

Skilling South Australia Projects Guidelines

Effective 15 March 2022



Introduction

Skilling South Australia is helping people to get the skills they want and the economy needs, ensuring more South Australians are job ready for our state's key growth industries.

Skilling South Australia Projects are Government-funded, co-designed skills projects with business and industry that drive apprenticeship and traineeship growth.

Supporting South Australia's Skilled Workforce Needs

The Department for Education is currently seeking SSA Project applications that support apprenticeships and traineeships in key South Australian industry sectors, including: **hi-tech and digital, food, wine and agribusiness, tourism, defence and space, creative industries, energy and resources, health, medical and social care (e.g. aged care and disability).**

Skilling SA Projects will also continue to focus on apprenticeship and traineeship commencements for individuals and groups traditionally under-represented across all industry sectors.

Applications open 15 March 2022 and close 30 September 2022, with training contracts to commence on or before 1 March 2023.

Funding is subject to demand and budget availability. Applications may close earlier if the budget is fully subscribed.

Building on successful projects

If you are seeking funding to extend or expand on a SSA Project within a targeted industry sectors that has previously been funded and achieved apprenticeship and traineeship outcomes through Skilling SA Projects, please contact the Department to discuss options and eligibility before starting a new application.

Who can apply

Applications are invited from individual businesses or organisations with an ABN, including:

- businesses seeking to employ or upskill through apprenticeships or traineeships
- industry associations
- group training organisations
- training providers
- regional bodies and local government.

South Australian Government agencies seeking support to commence apprentices should contact the Office for the Commissioner of Public Sector Employment (OCPSE) at OCPSEskillingSA@sa.gov.au

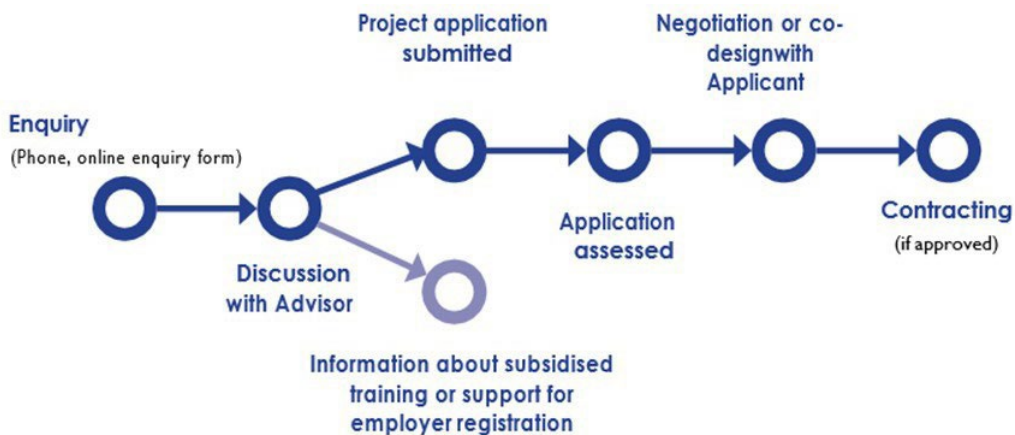
How to apply

Interested parties are invited to apply at www.skills.sa.gov.au/projects

Before lodging your application, contact an adviser to test your ideas or seek advice on funding and eligibility:

- Submit an online enquiry at: <http://s.skills.sa.gov.au/SSAenquiry>
- Call 1800 673 097
- Email DIS.skills@sa.gov.au

The following diagram summarises the key steps in the process from initial enquiry to contracting:



Project types

Pre-apprenticeship Projects:

Pre-apprenticeship projects deliver industry relevant skills and experience providing a pathway to an apprenticeship or traineeship with committed employers.

Pre-apprenticeship projects must involve:

- accredited training - either a qualification from the list at Appendix B, or a nationally recognised Skill Set or a negotiated project skill cluster (group of units of competency)
- the commitment by employer/s to provide apprenticeship opportunities, or a partnership with a group training organisation to employ the participants
- active support for participants to transition to training contracts.

It is expected that at **least 70 per cent of participants** will obtain an apprenticeship at the end of the project. Funding is aligned to achieving training contract outcomes.

Pre-apprenticeship project example:

Adelaide Training and Employment Centre is delivering a *Women in Welding* project which will support 10 female participants to undertake a pre-apprenticeship program to gain welding skills and undertake live training activities.

Following the pre-apprenticeship program 7 women will commence apprenticeships in Certificate III in Engineering – Metal Fabrication.

Apprenticeship Projects:

Apprenticeship projects support businesses to take on apprentices, including higher apprentices, through a range of activities depending on the requirements of the businesses and/or the prospective apprentices.

Apprenticeship projects are intended to be one-off approaches that resolve or influence an issue that cannot be addressed through other funding options. For example:

- recruitment and work readiness activities that support disadvantaged cohorts to commence training contracts
- activities that attract and support employers that have not historically used training contracts
- small, targeted pilots using alternative training and assessment methods with clear connections to employers and training providers.

Apprenticeship projects must have employers ready to take on apprentices, and result in training contracts at Certificate I to IV, Diploma or Advanced Diploma levels¹.

Apprenticeship project example

Clinpath Laboratories a local South Australian employer, is experiencing a significant increase in demand for pathology diagnostic services both nationally and in South Australia as a result of the ongoing COVID-19 pandemic.

To ensure a pipeline of qualified workers able to meet the increasing demands, Clinpath will engage over 130 existing and new workers across Pathology Collection, Health Services Assistance and Leadership and Management.

Training with similar characteristics to an apprenticeship projects:

The apprenticeship model is not always a practical option for some industries, occupations or businesses. In emerging sectors, a suitable apprenticeship pathway may still be in development. In certain businesses or workplace settings it is not always possible to meet the supervision requirements of an apprenticeship or provide work for the duration of an apprenticeship contract.

Factors such as these can limit the opportunities for both employers and individuals to benefit from combining a formal qualification with practical, on-the-job experience. In these circumstances, the Department has limited discretion to support training with similar characteristics to an apprenticeship through Skilling SA Projects.

¹ Degree level Higher Apprenticeships listed on the Traineeship and Apprenticeship Pathways Schedule may be considered for funding, places are limited and must not duplicate existing Commonwealth funding options

Training with similar characteristics could apply where the qualification is not listed on the [Traineeship and Apprenticeship Pathways Schedule](#), or there are genuine factors in the context of the industry, occupation, or employer that prevent the use of training contract arrangements at the time of the application.

Project applications for training with similar characteristics will need to identify:

- how the work placement or experience will be sequenced with the training delivery
- that the proposed number of hours and activities undertaken during the work placement are commensurate with the qualification
- that sufficient employers are willing to host work placements for all participants, and
- that relevant insurance and appropriate supervision arrangements are in place for the work placement or experience component of the project.

Before applying for this type of project, please contact an advisor to discuss your proposal and explore alternative skills development options.

Strategic projects:

The Department for Education may also work directly with some regions, industry sectors or other key stakeholders on opportunities to co-design and/or deliver strategic projects, particularly where they:

- respond to a specific workforce priority identified by the Department, local employers or relevant Industry Skills Council (ISC)
- pilot or test new apprenticeship and traineeship delivery models such as accelerating apprenticeship durations through recognition of prior skills and experience
- address a skills or workforce shortage with the use of training contracts or the Group Training employment model

Funding

Priority will be given to Skilling South Australia Projects that reflect a quantified financial or in-kind co-contribution from the Project Applicant. This information, including the contribution value should be included within the Project Budget template.

What can be funded

Skilling SA Projects offer a flexible approach to what can be funded, provided there is a demonstrable connection to apprenticeship commencements.

Skilling South Australia funding can be used for:

- up to 70% of the student gap fee charged by the nominated Registered Training Organisation
- supporting business in attracting, recruiting, selecting and pastoral care of apprentices, particularly for first time employers of apprentices
- increasing apprenticeship uptake in targeted growth and emerging industries with historically low use of training contracts

- targeted and culturally appropriate support for individuals and groups traditionally under-represented
- work readiness activities and work placements
- funding in special circumstances for training delivered by interstate RTOs if the training contract is based in South Australia
- project activity, including training contract commencements by **1 March 2023**.

What will not be funded

Funding will not be provided for:

- any project activities that commence **prior** to both parties executing the Funded Activities Agreement, (for example: recruitment of participants, training)
- wage subsidies for apprentices (either directly to employers or to host employers under group training arrangements)
- participants' wages during work placements for 'pre-apprenticeship' or 'training with similar characteristics to an apprenticeship' projects
- payments to an employer to host a work placement
- activities targeting school enrolled students (however, projects can connect with schools to attract students who are in a planned transition from school to work)
- capital infrastructure and/or assets purchases
- activities that duplicate existing funded services to support trainees or apprentices (e.g. travel and accommodation allowance or Learner Support Services)
- projects that lead to short-term, poor quality employment outcomes
- projects that create dependency on ongoing government funding beyond the life of the project (other than the training subsidy relating to an apprenticeship)
- business-as-usual activities of existing stakeholders that are already being delivered or are funded
- broad-based marketing and promotional strategies
- establishment costs to become a registered training organisation or a group training organisation
- accredited training delivered by TAFE SA².

Further information on participant eligibility, employer involvement, contracting and payment is provided in Appendix A.

Assessment criteria

Applications will be assessed on:

- past performance
- alignment to Skilling South Australia priorities, including objectives, target sectors and cohorts
- employer commitment

² Applicants can seek to partner with TAFE SA for the delivery of accredited training, to be funded through TAFE SA's existing funding arrangements and which would not result in TAFE SA seeking additional funds from the Department.

- project design
- sustainability
- value for money.

Past performance

Past performance of applicants will be considered where the applicant has received skills, training, or employment funding from the Department in the past three years. This encompasses contract compliance and the achievement of past contracted outcomes.

For applicants with no performance history, the Department will take a risk management approach, which may involve supporting a smaller scale project in the first instance.

Alignment to Skilling South Australia priorities

The primary objective of Skilling South Australia is to drive apprenticeship outcomes. Applications will be assessed against the extent to which the proposal will result in an apprenticeship.

In addition, this criterion also considers the extent to which the proposal focuses on one or more of the priorities, including:

- targeted key South Australian industry sectors:
 - tourism;
 - defence and space;
 - food, wine and agribusiness;
 - hi-tech and digital;
 - social care, health (including aged and disability) and medical;
 - renewable energy,
 - resources and mining;
 - creative industries; or
- regions or individuals and groups traditionally under-represented in apprenticeship pathways

Employer commitment

Employers are critical to successful projects and ensuring training contract outcomes. Applications will be assessed against the level of employer engagement in the project and their commitment to employ participants under training contract arrangements through the project.

Partnering with a group training organisation can also meet the requirements of this criterion.

The Department may contact employers or group training organisations to confirm their involvement as part of the assessment process.

Project design

This criterion is concerned with ensuring the project is designed to support the target cohort and is relevant to the industry and employers to deliver apprenticeship outcomes.

Factors that will be considered include whether:

- the project is attractive and valuable to participants
- funding will be used in accordance with the guidelines (see previous section, 'Funding') and are relevant to the project's purpose
- relevant partners critical to success are involved in project design
- project duration and timing meets employer and participant needs
- training contracts will commence on or by **1 March 2023**.

Sustainability

This criterion looks at whether the project is capable of generating longer term benefits for employers, apprentices or the apprenticeship system.

Factors that will be considered include:

- that funding does not create dependency on ongoing government investment beyond the life of the project (other than the training subsidy relating to an apprenticeship)
- whether the project will have a lasting impact on apprenticeship take-ups into the future (e.g. the employer or other partners have increased their capacity or capability).

Applications focusing on short-term employment opportunities with potential for high participant turnover will not be supported.

Value for money

The Department will consider the value for money of each application, including issues such as project complexity, participants' needs and regional delivery.

Cost comparisons with other available funding and with similar funded projects will also be considered.

Priority will be given to Skilling South Australia Projects that reflect a quantified financial or in-kind co-contribution from the Project Applicant. This information, including the contribution value should be included within the Project Budget template.

Further information about the range of South Australian Government services and support is available at

www.skills.sa.gov.au/training-providers-and-businesses.

Appendix A: General information

Participant eligibility

- Existing [VET subsidy eligibility](#) applies.
- School enrolled students are **not** eligible to participate in Skilling South Australia Projects.
- Access to a qualification, skill set or cluster through Skilling South Australia Projects is not limited by an individual's training account history. However, the Department will not subsidise any units of competency an individual has previously completed.
- Individuals will need to meet any training package prerequisites for a qualification or skill set.

Employer registration

Employers that intend to employ a participant as an apprentice must be [registered](#) with the Department **prior** to commencing the project.

Upfront assessment of need and Learner Support Services

The upfront assessment of need process is designed to help students have the best chance of success in completing their qualification. It is a critical part of improving retention and completion for apprentices, as additional support can be provided over the life of the training contract.

All prospective participants of projects must undertake the upfront assessment of need process prior to commencing any accredited training. This must be conducted by the training provider delivering accredited training. Information about these requirements is outlined on the [Department's website](#). Additional information and help to conduct the process is available to successful applicants if required.

Training providers must involve a Learner Support Services provider in the development stages of the project to ensure there is early planning for, and embedding of, additional living, learner and transition services to support participants to engage in, and successfully complete the project.

Learner Support Services providers can provide in-training support to complement a training provider's own support, plus an additional 12-week transition support following completion of training. Further information about the services available and Learner Support Services providers' contact details are available in the [LSS Fact Sheet](#).

Contracting, reporting and payments

Successful applicants will be offered an agreement or annexure, depending on their current funding arrangement with the Department.

Generally, payment of funds is made against agreed project milestones and achievement of training contract commencements.

If accredited training is part of a successful application, the Department will contract the training provider directly.

Detailed information on reporting requirements, marketing instructions and claims templates will be made available to successful applicants via the online Skilling South Australia Projects provider toolkit.

Appendix B: Pre-apprenticeship qualifications

Pre-apprenticeship projects must involve delivery of a negotiated project skills cluster (group of units of competency) or a nationally recognised Skill Set or one of the following qualifications:

- Certificate II in Community Services
- Certificate II in Electrotechnology (Career Start)
- Certificate II in Engineering Pathways
- Certificate II in Kitchen Operations
- Certificate II in Telecommunications Technology
- Certificate II in Water Operations.

Department for Education

July 2022

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