate:

- past performance will be considered where an applicant has received funding from the Department in the past three financial years. It encompasses contract compliance and achievement of contracted outcomes.
- for applicants with no performance history, DIS will take a risk management approach, which may involve supporting a smaller scale project in the first instance.
- achieving previous targets and training place allocations and organisational capacity to deliver the number of training places sought through this project
- experience in delivering projects in non-metropolitan regions (if applicable).

Project Design to demonstrate:

- how this project will support the outcomes of the project and address skill needs through a consolidated training response as outlined in the Guidelines
- evidence of the specific skills needs of the sector or consortia
- partnering with a qualified workforce planning practitioner to undertake the workforce profiling
- producing a workforce plan or other document which clearly outlines the training need, relevant accredited training and a rationale for the recommended training response
- evidence of partnerships, collaboration with industry and key stakeholders in the development, design and implementation of this project
- evidence of co-investment by participating organisations or other industry partners.
- any proposed micro-credential included in the project meets an industry recognised skill gap and does not duplicate an existing national unit of competency, skill set or qualification
- accredited training must be delivered by an RTO with an FAA.

Section - Project Timing and Sequencing

Outline the sequencing and timing of all project activities to be funded and delivered during the project.

- Provide a basic project plan that outlines the 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 Provider will be required to complete a table inserting information in the following columns:
 - Project activity
 - Duration of activity
 - Description of activity.
- The Provider will be able to add additional activities as required for the project.

Assessment Criteria

Provider eligibility to demonstrate:

- Qualifications, skill sets and skill clusters are on the Providers ASQA delivery scope for the state
- delivery of training that suits the project's objectives and needs of the participants.

Past provider performance to demonstrate:

- capacity and experience to deliver the number of training places sought.



Section - Project Partners

What partners are critical to the success of this project?

- This requires a yes or no response.
- If yes, you will be required to select the type of partner, the organisation name and select the project partner contribution type.
- The Provider will be able to add additional project partners.

Partner Co-Investment

- The Provider will be required to complete a table, providing detailed information about the partner name, type of partner and the financial value of contribution and the financial in-kind contribution.
- The Provider will be able to add additional partner co-investment details.
- The application will automatically total the Co-Investment.

Assessment Criteria:

Value for Money to demonstrate:

- the value of partners is evidenced (role of partners and their contribution to the project)
- what funding or supports are aligned and managed by the partners throughout the life of the project.

Project Design to demonstrate:

- how the project was designed with partners to deliver a bespoke project (their role and contribution to the project)
- how the project adopts a workforce centred approach to identify skills needs
- how this project is unique (on-line skills reviews, co-designed workforce skills audit process, partner supports, etc).

Section – Budget

Project Costs

- The Provider will be required to complete the table and complete the following columns:
 - Cost description
 - Name of organisation delivering the service
 - Requested funding amount.
- The Provider will be able to add additional project cost items.

Project Management

- The Provider will be required to select the functions that project management funding will be used for.
- If Other is selected, the Provider will be required to specify what those additional functions are.

Assessment Criteria

Value for Money to demonstrate:

- funding for project management and other project activities is appropriate with the project's size, length and complexity
- there is no duplication of existing services.



Project Design to demonstrate:

- evidence of co-investment by participating organisations or other industry partners. Co-investment is expected by participating organisations and or industry partners for Stream One projects.

Section – Declaration

The Provider is required to confirm agreement by signing the Declaration.

Submit Tab: If the application has been finalised hit the submit tab.

Save Tab: If the application is incomplete and you need to include further information hit the save tab as this will allow you to return to the document and continue editing information.

Application Questions:

Stream 2: Regions

Providers are required to complete the following questions for Stream 2

Section - Project Details

Does this project involve the delivery of a Micro-credential?

- Yes/No response.

Which Micro-credential(s) are you intending to deliver

Micro-credential 1

Micro-credential name

- You will be able to provide information for one or more Micro-credentials.

Is the Micro-credential endorsed by the Training and Skills Commission?

- Yes/No response.
- The questions in Stream 1 will be adjusted to accommodate the information that you may have already provided to the Training and Skills Commission to have your Micro-credential endorsed.

Are you the owner of this Micro-credential?

- Yes/No response.

What are the transition learning pathways for participants on completion of the Micro-credential?

- Please provide details of the pathway from the Micro-credential to accredited training.

What is the purpose of your project?

- Provide a description of your project, what will it address. There is a 3000-character limit response.

Select the main region where the project will be delivered

- Providers will only be able to select one main region.

Will the project be delivered in more than one region?

- Providers will be required to select yes or no.
- A yes response will allow multiple regional selection.



How many participants will be enrolled in this project?

- Participant numbers should be equal to the number of training places in the project.

Will this project target specific cohorts?

- Providers will be required to select yes or no
- A yes response will allow multiple cohort selection
- If Other is selected the Provider will be required to refer to the Guidelines and provide additional information about the cohort group.

Identify the industry sector(s) this project will support

- Multiple selection applies.

Will accredited training be delivered as part of this project?

- Providers will be required to select yes or no.
- A no response will require the Provider to outline the methodology for identifying skill needs and other workforce issues.
- A yes response will require information on the following:
 - Qualification details including code and name
 - Number of training places
 - Note if there is more than one course, then all training places should be equal to the number of participants engaged in the project.
 - Indicative end enrolment date
 - The estimated date for training completion
 - The Provider will be required to enter the course fee for a student with no concessions (per student).
- Providers will be able to insert additional qualification details if delivering more than one qualification, skill set or skill cluster.
- A total of training places will be automatically totalled in this section.

Assessment Criteria

Past provider performance to demonstrate:

- achieving previous project targets, training place allocations and utilisation
- experience in delivering projects in non-metropolitan regions
- experience in delivering projects to vulnerable cohorts in regional locations (if relevant).

Project Design to demonstrate:

- evidence that a regional need exists and that the qualification/skills set identified cannot be met through the Subsidised Training List (STL)
- provide evidence of collaboration with industry and key regional stakeholders in the design of the project
- deliver qualifications or national skill sets that are on the National Register provided the course is on the Provider's ASQA scope to deliver in South Australia at the time of application and intended delivery period and suits the project's objectives and needs of the participants.

Section - Outcomes

What are the intended outcomes for Stream 2 Regions project?

- Providers are required to select the intended outcomes for the project.
- Multiple selection applies.
- If Other is selected the Provider will be required to specify the additional outcomes.

How will the project achieve these outcomes? What strategies will it implement?

- Provide a description of the strategies that will be implemented to achieve the outcomes for this project.



- There is a limit of 3000 characters for this question.

Provide evidence to support the need for this project

- The Provider will need to provide information about how the project will achieve these outcomes and what strategies will be implemented.
- The Provider will be required to provide evidence to support the need for this project (i.e. data, letter of support from regional stakeholders (evidence can be provided through the upload field available in the application)).
- There is a 3000-character limit for this question.

Industry Exposure

Will industry exposure opportunities be included in this project?

- Providers will be required to select yes or no.
- A yes response will require the Provider to indicate the type of industry exposure activities to be provided. This is a multiple response question, with each selection requiring additional information.
 - Work placement
 - What types of activities will the work placement involve?
 - How many hours in total will the work placement involve?
 - Is the work placement paid or unpaid – if part paid and part unpaid is selected the training provide is required to provide additional detail.
 - Work experience
 - What types of activities will the work experience involve?
 - How many hours in total will the work experience involve?
 - Is the work experience paid or unpaid – if part paid and part unpaid is selected the training provide is required to provide additional detail.
 - Industry visit
 - What types of activities will the Industry visit involve?
 - The Provider will be required to provide detail of the Industry activities.
 - Employer workshops
 - What types of activities will the Employer workshops involve?
 - The Provider will be required to provide detail of the Employer workshops.

Assessment Criteria

Provider eligibility to demonstrate:

- delivery of project during the 2020-21 financial year
- agreeing to report, document delivery models and provide relevant skills and workforce information to the department.

Past provider performance to demonstrate:

- achieving previous project targets, and capacity to deliver the number of training places sought
- experience in delivering projects in non-metropolitan regions.

Project Design to demonstrate:

- how this project will support the outcomes of the project and address regional skill needs as outlined in the Guidelines
- evidence of the specific skills needs of the sector or consortia in the region
- evidence of collaboration with industry and key regional stakeholders in the design of the project
- describe the organisation's experience in identifying and delivering diverse training approaches in regional locations
-



- where work placements are not possible, details about opportunities for exposure to employer expectations and workplace culture, through workplace visits, employer workshops etc should be factored into project design
- evidence the types of employment opportunities, understanding the workplace environment, and if required simulated environments for learners to practice new skills.

Section - Project Timing and Sequencing

Outline the sequencing and timing of all project activities to be funded and delivered during the project

- The Provider will be required to complete a table inserting information in the following columns:
 - Project activity
 - Duration of activity
 - Description of activity.
- The Provider will be able to add additional activities as required for the project.

Assessment Criteria

Provider eligibility to demonstrate:

- delivery of the project during the 2020-21 financial year
- delivering qualifications or technical skill sets that are on the Providers ASQA delivery scope for the state
- evidence that the training meets the project's objectives and the needs of participants.

Past provider performance to demonstrate:

- performance in achieving project targets and capacity to deliver the number of training places requested
- past training place allocations and utilisation, achievement of employment outcomes in previous projects and contract compliance.

Project Design to demonstrate:

- that the project is congruent with sequencing and activities within the project timeline and in accordance with the Guidelines
- requirement to upload a Training Plan.

Section - Project Partners

Are there partners that are critical to the success of this project?

- This requires a yes or no response.
 - If yes, you will be required to select the type of partner, the organisation name and select the project partner contribution type.
- The Provider will be able to add additional project partners.

Partner Type and Co-Investment

- The Provider will be required to complete a table, providing detailed information about the partner name, type of partner and the financial value of contribution and the financial in-kind contribution.
- The Provider will be able to add additional partner co-investment details.
- The application will automatically total the Co-Investment.



Assessment Criteria

Value for Money to demonstrate:

- the role of partners and their contribution to the project is evidenced
- where appropriate, industry contributes to the recruitment of learners for the project
- what funding or supports are aligned and managed by the partners throughout the life of the project.

Project Design to demonstrate:

- how the project will build the capacity of regional partners and deliver skill benefits for the region, businesses or individuals.

Section – Budget

Project Costs

- The Provider will be required to complete the table and complete the following columns:
 - Cost description
 - Name of organisation delivering the service
 - Requested funding amount.
- The Provider will be able to add additional project cost items.

Project Management

- The Provider will be required to select the functions that project management funding will be used for.
- If Other is selected, the Provider will be required to specify what those additional functions are.

Assessment Criteria

Value for Money to demonstrate:

- funding for project management and other project activities is appropriate and in accordance with the project's size, length and complexity
- there is no duplication of existing services.

Project Design to demonstrate:

- evidence of the amount of co-investment by participating organisations or industry partners.

Section – Declaration

The Provider is required to confirm agreement by signing the Declaration.

Submit Tab: If the application has been finalised hit the submit tab.

Save Tab: If the application is incomplete and you need to include further information hit the save tab as this will allow you to return to the document and continue editing information.



Application Questions:

Stream 3: Pathways

Providers are required to complete the following questions for Stream 3

Section - Project Details

Does this project involve the delivery of a Micro-credential?

- Yes/No response.

Which Micro-credential(s) are you intending to deliver

Micro-credential 1

Micro-credential name

- You will be able to provide information for one or more Micro-credentials.

Is the Micro-credential endorsed by the Training and Skills Commission?

- Yes/No response.
- The questions in Stream 1 will be adjusted to accommodate the information that you may have already provided to the Training and Skills Commission to have your Micro-credential endorsed.

Are you the owner of this Micro-credential?

- Yes/No response.

What are the transition learning pathways for participants on completion of the Micro-credential?

- Please provide details of the pathway from the Micro-credential to accredited training.

What is the purpose of your project?

- Provide a description of your project, what will it address.
- There is a 3000-character limit response.

Select the main region where the project will be delivered

- Providers will only be able to select one main region.

Will the project be delivered in more than one region?

- Providers will be required to select yes or no.
- A yes response will allow multiple regional selection.

How many participants will be enrolled in this project?

- Participant numbers should be equal to the number of training places in the project.

The Provider will be required to select if this project assists South Australians who are:

- Not enrolled in school
OR
- Not in the labour force
OR
- An early school leaver
OR
- Without non-school qualifications at Certificate III or above
OR
- Transitioning from adult and community education (ACE) or foundation skill course pathways
OR
- Unemployed or people at risk of unemployment



AND

- People with complex disadvantage
- Projects targeting sustainable delivery approaches that integrate quality training with appropriate connections to community-based support organisations and learning supports for a higher volume of learners will be highly regarded.

Identify the industry sector(s) this project will support

- Multiple selection applies.

Will accredited training be delivered as part of this project?

- Providers will be required to select yes or no.
- A no response will require the Provider to outline the knowledge, skills and capabilities the Provider organisation has to deliver progressive and flexible training to targeted cohorts and diverse groups of learners.
 - There is a 3000-character limit for this question.
- A yes response will require information on the following:
 - Qualification details including code and name
 - Number of training places
 - Note if there is more than one course, then all training places should be equal to the number of participants engaged in the project.
 - Indicative end enrolment date
 - The estimated date for training completion
 - The Provider will be required to enter the course fee for a student with no concessions (per student).
- Providers will be able to insert additional qualification details if delivering more than one qualification or skill set.
- Providers will be asked to upload a Training Plan outlining the proposed delivery methods and other strategies to support student's continued engagement and completion of the course.
- The Plan should include specific strategies designed to meet the specific needs of the target group.

Assessment Criteria

Past provider performance to demonstrate:

- achieving previous project targets, training place allocations and utilisation
- experience in delivering projects in non-metropolitan regions
- experience in delivering projects to vulnerable cohorts in regional locations.

Project Design to demonstrate:

- the project aims to support one or more of the targeted learner groups as outlined in the Guidelines
- evidence of the Provider's capacity, capability, knowledge and skills, to deliver progressive and flexible training to targeted cohorts and diverse groups of learners
- the range of partnerships to deliver the project, enable participant referral processes, and maintain support services throughout the project
- that established delivery methods and settings are suited to the needs of the target group
- evidence of known successful strategies to maintain the target group's participation in VET and to make successful transitions
- connections with employers and industry to enable learners to navigate the work environment, where relevant practice new skills through work placement or simulated environment, and with assistance learners plan their transition to further study or employment
- that the qualifications or national skill sets are on the National Register and on the Provider's ASQA scope to deliver in South Australia at the time of application and intended delivery period and suits the project's objectives and needs of the participants.



Section - Outcomes

What are the intended outcomes for Stream 3 Pathways project?

- Providers are required to select the intended outcomes for the project.
 - Employment or self-employment and
 - Transition to further training or higher education
 - The Provider will be required to provide additional information about how the project will achieve these outcomes and what strategies will be implemented.
 - Other; will require the Provider to provide information about other outcomes and describe how the project will achieve these outcomes and what strategies will be implemented
 - There is a 3000-character limit in this section.

Industry Exposure

Will industry exposure opportunities be included in this project?

- Providers will be required to select yes or no
- A no response will remind Providers that Industry exposure opportunities are mandatory for Stream 3 projects.
- Providers will be required to indicate the type of industry exposure activities to be provided.
- This is a multiple response question, with each selection requiring additional information.
 - Work placement
 - What types of activities will the work placement involve?
 - How many hours in total will the work placement involve?
 - Is the work placement paid or unpaid – if part paid and part unpaid is selected the training provide is required to provide additional detail.
 - Work experience
 - What types of activities will the work experience involve?
 - How many hours in total will the work experience involve?
 - Is the work experience paid or unpaid – if part paid and part unpaid is selected the training provide is required to provide additional detail.
 - Industry/Employer visit
 - What types of activities will the Industry visit involve?
 - The Provider will be required to provide detail of the Industry activities.

Assessment Criteria

Provider eligibility to demonstrate:

- delivery of the project during the 2020-21 financial year
- agreeing to report, document delivery models and provide relevant skills and workforce information to the department.

Past provider performance to demonstrate:

- achieving previous project targets, and the capacity to deliver the number of training places sought
- experience in delivering projects to vulnerable groups.

Project Design to demonstrate:

- how this project will support the outcomes of the project and address pathway skill needs as outlined in the Guidelines
- evidence of the specific skills needs of the targeted group
- evidence of collaboration with industry and key regional stakeholders in the design of the project



- the organisation's experience in identifying and delivering diverse training approaches to vulnerable groups
- evidence of employment opportunities, understanding the workplace environment, and if required provision of simulated environments for learners to practice new skills.

Section - Project Timing and Sequencing

Outline the sequencing and timing of all project activities to be funded and delivered during the project

- The Provider will be required to complete a table inserting information in the following columns:
 - Project activity
 - Duration of activity
 - Description of activity.
- The Provider will be able to add additional activities as required for the project.

Assessment Criteria

Provider eligibility to demonstrate:

- delivery of the project during the 2020-21 financial year
- delivery of qualifications or technical skill sets that are on the Providers ASQA delivery scope for the state
- evidence that the training meets the project's objectives and needs of vulnerable target groups.

Past provider performance to demonstrate:

- performance in achieving project targets and capacity to deliver the number of training places requested.

Project Design to demonstrate:

- evidence that the strategies to be implemented achieve successful outcomes for learners
- that the project is congruent with sequencing and activities within the project timeline and in accordance with the Guidelines
- requirement to upload a Training Plan.

Section - Project Partners

Are there partners that are critical to the success of this project?

- This requires a yes or no response.
- If yes, you will be required to select the type of partner, the organisation name and select the project partner contribution type.
- The Provider will be able to add additional project partners.



Partner Co-Investment

- The Provider will be required to complete a table, providing detailed information about the partner name, type of partner and the financial value of contribution and the financial in-kind contribution.
- The Provider will be able to add additional partner co-investment details.
- The application will automatically total the Co-Investment.

Assessment Criteria

Provider eligibility to demonstrate:

- delivery of the project during the 2020-21 financial year
- agreeing to report, document delivery models and provide relevant skills and workforce information to the department.

Past provider performance to demonstrate:

- achieving previous project targets, and capacity to deliver the number of training places sought
- experience in delivering projects to vulnerable groups.

Project Design to demonstrate:

- the diversity of partnerships to deliver the project, enable participant referral processes, and maintain support services throughout the project
- evidence that the project has a learner-centred approach to training
- details of the training environment, including co-delivery of the project in a community setting or service such as a local library.

Section – Budget

Project Costs

- The Provider will be required to complete the table and complete the following columns:
 - Cost description
 - Name of organisation delivering the service
 - Requested funding amount.
- The Provider will be able to add additional project cost items.

Project Management

- The Provider will be required to select the functions that project management funding will be used for.
- If Other is selected, the Provider will be required to specify what those additional functions are that funding will be used for.

Assessment Criteria

Value for Money to demonstrate:

- funding for project management and other project activities is appropriate and in accordance with the project's size, length and complexity
- there is no duplication of existing services.

Project Design to demonstrate:

- that the budget represents value for money in the context of the project focus, activities and resources needed to support project success
- evidence of the amount of co-investment by participating organisations or industry partners.



Section – Declaration

The Provider is required to confirm agreement by signing the Declaration. The Provider will be unable to submit the application if this section is not ticked.

Submit Tab: If the application has been finalised hit the submit tab.

Save Tab: If the application is incomplete and you need to include further information hit the save tab as this will allow you to return to the document and continue editing information.

Application Questions:

Stream 4: Adult Community Education Pathways

Providers are required to complete the following questions for Stream 4

Section - Project Details

Does this project involve the delivery of a Micro-credential?

- Yes/No response.

Which Micro-credential(s) are you intending to deliver

Micro-credential 1

Micro-credential name

- You will be able to provide information for one or more Micro-credentials.

Is the Micro-credential endorsed by the Training and Skills Commission?

- Yes/No response.
- The questions in Stream 1 will be adjusted to accommodate the information that you may have already provided to the Training and Skills Commission to have your Micro-credential endorsed.

Are you the owner of this Micro-credential?

- Yes/No response.

What are the transition learning pathways for participants on completion of the Micro-credential?

- Please provide details of the pathway from the Micro-credential to accredited training.

Which Project are you applying for:

Level 1 - non-accredited foundation skills training

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

- You will be required to identify level 1 or level 2 or both
- You will be asked if this is a consortium project:
 - Yes/no
 - If yes you will be required to enter details of the partner organisations
- You will be asked if there is an MAA or agreement to establish roles/responsibilities
 - If Yes, then you may be required to provide evidence if required

What is the purpose of your project?

- Provide a description of your project, what will it address.
- There is a 3000-character limit response.



Select the main region where the project will be delivered

- Providers will only be able to select one main region.

Will the project be delivered in more than one region?

- Providers will be required to select yes or no.
- A yes response will allow multiple regional selection.

What is the address of all delivery sites?

- The delivery sites are required for consortium projects

How many participants will be enrolled in this project?

- Participant numbers should be equal to the number of training places in the project.

The Provider will be required to select that this project assists South Australians:

- Aged 17 years or over and not enrolled in school
OR
- Early school leavers with or without non-school qualifications
OR
- An Australian resident, or if not an Australian resident, have an eligible visa (please visit <http://www.skills.sa.gov.au/training-learning/check-your-eligibility/eligibility-explained#Eligible> visas)
OR
- Students transitioning from other South Australian government funded initiatives
OR
- Existing employees needing to upskill their foundation skills
AND
- Are Aboriginal or Torres Strait Islander, young people under 25 years, mature age (45 years and over), from culturally and linguistically diverse background, people with a disability, women returning to work or women seeking to enter non-traditional occupations.
- This is a multiple selection list.

Identify the industry sector(s) this project will support

- Multiple selection applies.

Accredited training

Which RTO will be delivering the accredited training

- You will be required to provide details of the organisation
- Enter their RTO ID
- Select your approved LSS provider (if relevant)
- Qualification details including code and name
 - Enter skill set and or foundation skills units with vocational units
 - Code for skill set and or foundation skills units and vocational units
 - Number of training places
 - Note if there is more than one course, then all training places should be equal to the number of participants engaged in the project.
 - Indicative end enrolment date
 - The estimated date for training completion
 - Foundation Skills courses are fee free, however the Provider will be required to enter the course fee for a student with no concessions (per student) for Level 2 vocationally focused units of competency.
- Providers will be able to insert additional qualification details if delivering more than one qualification, skill set, foundation skills units and vocational units.
- Providers will be asked to **upload a Training and Delivery Plan** outlining the proposed delivery methods and other strategies to support student's continued engagement and completion of the course.
- The Plan should include specific strategies designed to meet the specific needs of the target group.



Assessment Criteria

Past provider performance to demonstrate:

- achieving previous project targets, training place allocations and utilisation
- experience in delivering projects in non-metropolitan regions
- experience in delivering projects to vulnerable cohorts in regional locations.

Project Design to demonstrate:

- the project aims to support one or more of the targeted learner groups as outlined in the Guidelines
- evidence of the Provider's capacity, capability, knowledge and skills, to deliver progressive and flexible training to targeted cohorts and diverse groups of learners
- the range of partnerships to deliver the project, enable participant referral processes, and maintain support services throughout the project
- that established delivery methods and settings are suited to the needs of the target group
- evidence of known successful strategies to maintain the target group's participation in VET and to make successful transitions
- connections with employers and industry to enable learners to navigate the work environment, where relevant practice new skills through work placement or simulated environment, and with assistance learners plan their transition to further study or employment
- that the qualifications or national skill sets are on the National Register and on the Provider's ASQA scope to deliver in South Australia at the time of application and intended delivery period and suits the project's objectives and needs of the participants.

Section - Outcomes

What are the intended outcomes for Stream 4 Adult Community Education Pathways project?

- Providers are required to select the intended outcomes for the project.
 - Observed measured improvement in participant foundation skills
 - Transition from a Level 1 to a Level 2 Project
 - Enrolment in a VET course
 - Supports a VET course completion
 - Employment or self-employment
 - Enrolment in a Skilling South Australia project, Job Trainer funded VET course, or transition to a project in another TPP stream.
- The Provider will be required to provide additional information about how the project will achieve these outcomes and what strategies will be implemented.
 - There is a 3000-character limit in this section.

Industry Exposure

Will industry exposure opportunities be included in this project?

- Providers will be required to select yes or no
- Providers will be required to indicate the type of industry exposure activities to be provided.
- This is a multiple response question, with each selection requiring additional information.
 - Work placement
 - What types of activities will the work placement involve?
 - How many hours in total will the work placement involve?
 - Is the work placement paid or unpaid – if part paid and part unpaid is selected the training provide is required to provide additional detail.



- Work experience
 - What types of activities will the work experience involve?
 - How many hours in total will the work experience involve?
 - Is the work experience paid or unpaid – if part paid and part unpaid is selected the training provide is required to provide additional detail.
- Industry/Employer visit
 - What types of activities will the Industry visit involve?
 - The Provider will be required to provide detail of the Industry activities.

Assessment Criteria

Provider eligibility to demonstrate:

- delivery of the project during the 2020-21 financial year
- agreeing to report, document delivery models and provide relevant skills and workforce information to the department.

Past provider performance to demonstrate:

- achieving previous project targets, and the capacity to deliver the number of training places sought
- experience in delivering projects to vulnerable groups.

Project Design to demonstrate:

- how this project will support the outcomes of the project and address pathway skill needs as outlined in the Guidelines
- evidence of the specific skills needs of the targeted group
- evidence of collaboration with industry and key regional stakeholders in the design of the project
- the organisation's experience in identifying and delivering diverse training approaches to vulnerable groups
- evidence of employment opportunities, understanding the workplace environment, and if required provision of simulated environments for learners to practice new skills.

Section - Project Timing and Sequencing

Outline the sequencing and timing of all project activities to be funded and delivered during the project

- The Provider will be required to complete a table inserting information in the following columns:
 - Project activity
 - Duration of activity
 - Description of activity.
- The Provider will be able to add additional activities as required for the project.

Assessment Criteria

Provider eligibility to demonstrate:

- delivery of the project during the 2020-21 financial year
- delivery of qualifications or technical skill sets that are on the Providers ASQA delivery scope for the state
- evidence that the training meets the project's objectives and needs of vulnerable target groups.



Past provider performance to demonstrate:

- performance in achieving project targets and capacity to deliver the number of training places requested.

Project Design to demonstrate:

- evidence that the strategies to be implemented achieve successful outcomes for learners
- that the project is congruent with sequencing and activities within the project timeline and in accordance with the Guidelines
- requirement to upload a Training Plan.

Section - Project Partners

Are there partners that are critical to the success of this project?

- This requires a yes or no response.
- If yes, you will be required to select the type of partner, the organisation name and select the project partner contribution type.
- The Provider will be able to add additional project partners.

Partner Co-Investment

- The Provider will be required to complete a table, providing detailed information about the partner name, type of partner and the financial value of contribution and the financial in-kind contribution.
- The Provider will be able to add additional partner co-investment details.
- The application will automatically total the Co-Investment.

Assessment Criteria

Provider eligibility to demonstrate:

- delivery of the project during the 2020-21 financial year
- agreeing to report, document delivery models and provide relevant skills and workforce information to the department.

Past provider performance to demonstrate:

- achieving previous project targets, and capacity to deliver the number of training places sought
- experience in delivering projects to vulnerable groups.

Project Design to demonstrate:

- the diversity of partnerships to deliver the project, enable participant referral processes, and maintain support services throughout the project
- evidence that the project has a learner-centred approach to training
- details of the training environment, including co-delivery of the project in a community setting or service such as a local library.

Section – Budget

Project Costs

- The Provider will be required to complete the table and complete the following columns:
 - Cost description
 - Name of organisation delivering the service
 - Requested funding amount.
- The Provider will be able to add additional project cost items.



Project Management

- The Provider will be required to select the functions that project management funding will be used for, including implementing the ACE-UAN for community education.
- If Other is selected, the Provider will be required to specify what those additional functions are that funding will be used for including provision of student personal support services, transition support.

Assessment Criteria

Value for Money to demonstrate:

- funding for project management and other project activities is appropriate and in accordance with the project's size, length and complexity
- there is no duplication of existing services.

Project Design to demonstrate:

- that the budget represents value for money in the context of the project focus, activities and resources needed to support project success
- evidence of the amount of co-investment by participating organisations or industry partners.

Section – Declaration

The Provider is required to confirm agreement by signing the Declaration. The Provider will be unable to submit the application if this section is not ticked.

Submit Tab: If the application has been finalised hit the submit tab.

Save Tab: If the application is incomplete and you need to include further information hit the save tab as this will allow you to return to the document and continue editing information.