

# South Australian Group Training Program (SAGTP) and Group Training Organisation (GTO) Boost

## Funding Guidelines 2022-23

### Traineeship and Apprenticeship Services

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## SOUTH AUSTRALIAN GROUP TRAINING PROGRAM (SAGTP)

### Guidelines for 2022-23

The South Australian Group Training Program (SAGTP) is a State Government initiative that aims to maintain or increase completion rates of apprentices and trainees in the group training sector by supporting:

- the provision of pastoral care arrangements for apprentices and trainees employed by Group Training Organisations (GTOs), and
- the placement of those apprentices and trainees with host employers.

The SAGTP is administered by the Department for Education (DfE) on behalf of the Minister for Education, Training and Skills. The SAGTP commenced in July 2015 and will continue through to 30 June 2025, subject to budget availability. These Funding Guidelines are for 2022-23.

#### 1. Eligibility for funding

To be eligible for SAGTP funding in the 2022-23 period GTOs must:

- have a capacity to deliver group training services to specific industries and targeted equity groups;
- be registered against the National Standards for Group Training Organisations in South Australia as at 1 July 2022 (refer [www.australianapprenticeships.gov.au/gto-national-standards](http://www.australianapprenticeships.gov.au/gto-national-standards));
- be registered as an employer under the *South Australian Skills Act 2008* (SA); and
- comply with the South Australian Skills Commission Standard for hosting apprentices and trainees (refer <https://skillscommission.sa.gov.au/legislative-framework/regulations-and-standards/south-australian-skills-standards>).

Eligible GTOs may be a for-profit or not-for-profit organisation.

#### 2. Funding model

Funding for the GTO:

- is calculated using the number of apprentice and trainee commencements and completions in 2022-23, as sourced from internal DfE records (ATLAS);
- is proportionate to the nominal duration of the apprenticeship or traineeship, with a higher payment applying to apprentices or trainees in targeted groups as described in Section 3 Targeted Groups;
- may increase for regional loading as described in Section 4 Regional Loading; and
- will include an additional 1.5% to take into consideration annual Consumer Price Indexing (CPI).

Funding is subject to budget availability and will conclude if the program is fully subscribed prior to 30 June 2023.

## 2022-23 Funding Schedule

COMMENCEMENTS	Standard Rate	Targeted Groups* Rate (* refer Section 3)
Apprenticeships	\$200	\$400
Traineeships – duration <24 months	\$67	\$133
Traineeships – duration >=24 months <36 months	\$133	\$267
Traineeships – duration >=36 months	\$200	\$400
COMPLETIONS		
Apprenticeships	\$600	\$1,200
Traineeships – duration <24 months	\$200	\$400
Traineeships – duration >=24 months <36 months	\$400	\$800
Traineeships – duration >=36 months	\$600	\$1,200

### 2.1 Qualifications funded

In 2022-23, SAGTP funds will be available for all apprenticeships and all traineeships.

### 2.2 Commencements

Payments for commencements will be made for any eligible apprenticeship or traineeship commencement that occurred between 1 July 2022 and 30 June 2023, which are not withdrawn during the probationary period.

### 2.3 Completions

Payments for completions will be made for any eligible Training Contract completion that occurred between 1 July 2022 and 30 June 2023, where the contract status is 'Completed-Successful'.

## 3. Targeted groups

Targeted groups for the purposes of the SAGTP comprises those apprentices and trainees who:

- are **Aboriginal and/or Torres Strait Islander**;
- a person living with a **disability**;
- are an **Adult Apprentice or Trainee** (aged 21 years or above upon commencement);
- commenced as a **School-based** Apprentice or Trainee;
- are **Female** learners.

An apprentice or trainee who is from a targeted group (as identified on the Training Contract) will attract a one hundred percent (100%) adjustment to the Standard Rate shown in the 2022-23 Funding Schedule.

## 4. Regional loading

Regions have been identified by DfE based on the Australian Bureau of Statistics, 2011 Australian Statistical Geography Standard: Remoteness Structure. A regional loading relating to apprentices and trainees who have attracted a commencement and/or completion payment as described in Section 2.2 Commencements and Section 2.3 Completions will be calculated at the following rates. The regional loading is based on the residential address of the apprentice or trainee as stored in ATLAS.

Regional accessibility	Adjustment value
Highly accessible metro	0%
Highly accessible regional	30%
Accessible	40%
Moderately Accessible	70%
Remote	200%
Very Remote	200%

## 5. Timing of payments

Payments in 2022-23 will be made within two weeks of a quarterly report sent to each GTO as follows:

- By 15 October 2022, DfE will provide the GTO with a report identifying commencements and completions eligible for payment during the reporting period 1 July 2022 to 30 September 2022;
- By 15 January 2023, DfE will provide the GTO with a report identifying commencements and completions eligible for payment during the reporting period 1 July 2022 to 31 December 2022;
- By 15 April 2023, DfE will provide the GTO with a report identifying commencements and completions eligible for payment during the reporting period 1 July 2022 to 31 March 2023; and
- By 15 August 2023, DfE will provide the GTO with a report identifying eligible commencements and completions during the reporting period 1 July 2022 to 30 June 2023.

## 6. Reporting

By 30 April 2023, GTOs must provide to DfE the completed Progress Report (supplied to the GTO upon execution of the Funded Activities Annexure).

By 15 October 2023, GTOs must provide to DfE an Acquittal Report for SAGTP funding for the period 1 July 2022 to 30 June 2023. DfE will provide an Acquittal Report template to the GTO by 30 September 2023.

## 7. Process

GTOs will receive their SAGTP contractual documentation via an email from Adobe Sign. GTOs can sign the Funded Activities Annexure through Adobe Sign by following the instruction for an electronic signature.

## GROUP TRAINING ORGANISATION (GTO) BOOST

### Guidelines for 2022-23

The GTO Boost is a State Government initiative that provides additional support for GTOs, apprentices and host employers over the next 12 months with a focus on:

- under-represented cohort groups
- retention and engagement, and
- new apprenticeship opportunities across all industries.

The GTO Boost comprises a **Charge-Out Rate Reduction** enabling GTOs to offer a reduced charge-out rate of \$100 per week per apprentice or trainee, for a period of twelve months, totalling \$5,200 per new Training Contract commencement. These Funding Guidelines are for 2022-23.

#### 1. Eligibility for funding

The GTO Boost is available for GTOs that are registered against the National Standards for Group Training Organisations in South Australia as at 1 July 2022.

A targeted approach is being implemented to maximise outcomes for under-represented groups across all industries.

The Charge-Out Rate Reduction is available to Training Contracts commencing from 1 July 2022 to 30 June 2023, for apprentices or trainees who:

- are **Aboriginal and/or Torres Strait Islander**;
- a person living with a **disability**;
- are **Adult Apprentice or Trainee** (aged 21 years or above upon commencement);
- commenced as **School-based** Apprentice or Trainee;
- are **Female** learners.

#### 1.1 Qualifications funded

Eligible Training Contracts at a minimum Certificate II level or above, attract the Charge-Out Rate Reduction. This includes any new commencement or re-commencement. Training Contracts may be full-time or part-time.

#### 1.2 Payment milestones

Funding support is specified on contractual annexures, which form part of the GTO's Funded Activities Agreement with the Department.

Payments under the Charge-Out Rate Reduction annexure will be made on a monthly basis, as the following milestones are met:

1. For each eligible Training Contract commencement from 1 July 2022 to 30 June 2023, the GTO will attract \$2,600.
2. When the Training Contract passes the six month mark (including part time Training Contracts), the GTO will attract a further \$2,600.

Payment is subject to the Terms and Conditions for funding of GTOs as set out in the Project Activities Schedule.

At the beginning of each month, until October 2023, the Department will run a report to identify GTO Training Contract activity eligible for payment. The Department will then provide each GTO with a summary of eligible Training Contract activity and disperse payments. GTOs with eligible activity should receive their GTO Boost (Charge-Out Rate Reduction) payments by the 15th day of each month.

## 2. Terms and conditions

- 2.1** If a Training Contract commencing from 1 July 2022 to 30 June 2023 is withdrawn during the probationary period, the GTO is only eligible to receive the first milestone payment of \$2,600.
- 2.2** If a Training Contract is suspended during the probationary period, the probationary period end date would be extended, and the GTO would only be eligible for the second milestone payment once the new probationary period end date has passed.
- 2.3** If the GTO has received a milestone payment for a Training Contract that is terminated or withdrawn, unspent funds (not passed onto the host employer) will be returned to the Department during the financial acquittal process.
- 2.4** South Australian Government agencies that are a host employer under a GTO arrangement are not eligible to receive the Charge Out Rate Reduction.
- 2.5** Staff members employed under a Training Contract directly with the GTO are not eligible to receive the Charge Out Rate Reduction.
- 2.6** The GTO must retain evidence that Charge-Out Rate Reduction funds were passed on to eligible employers as per the guidelines. Charge-out rate invoices (supplied by the GTO to an eligible host employer) must identify the charge-out rate reduction amount, the name of the applicable apprentice or trainee, and the name of the Department's program (i.e. SA GTO Boost).
- 2.7** The Department will monitor GTO activity during, and at completion, of the program. From time to time, the Department may audit GTO payments made under the program and seek evidence that the guidelines have been complied with as part of the financial acquittal process.
- 2.8** Funding is subject to budget availability and will conclude if the program is fully subscribed prior to 30 June 2023.

For more information about the GTO Boost initiative, please visit: <https://skills.sa.gov.au>