

Skilling
Queenslanders
for **work**

Get Set for Work
Guidelines for funding

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Queensland
Government

What is Get Set for Work?

Get Set for Work is a work readiness program that forms part of the Government's *Skilling Queenslanders for Work* initiative. The program aims to create a transition pathway for young people aged 15 to 19 years by helping them to find a job, continue with other education or training or return to school.

The Queensland Government is investing \$11.1 million each year in the program to assist 2,000 young people. Get Set for Work is managed by the Department of Employment, Economic Development and Innovation (DEEDI). The department reserves the right to amend these guidelines as necessary.

Why is it needed?

The Queensland Government is committed to enhancing the skills of all young Queenslanders and to providing assistance to enable all young people make a successful and satisfying transition from school into the workforce or onto further education and training.

Initially targeted at 15 to 17 year olds, Get Set for Work has been expanded to also include older early school leavers up to 19 years of age to assist them to stay connected to the labour market, reducing the risks and incidence of long-term unemployment.

Who can apply for funding?

Organisations eligible for funding include:

- not-for-profit community based organisations
- local government authorities
- registered training organisations
- state or non-state schools.

Funding is not available for individuals. Other organisations may be considered for funding at the discretion of DEEDI where a case can be proven that a departmental priority cannot be met by eligible organisations.

Projects must be delivered at no cost to participants.

Who will be assisted?

The core age range for Get Set for Work is 15 to 17 year olds however, it has been identified that there is a gap in servicing older early school leavers up to 19 years leaving school and transitioning to the workforce. Eligible participants include young people who:

- have left school early before completing Year 12 and do not have a Certificate II qualification
- are unemployed or have minimal hours of employment
- are in their compulsory participation phase and 'at risk' of not transitioning into or completing their senior phase of learning
- are 'at risk' of leaving school before completing Year 12
- are not ready to commit to formal education and training.

There is an overall objective that 70% of participants will be early school leavers and 30% will be young people 'at risk' of disengaging from mainstream education prior to completing Year 12.

Selection of participants is at the discretion of the organisation subject to the eligibility criteria and in consultation with DEEDI.

Safety net

Get Set for Work should not be seen as a mainstream option for young people to choose during their senior phase of learning. The program operates as a 'safety net' after other learning options have been explored by a young person who remains determined to leave school or has left and is unlikely to be able to find employment without assistance.

Get Set for Work is not to be used by schools as a punitive action or as a behaviour management strategy.

What type of assistance is available?

Projects should include an appropriate mix of holistic services involving complete or partial delivery in a community setting. The assistance should offer a continuum of group and individual activities tailored to suit the needs of the target group and the local labour market. The three components of Get Set for Work are:

1. Development of a learning and transition plan
2. Program delivery
3. Ongoing support and guidance.

Learning and Transition Plan

The learning and transition plan is a flexible document developed between the participant and the provider during one or more face-to-face sessions. The learning and transition plan is only mandatory for 15 to 17 year olds and must complement the Senior Education and Training (SET) plan if a participant has one.

The learning and transition plan must record the activities and services delivered during the course of the project and must illustrate a clear pathway to employment, progression to vocational training or return to school.

Program Delivery

Program delivery must respond to participant needs with strategies to overcome any barriers identified in the learning and transition plans. This includes links and referrals to appropriate specialist or support services addressing personal, health and social issues.

Program content should be broad and mixed, and not focussed solely on personal and life management issues. Practical learning activities may include (but not be limited to):

- orientation camps
- recreational activities
- adventure-based learning
- accredited vocational training - such as skills sets and 'taste testers'
- language, literacy and numeracy assistance
- employment preparation
- work experience
- work place visits
- social and community-based activities
- learner driver training
- work-based learning.

Part-time work

Under Get Set for Work, there is provision for participants who can demonstrate the necessary capacity to be involved in part-time work activities as part of the project:

- part-time apprenticeships or traineeships under the Youth Training Incentives Program (also delivered under *Skilling Queenslanders for Work*)
- part-time work on a Work Placement project. Participants can work 15 hours per week on a public works, community or environmental project and be paid under the *Community Jobs Plan Employees'*

Conditions Order. These can be delivered by the Get Set for Work provider or participants can be referred to a Work Placement project being delivered under the Community Employment and Infrastructure Program (also delivered under *Skilling Queenslanders for Work*)

- work experience must be either approved Vocational Placements under the *Vocational Education, Training and Employment Act 2000* or approved under the *Education (Work Experience) Act 1996*.

Centrelink activity requirements

From 1 July 2009, young people who get Youth Allowance (Other) and don't have Year 12 or a Certificate II qualification need to be involved in further study or training for up to 25 hours per week.

Get Set for Work providers should aim to engage these young people on project activities (either based on-site or individually directed activities) for up to 25 hours per week. If the hours cannot be made up exclusively on a Get Set for Work project, the young person will need to find additional approved activities. More information can be found on the Department of Education, Employment and Workplace Relations (DEEWR) website at: www.deewr.gov.au/Youth/Pages/youthallowanceotherFAQ.aspx

Ongoing support and guidance

Ongoing support and guidance plays an important role during the course of the project to facilitate a positive transition for the young person. Contact must occur regularly and include school holidays. The frequency of contact will depend on the individual's needs but must be no more than four weeks apart.

Get Set for Work is an intervention which recognises that the duration of an individual's participation is based on the time needed to achieve an outcome rather than the length of the project. Some participants will be ready to move on at three months, some will take much longer.

Get Set for Work providers must establish a three month post-program phase to assist participants to remain in employment, training or school.

Continuation of participants

It's acknowledged that some participants may need to receive continued assistance after the completion of a contract period and therefore will be carried over into the next project. There is no limit on the number of repeat participants but it is expected that all participants achieve significant progress in the first project period.

Generally, participants should only be continued if they still have significant barriers to employment or were recruited late in the initial contract period.

At the commencement of the subsequent project period, the provider must re-assess and review any continuing participants' learning and transition plans.

Are there any specific requirements?

Get Set for Work providers must:

- have a strong local presence including well-established community and employer relationships
- be able to demonstrate proven experience and success in assisting young people
- liaise closely with local referral agencies, youth organisations, schools, employers and registered training organisations to identify the participants who need, or will continue to need, assistance in current or subsequent project periods
- deliver outside an institutional setting – experience shows that this cohort prefers a community-based environment that is able to link them into employment or back to learning and training
- deliver projects from January to December. There is an expectation that providers will continue to provide activities during all school holidays. Flexible entry, exit and re-entry points for participants are also a critical requirement to allow young people maximum access.
- ensure project design and delivery is inclusive of gender; people from culturally and linguistically diverse backgrounds; Indigenous people; people with disabilities and other disadvantaged groups.
- advocate for participants who receive allowances from Centrelink
- avoid duplication of services in the local area – be aware of, and satisfied that, other youth programs and options are complementary to the Get Set for Work project.

Legislative requirements

Get Set for Work is a commitment to the Queensland Government's *Education and Training Reforms for the Future* agenda. The program is identified under the *Education (General Provisions) Act 2006* as an eligible option for young people aged 15 to 17 years of age in the compulsory participation phase of schooling. Get Set for Work is recognised under the Act as a departmental Employment Skills Development Program.

Successful completion of Get Set for Work will contribute two credit points towards a young person's Queensland Certificate of Education (QCE).

Any organisations delivering Get Set for Work to young people in the compulsory participation phase are deemed to be an eligible learning provider under the Act and are required to report participation details and education and learning results to the Queensland Studies Authority (QSA).

Location of projects

Departmental funding priorities take into consideration the availability of other local options for 'at risk' youth and the identification of areas with high numbers of disengaged young people. Available funding will be directed towards specific catchments or specific population groups identified as high priority.

Potential applicants can obtain specific information from the department's regional employment officers regarding local priorities, District Youth Achievement Plans and broader Australian Government policy objectives such as the National Partnership on Youth Attainment and Transitions.

What are the expected outcomes?

Organisations will be required to specify employment, further education or training and return to school targets to be achieved through Get Set for Work. Outcome targets will be negotiated as a condition of the grant and include:

- full-time employment more than 25 hours per week in a permanent, temporary, casual or self-employed capacity
- part-time employment less than 25 hours per week in a permanent, temporary, casual or self-employed capacity
- enrolment in an accredited vocational education and training course to gain a qualification
- return to school.

Get Set for Work providers are expected to achieve a 33% employment outcome or a combined employment, training and return to school outcome of 50%.

Providers should aim for full-time outcomes. For any part-time outcomes, young people aged 15 to 17 years will require an exemption from the compulsory participation phase. If there is no outcome and the provider has exhausted all avenues, the young person is to be referred to the district Education Queensland office and the local District Youth Achievement Plan network for an appropriate local alternative option.

How are grant application assessed?

Grant applications are evaluated by locally-based Evaluation Panels comprising DEEDI regional employment officers with representation from the local District Youth Achievement Plan network. The Community Jobs Priorities Committees can also be convened to consider applications for funding under the Get Set for Work Program. The role of these panels and committees is to discuss, prioritise and recommend to the department grant applications for consideration.

If your application for grant funding is unsuccessful, you may request feedback from your local DEEDI regional employment office.

Applications are assessed against the following criteria (including but not limited to):

	Components	Description
Capacity to Manage the Project	Project Management	<ul style="list-style-type: none"> Capacity of organisation to deliver and manage the project, including delivery outside an institutional base Relevant experience in managing government grant funds and delivering similar projects Identified strategies to recruit participants from identified target groups
		<ul style="list-style-type: none"> Experience in delivering similar assistance to the specific target group
	Project supervision	<ul style="list-style-type: none"> Engagement of a suitably qualified supervisor and other experienced staff with relevant skills
Servicing Community Needs	Local Network involvement	<ul style="list-style-type: none"> Evidence to support strong community presence within local area e.g. local knowledge, fostered networks and relationships Demonstrated capacity to provide integrated response to client needs in the local area - evidence of partnerships with relevant local organisations including education and training providers and youth focused agencies
	Community Benefit	<ul style="list-style-type: none"> Long term benefit to the community - level of community needs being addressed Assessment of the merits of the project and potential for community and participant benefit Evidence of alignment or links with local planning processes including community economic development plans/strategic plans Extent of support for and involvement in the project from local community stakeholders, employers, industry, service providers etc
		<ul style="list-style-type: none"> Assessment of the effectiveness of the component for participants and relevance to local labour market needs
		<ul style="list-style-type: none"> Assessment of the effectiveness of the component for participants
Strategies to Assist Participants within local area	Work Placements	<ul style="list-style-type: none"> Assessment of the effectiveness of practical on-the-job work skills gained and relevance to local labour market needs
	Customised Assistance	<ul style="list-style-type: none"> Assessment of the effectiveness of other identified employment assistance, skills development and support measures including learning and transition plans
	Target Group Needs	<ul style="list-style-type: none"> Capacity of the project to meet the needs of the target group in the geographical area, particularly the ability to engage young people
	Links to Other Programs or Services	<ul style="list-style-type: none"> Extent of linkages with existing training programs, other local initiatives, support services or other funding programs
Strategies to Achieve Outcomes	Effectiveness of Strategies	<ul style="list-style-type: none"> Overall assessment of the project's potential to meet the objectives of the education and training reforms for young people not engaged in learning or employment Level of employment and further education or training outcomes forecasted
		<ul style="list-style-type: none"> Demonstrated evidence of the organisation's ability to achieve forecasted outcomes, particularly participation in employment pathways
Cost/Value for Money	Cost-Effectiveness	<ul style="list-style-type: none"> High quality overall cost-effectiveness of the project, including factors such as total funding sought, length of project, number of participants, outcomes to be achieved and accredited vocational education and training to be delivered (training cost per hour)

Appeals

Organisations may request a review of a decision made by DEEDI in relation to the provision of grant funding under the Get Set for Work Program.

Appeals must be lodged in writing to:

Director
Policy, Coordination and Support
Employment and Indigenous Initiatives Division
Department of Employment, Economic Development and Innovation
GPO Box 69
BRISBANE QLD 4001

Organisations will be notified in writing of the outcome of the appeal within 15 working days from receipt of the appeal.

What is the application process?

Organisations must develop their draft proposal in consultation with their local DEEDI regional office.

Applications must be submitted using the *Skilling Queenslanders for Work* initiative application for funding. This is a single standardised application form used across a number of different programs. Only information contained in the application will be considered when making a final determination. DEEDI will not infer missing or incomplete information into an application.

An annual funding round is held late in the calendar year for service delivery to commence in January.

What can project funds be used for?

Grant funds are available for costs directly associated with the delivery of the project, and can be used for the following eligible costs:

- staff costs – wages and oncosts for project coordinator and other delivery staff
- administration costs – rent, accommodation, office costs, telephone, postage, advertising, travel, insurance and auditing fees
- training costs (where it can be demonstrated that these costs cannot be met from other funding sources) – provider fees, trainer costs, materials or equipment costs, student enrolment fees
- travel costs – bus hire or lease of vehicles

- an allocation for a management fee as a contribution towards the operating costs of the organisation. This fee should not exceed 5% of the total grant amount.

Funding received from other sources must also be disclosed. The funding levels for each grant will vary according to the type of services and activities being delivered and the number of young people to be assisted.

What are the funding conditions?

If the grant application is successful, the following funding conditions will apply:

- organisations must enter into a Memorandum of Agreement with the Queensland Government (represented by DEEDI) and adhere to the terms and conditions of the agreement
- funds must be spent on the project as described in the application
- payments are made to the funded organisation only.

The *Skilling Queenslanders for Work* Memorandum of Agreement which is used for the Get Set for Work Program can be viewed at:

<http://www.employment.qld.gov.au/pdf/eii/memorandum-of-agreement.pdf>

What is the contract term?

Organisations that have not previously delivered an employment program with DEEDI, and are successful in receiving a grant as part of Get Set for Work will be offered a contract of up to 12 months duration.

An option to extend a contract period for a further 12 months may be available, at the absolute discretion of DEEDI where organisations can demonstrate an ongoing demand for employment services.

Long-term contracts of up to three years may be offered to organisations that have a proven capacity to deliver employment projects to young people, meet identified performance measures and can provide strong evidence of an ongoing demand for employment services.

Organisations contracted for 12 months or more will be subject to satisfactory completion of an annual performance review which will be a condition of the release of the following year's funding.

How are grant funds paid?

Generally, grant funds are paid in instalments. All first payments are made once the Memorandum of Agreement has been executed, and no sooner than 30 days prior to the commencement of the project.

Subsequent payments are made upon lodgement of the requirements of the funding agreement and on acquitting expenditure of 80% of previous payments.

If you require further information, please contact your local DEEDI regional employment office on 1300 369 925.