

Skilling Queenslanders for work

Guidelines for funding

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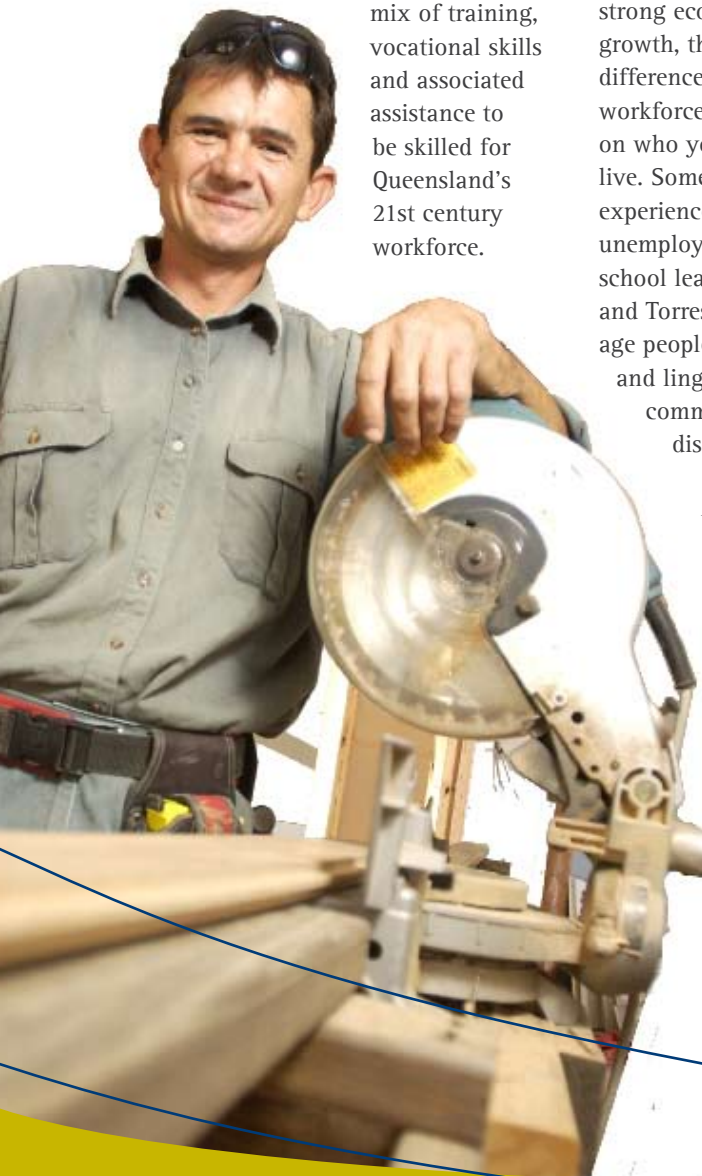
**Queensland
Government**
Department of
Employment and
Industrial Relations

Current as at 14/02/2008

What is Skilling Queenslanders for Work?

Skilling Queenslanders for Work is a key component of the Queensland Skills Plan that will assist those Queenslanders most disadvantaged in the labour market to achieve sustainable employment outcomes.

Skilling Queenslanders for Work will support individuals to develop the skills and experience they need to compete in the labour market with a range of assistance tools that can be customised to meet individual needs. The initiative aims to ensure individual Queenslanders get the right mix of training, vocational skills and associated assistance to be skilled for Queensland's 21st century workforce.



Skilling Queenslanders for Work will consist of a number of strategies that will target disadvantaged jobseekers.

The Queensland Government is investing around \$80 million per year in the initiative. *Skilling Queenslanders for Work* is managed by the Department of Employment and Industrial Relations (DEIR).

Why is it needed?

While Queensland has experienced strong economic and employment growth, there are significant differences in the levels of workforce participation depending on who you are, and where you live. Some groups of people experience higher than average unemployment rates including early school leavers, Aboriginal people and Torres Strait Islanders, mature age people, people from culturally and linguistically diverse communities and people with disabilities.

Also of concern are the numbers of people with low level skills who are unable to secure more working hours because they lack the necessary skills.

By assisting more people into work, *Skilling Queenslanders for Work* will help to address emerging labour and skill

shortages, and the forecast decline in workforce participation as a consequence of an ageing population.

Who can apply for funding?

Funding is available to organisations delivering employment and training services to specific client groups.

Organisations eligible for funding include:

- community based not-for-profit organisations
- local government authorities
- not-for-profit education and training providers
- unions, industry and employer bodies.

Eligibility will vary depending on the type of assistance to be offered. Funding is not available for individuals. Other organisations may be considered for funding at the discretion of the department where a case can be proven that a departmental priority cannot be met by eligible organisations.

Partnership arrangements between organisations are strongly encouraged. Organisations that do not meet the above eligibility criteria are encouraged to participate in *Skilling Queenslanders for Work* by forming a partnership with an eligible organisation.

What are the strategies?

Skilling Queenslanders for Work consists of a number of strategies including:

Parents and Carers – target parents and carers

YouthWorks – targets young people

Skilling for Work – targets long-term unemployed and other disadvantaged workers with low skills

Experience Pays – targets older job seekers to give them the skills to re-enter the workforce

WorkAbility – targets people with a disability to overcome the barriers they face getting a job

Multicultural Employment – targets migrants and people from culturally and linguistically diverse communities

BushWorks – will provide skilling and employment opportunities to people living in rural and remote communities including a focus on retaining young people in their communities

Indigenous Employment and Training – targets Aboriginal people and Torres Strait Islanders

Participate in Prosperity – is a key component of the Queensland Government's social action plan to tackle poverty and inequality in specific Queensland communities. The strategy will be instrumental in raising the skills and employability of people in these communities.

Who will be assisted?

Skilling Queenslanders for Work will primarily target Queensland residents who are ineligible for Job Network services or who require complementary services because they have significant barriers to employment and are at risk of long-term unemployment. Disadvantaged client groups targeted for assistance include:

- long-term unemployed people
- people who are employed 25 hours per week or less and who are unable to secure a full-time job because they lack the necessary skills
- people with a disability
- parents and carers
- Aboriginal and Torres Strait Islander peoples
- Australian South Sea Islanders
- older jobseekers (aged 45 years & over)
- young people (aged 15-24 years)
- people from culturally and linguistically diverse communities, including refugees and recently arrived migrants
- people living in rural and remote areas
- ex-offenders.

Selection of participants for assistance is at the discretion of the organisation, subject to the above criteria and in consultation with the Department of Employment and Industrial Relations.

Projects must be delivered at no cost to participants.



What type of assistance tools will be available?

Organisations can receive funding to deliver projects that offer one type of assistance or a mix of assistance tools, based on participants' needs.

Organisations are encouraged to offer flexible projects that can be customised to meet individual needs. Projects may offer a mix of:

- paid work placements
- job preparation assistance (including non-accredited training, work experience)
- accredited vocational education and training
- formal recognition of skills through recognition of prior learning
- employer wage subsidies*
- contribution towards transport and childcare costs for eligible parents and carers.

* Limited funding available

Projects must offer assistance tools tailored to suit the needs of the target group and the local labour market.

The project must include the following:

1. An initial up-front assessment to identify the skills and abilities of individual participants from which a customised assistance package will be developed
2. Program delivery
3. Post-participation support for up to six months

The department may fund other strategic or industry interventions based on immediate or future skills, workforce participation or social enterprise needs, or in response to natural and economic disasters that will have different project delivery models.

What are the expected outcomes?

Organisations will be required to specify employment and further education or training targets to be achieved through the project. Outcomes will vary according to the client group to be assisted and the assistance tools that have been selected.

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 accredited vocational education and training course to gain a qualification
- enrolment in a language, literacy and numeracy course
- return to school.

Organisations will be assessed on the outcomes achieved against those specified in the application. Other outcomes specific to other strategic or industry interventions may be negotiated.



What if work placements are used?

Work placements are a valuable employment assistance measure which provides paid employment to individuals on public works, community and environmental projects.

Work placement projects must be of benefit to the broader community and partnerships between eligible organisations, particularly those within a local community, are encouraged.

Ideally, work placement projects should address identified skills shortages in local communities and lead to ongoing employment opportunities.

Organisations offering work placements are the employer and funding is primarily to meet project participant wage costs. Work placement participants are employees who, in most cases, are paid wages according to the *Community Jobs Plan Employees' Conditions Order*. Work placement participants also receive superannuation benefits in line with the Australian Taxation Office requirements.

Work placements allow participants to get back in the cycle of work, restore self-esteem and practise new skills in a work environment in order to maximise employment opportunities.

Work Placement participants undertake a mix of supervised work and training based on the Training Wage Award

– State. There are 3 wage levels A, B & C that apply to the work activities undertaken during the work placement. For wage level determinations contact your local DEIR regional office on 1300 369 925.

All work placement participants must complete compulsory training competencies as identified in the *Skilling Queenslanders for Work* memorandum of agreement. A range of elective competencies can also be undertaken. A qualified workplace assessor or registered training organisation (RTO) must assess the participants against the competencies in the training program.

If you wish to offer work placements as part of the project, you must ensure that:

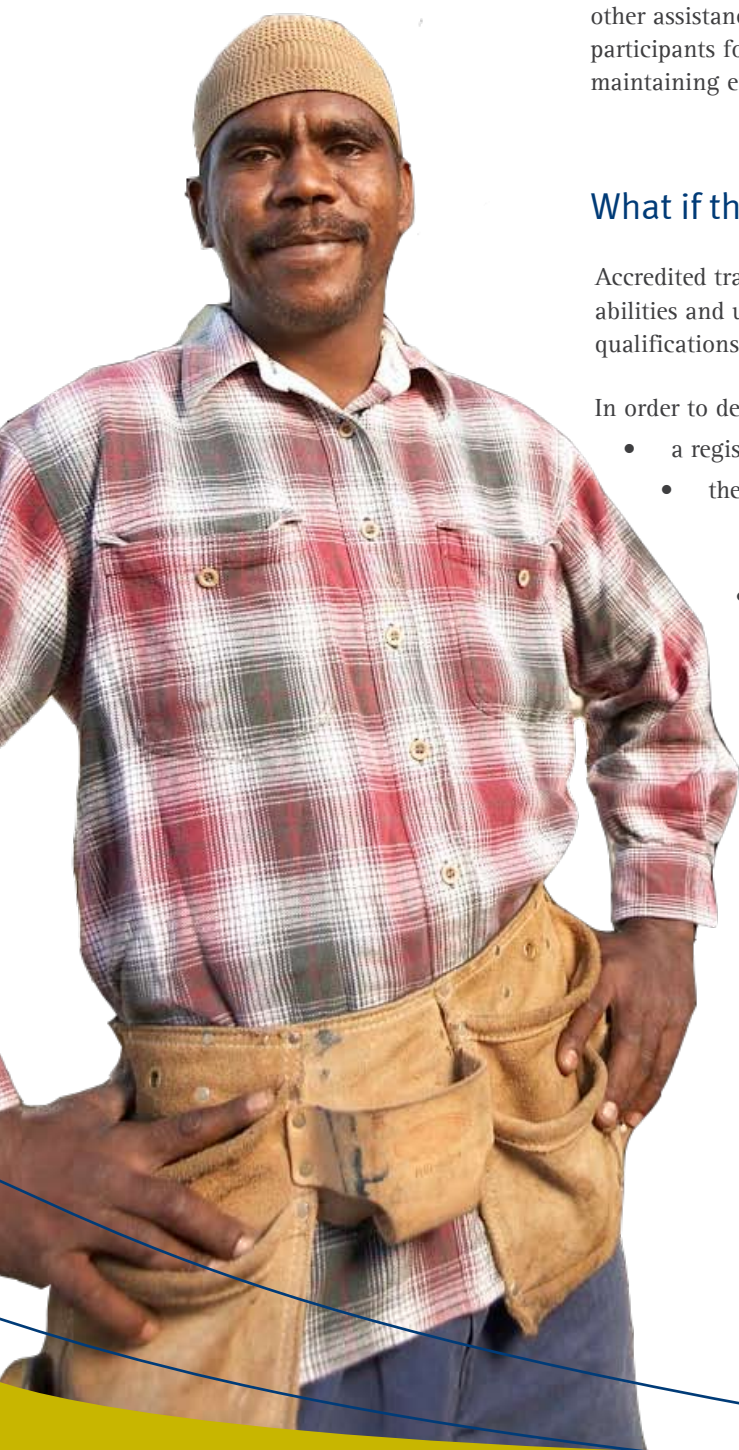
- work placement participants do not displace existing employees
- a diverse range of work experiences and opportunities for skills acquisition is offered
- an appropriately qualified supervisor is engaged to oversee the work carried out by work placement participants and undertake skills assessment of participants against identified tasks. The supervisor must be a dedicated resource. Where existing staff are employed as supervisors they must be formally released from their normal duties.
- individual work placement projects are 13 – 26 weeks duration (full-time equivalent).

Part-time work placements are available.

Organisations can submit an application to deliver a range of work placement projects over a defined period and must be able to demonstrate the capacity to undertake this commitment. These projects may be discrete, separate projects within an identified area or the projects may be linked in some way. The need for a range of work placement projects may be in response to an ongoing identified regional priority for employment assistance.

»»» more information

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



What if the project includes job preparation assistance?

Job preparation assistance refers to personal development, living skills, job search training, skills assessment, literacy and/or numeracy, vocational placement and/or work experience or any other assistance which prepares participants for finding and maintaining employment.

Work experience and vocational placement may be offered as part of job preparation assistance. Work experience and vocational placement must be offered in accordance with the *Education (Work Experience) Act 1996* and the *Vocational Education, Training and Employment Act 2000* respectively.

What if the project contains accredited training?

Accredited training allows individuals to develop their skills and abilities and undertake competencies from nationally recognised qualifications.

In order to deliver accredited training, you must ensure that:

- a registered training organisation delivers the training
- the training is reported in accordance with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS)
- recognition of prior learning is offered to all participants upon enrolment and prior to commencement of formal training delivery.

Funding for accredited training through *Skilling Queenslanders for Work* cannot be used for participants who have received funding to access the same accredited training from other sources eg. the Australian Government's Work Skills Vouchers.

What is post participation support?

Post participation support refers to assistance or support that participants may require for up to 6 months following the project's completion.

The level of support will vary for each individual participant. Post participation support is instrumental in assisting participants to achieve employment, retain employment or undertake further education and/or training.

Support should include maintaining regular contact with participants to monitor progress in achieving desired outcomes and assistance with employer referrals and networking.

Post participation support should be provided using existing project funding, however you should talk to your local DEIR regional office to discuss funding.

What about wage subsidies?

Wage subsidies are available to increase the competitiveness of people who are most disadvantaged in the labour market by offering a financial incentive to a prospective employer.

Through the use of wage subsidies, jobseekers are able to obtain employment and acquire valuable skills and experience.



How are grant applications assessed?

Grant applications are evaluated by locally based Community Jobs Priorities Committees comprising representatives from community, industry, government, industrial unions as well as indigenous and youth representatives. The role of these committees is to discuss, prioritise and recommend to the department grant applications for consideration. From time to time, the department may also convene other committees to assess grant applications for funding for other strategic or industry interventions.

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

You may request a review of funding decisions, by lodging an appeal, in writing, to the Executive Director, Employment and Indigenous Initiatives, DEIR, GPO Box 69, Brisbane Qld 4001. You will be notified in writing of the outcome within 15 working days from receipt of the appeal.

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

Criteria	Components	Description
Capacity to Manage the Project	Project management experience	<ul style="list-style-type: none"> Capacity of organisation to deliver and manage the project Relevant experience in managing government grant funds and delivering similar projects
	Recruitment strategies	<ul style="list-style-type: none"> Identified strategies to recruit participants from the identified target group
	Target group	<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 eg local knowledge, fostered networks and relationships, strong links with industry
	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
	Community and industry support	<ul style="list-style-type: none"> Extent of involvement in the project by local community stakeholders, employers, industry, service providers etc
Strategies to assist participants	Accredited/Non-Accredited Vocational Training	<ul style="list-style-type: none"> Assessment of the effectiveness of the component for participants and relevance to local labour market needs
	Work Placement or Work Experience	<ul style="list-style-type: none"> Assessment of the effectiveness of the component for participants 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
	Target group needs	<ul style="list-style-type: none"> Capacity to meet the needs of the target group in the geographical area
	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	Projected outcomes	<ul style="list-style-type: none"> Level of employment and further education or training outcomes forecasted
	Previous performance	<ul style="list-style-type: none"> Demonstrated evidence of the organisation's ability to achieve forecasted outcomes
	Job search/job placement and post placement support	<ul style="list-style-type: none"> Details of job search activities and placement assistance to be provided eg resume preparation, simulated interviews. Details of post placement support. Referrals for specialist assistance, counselling
	Labour Market Needs	<ul style="list-style-type: none"> Capacity to meet skills shortages and local labour market needs. Extent of support from local employers, industry, Job Network etc. that will contribute to sustainable employment outcomes.
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, anticipated outcomes and vocational education and training to be delivered (training cost per hour)
	Complementary Funding	<ul style="list-style-type: none"> Level of complementary funding and assistance accessed from other sources

What do applicants need to know?

What is the application process?

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

Applications must be submitted using the *Skilling Queenslanders for Work* application for funding. Only information contained in the application will be considered when making a final determination. DEIR will not infer into an application, missing or incomplete information.

DEIR generally has two major funding rounds each year. It is preferable that applications are submitted as part of these funding rounds, however projects that address an emerging employment assistance need can be considered separately to the funding rounds.

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 on-costs for project coordinator and other delivery staff, contribution towards project administration or other staff
- administration costs – rent, accommodation, office costs, telephone, postage, advertising, travel, insurance fees, auditing fees
- training costs (where it can be demonstrated that these costs cannot be met from other funding sources) – provider's fees, trainer costs, materials or equipment costs, student enrolment fees
- travel costs
- an allocation for a management fee to contribute 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.

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 DEIR) and adhere to the terms and conditions of the agreement
- funds must be spent on the project as described in the application.

You can view the memorandum of agreement at www.deir.qld.gov.au/employment/providers/toolkit/

What is the contract term?

Organisations that have not delivered an employment program with DEIR previously, and are successful in receiving a grant as part of *Skilling Queenslanders 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 discretion of DEIR, where organisations can demonstrate that there is an ongoing demand for employment services.

Long term contracts of up to 3 years may be offered to organisations that have demonstrated a proven capacity to deliver employment projects, meet identified performance measures and that 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

review which will be a condition of the release of the following year's funding.

How are grant funds paid?

Generally, grants are paid in instalments. A payment is 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.



»» more information

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

