Skilling Queenslanders for Work

Guide to applying for funding

This guide offers extra information and tips to help you apply for Skilling Queenslanders for Work funding. Before applying, please read the relevant program funding guidelines and review the Skilling Queenslanders for Work Services Agreement.

Queensland
Government

Top 10 Tips – applying for funding

1. **Customise** your application to the selected funding program. Understand it's focus and address all criteria. Be mindful when applying for government funding you need to articulate the community or social benefit and demonstrate a clear return on public investment.

2. **Be succinct.** Tell the assessor exactly what you plan to do, why and how. Keep to the word limits. Write in clear and simple language. Keep on topic – don't answer questions with 'not applicable' or 'see above'.

3. **Sell.** Excite your assessor! Have a compelling project proposal. Don't 'cut and paste'!

4. **Evidence.** Demonstrate your experience and capacity to make this project a success. Letters of support should substantiate your claims.

5. **Demand.** Why does this project need to happen? How do you know this? How will you demonstrate this? Show your project is well researched. Evidence of local demand is critical.

6. **Partnerships.** Where your project is supported by others (e.g. registered training organisations, partnering organisations, local employers or financial supporters), provide evidence or confirmation of their commitment.

7. **Marketing**. Have you worked out how to market your project and recruit participants? Are you using social media to its best advantage? Include recruitment and marketing strategies in your application.

8. **Budgets** must be realistic and evidence based. You must provide a full breakdown of all project expenses. The more realistic and innovative your budget is, the more competitive you will be. Funding from other sources must be disclosed and evidence provided. Your budget speaks volumes about the viability of your project.

9. **Success.** Be clear about the intended outcomes and impact of your project. Explaining how you will measure success demonstrates to the assessor your project is well planned out and likely to achieve the outcomes as stated in the application.

10. **Check.** Proof read your application before submitting it. There should be no typos or budget errors. If a person reading your proposal had never heard of your organisation or your project, would they have a clear understanding of what you intend to do and why.

Insights and advice

Assessing committees commonly report that successful applications were able to:

- articulate clear objectives and demand for the project – who are you targeting for assistance and why?
- explain the benefits of the qualification/s and training to be delivered and support services to be offered to the cohort being targeted
- demonstrate due diligence in preparation and research – i.e. show that the project has been thoroughly researched with solid planning and is responsive to local community and regional needs
- benchmark or demonstrate the potential impact of their past service delivery locally
- provide a clear, concise and accurate budget that is both realistic and innovative in cost savings – make sure you include any in-kind contributions
- clearly evidence partnerships and how they will contribute to project outcomes – plan your conversations with project partners early as you make need to go back and forth during the development of the project
- stick to support documentation requirements with quality, relevant material.

Applicants should remember that all funding rounds under the *Skilling Queenslanders for Work* initiative are highly competitive.

An unsuccessful application is an opportunity to seek feedback from your local regional DTET office and to refine your proposal for future funding rounds.

Application process

STEP 1: FUNDING ROUND OPENS	• Funding rounds are announced on the Department of Trade, Employment and Training (DTET) webpage at: desbt.qld.gov.au/training/training-careers/incentives/sqw • Interested organisations are advised to check this webpage regularly to keep informed about upcoming funding rounds and information sessions.
STEP 2: APPLICATION DEVELOPMENT	• Organisation identifies the need for a project that meets the objectives of the program and addresses the assessment criteria. Regional officers are available to provide advice and assist with application development. • The project must provide a pathway to employment, or further training and align to an occupation or job outcome.
STEP 3: REGISTER TO APPLY	• Register your organisation by creating an account on the Training and Skills Programs portal (formally SQW Apps Online).
STEP 4: COMPLETE APPLICATION	• Login to the Training and Skills Programs portal and complete your application – start this early as you can progressively save your responses over time. • DTET will send an email confirming successful submission of the application.
STEP 5: ASSESSMENT	• SQW Advisory Committees (SQWACs) review applications against the relevant program guidelines for funding, assessment criteria and government priorities and make recommendations to DTET.
STEP 6: DECISION/NOTIFICATION	• DTET considers recommendations from SQWACs and makes a funding decision. • The Minister for Finance, Trade, Employment and Training announces results of funding round and project details are published on web. Notification sent to all applicants.
STEP 7: CONTRACT/FUNDING	• Successful applicants offered a Services Agreement. • DTET makes first payment after execution of Services Agreement and 30 days prior to project delivery.
STEP 8: DO/COMPLETE/ACQUIT	• Provider commences project, completes milestones, provides reports and acquits funds received against expenditure. • DTET makes payments, monitors progress and evaluates outcomes of projects.

Assessment Criteria

Criterion 1 – Capacity to Manage

GUIDANCE	DOCUMENTATION
✓ Your capacity to manage the project includes establishing the financial viability of your organisation and proven experience in managing grant funds. ✓ Demonstrate your experience and expertise in delivering training, skills development and other related support services in a community setting to disadvantaged target groups. ✓ It's important to describe the core business of your organisation and what services are offered or available to support disadvantaged Queenslanders and address their barriers to learning and employment. ✓ Detail your working relationship with your nominated RTO/s. ✓ If you or the partnering RTO are not local to where the project is to be delivered, you will need to demonstrate any linkages or relationships with local employers and the local community sector. ✓ Outline how you plan to screen and recruit eligible participants. Include marketing strategies and where the project is to be promoted or advertised (i.e. social media, local newspapers, local libraries, skate parks, youth centres etc.). DTET has an expectation that efforts will be made to try and recruit people who are not eligible for Australian Government employment services. You can also recruit from Workforce Australia providers or Centrelink as the eligibility criteria has been relaxed. ✓ It's also important to note that the funded SQW provider is responsible for the recruitment of participants, not the RTO. ✓ Detail your staff's qualifications, skills and experience and/or provide details of position descriptions for the recruitment process of suitable staff. The department will need to be satisfied that appropriately qualified and experienced staff will be supporting the participants. ✓ The SQW Advisory Committees will look for projects developed and driven by the community sector. ✓ Past performance in delivering DTET programs and ability to achieve forecast outcomes will also be used by the department in determining your capacity to manage the project.	✓ Audited income and expenditure statements for the past two years – **mandatory requirement**. ✓ Staff resumes or background information and/or relevant position descriptions. ✓ Attach quotes from any partnering RTOs.

Assessment Criteria

Criterion 2 – Servicing community and industry needs

GUIDANCE	DOCUMENTATION
✓ Detail the project's capacity to provide short-term and long-term benefits to the community. Priority will be given to projects that can demonstrate broad-based community support and the ability to deliver sustainable employment opportunities for disadvantaged job seekers. ✓ Outline evidence to indicate your organisation's strong community presence within the local area e.g. local knowledge, fostered networks and relationships and how this relates to the project. ✓ Describe the readiness of your organisational culture to work with other organisations e.g. detail any past collaborations or arrangements with partnering organisations. ✓ Explain what the project will achieve, what the ongoing community benefits will be and what the level of need is for the project in the community. ✓ Detail how the project aligns to local labour market needs and employment trends – i.e. participation rates, unemployment rates, current vacancy rates, industry growth, etc. The department expects organisations to have researched their local labour market. ✓ The SQW Advisory Committees will look for responses that demonstrate local community support, outline how the project will link with other local initiatives or other services within the community, and identify links to local industry stakeholders/employers.	✓ Attach letters of support from local employers and/or industry groups. ✓ Letters of support from employers should be relevant to the project, be on letterhead, include a commitment to employment and not be more than three months old at the time of application submission. ✓ Attach letters of support from any other community organisations or referral agencies offering support services to participants.

Assessment Criteria

Criterion 3 – Strategies to assist participants

GUIDANCE	DOCUMENTATION
✓ Detail what strategies and support mechanisms will be used to identify and address the barriers to learning and employment of individual participants. This can include assistance offered directly by the organisation or the referral to appropriate service providers. ✓ Outline the strategies to address the identification of additional training needs. Detail how participants will be supported to maximise progression towards the completion of qualifications and transition to employment. Include details of any activities or tools to encourage and motivate participants. ✓ It's important to allow sufficient time for disadvantaged learners to complete the training and gain all relevant skills and knowledge. DTET will review the amount of training provided by RTOs as part of the overall volume of learning which includes all teaching and learning activities such as guided learning (classes, tutorials, online or self-paced learning), individual study, research, learning activities in the workplace and assessment activities. ✓ Scheduling your intakes is important, particularly the last intake, to allow sufficient time for participants to complete their training before the end of the project. ✓ List the skills participants will develop as a result of participation on your project and outline what is offered in addition to the training support measures offered by the RTO. ✓ The project proposal must be able to demonstrate that the content and delivery has the flexibility to tailor holistic services to all participants to meet individual needs and local circumstances. ✓ Outline the specialist assistance and wrap around support to be offered such as counselling services, mentoring, meal programs, subsidised travel costs, childcare assistance, driver licence assistance and interview outfits. ✓ The SQW Advisory Committees will look for responses that detail training delivery methods and assessment measures that suit the needs and requirements of disadvantaged target groups and also, the level of job search activities that prepares participants for finding and maintaining employment.	✓ Attach a sample/ template of a Training and Support Plan – **mandatory requirement**. The Plan should specifically identify activity, outcomes and timeframes for individuals. It should include strategies to address barriers to training and employment. For tips on developing a Training and Support Plan, refer to the accompanying fact sheet. ✓ Attach evidence of existing anti-cyberbullying policies, or evidence that policies are being developed.

Assessment Criteria

Criterion 4 – Outcomes

GUIDANCE	DOCUMENTATION
✓ Describe how the proposed qualifications and/or job preparation training will help participants gain employment. ✓ Outline negotiated goals and project activities to enable participants to achieve identified outcomes. ✓ Priority will be given to projects that can demonstrate that the training to be delivered is relevant to local job opportunities. ✓ Detail the expected training and employment outcomes and how you will assist participants to achieve their goals. ✓ Outline the extent of support and links with local employers and industry that will lead to employment outcomes – highlight any guarantees or offers of local jobs from local businesses and employers. ✓ Employment outcomes may include full-time or part-time employment in a permanent, temporary, casual or self-employed capacity. ✓ Provide details of past performance and outcomes achieved. The department will also take into consideration the outcomes being achieved for any current or active SQW projects. ✓ The SQW Advisory Committees will look for responses that demonstrate a capacity to deliver services that support disadvantaged learners, the objectives of the program and provide quality outcomes.	✓ No mandatory documentation required. ✓ Letters of support from employers should be relevant to the project, be on letterhead, include a commitment to employment and not be more than three months old at the time of application submission.

# Key considerations for Work Skills Traineeships proposals

- The construction of buildings and major capital works are not considered appropriate for work placement projects.

- Trainees must not be put in dangerous work environments or situations including, but not limited to, asbestos removal or other workplace hazards from old buildings.

- Priority will be given to project proposals with a diversity of work experiences offered and skills acquisition opportunities rather than repetitive work skills.

- Training is on-the-job five days a week with trainees gaining practical experience in real work situations that align with the vocational qualification.

- Intent must be to build skills and confidence of long-term unemployed and disadvantaged job seekers to ensure transition to open employment.

- If project proposals include works on council owned land, council must contribute to the materials and equipment.

- Any proposals to complete works on privately owned land must demonstrate a clear community benefit for doing so.

- Work Skills trainees must never be 'hosted' or undertake work experience with private sector employers.

Example work activities for Work Skills trainees

Construction	• minor infrastructure works – pergolas, playground equipment, picnic tables and pre-fabricated structures • refurbishment of community centres – painting, kitchen installation, internal repair works and fencing • construction of board walk and viewing platform – use of hand and power tools
Business	• computer data entry • filing and record keeping • reception, telephone answering • promotional work and events management • office work
Conservation and Ecosystem Management	• re-vegetating, regenerating nature reserves or creek beds • basic landscaping and horticulture design, planting techniques etc. • plant selection and identification garden maintenance • irrigation systems • weed management, use of chemicals
Hospitality	• basic food preparation • serving food and drinks at a counter or delivering them to tables • working for charitable organisations in social enterprise cafes or council owned and operated restaurants
Retail Services	• provide customer service in not-for-profit social enterprise opportunity shop or retail outlet or plant nursery • provide customer service in a council owned and operated tourism centre or recycling centre • organise and maintain work areas

Budget Proposal Tips
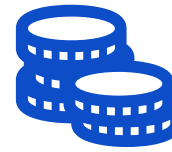
Staff Wages - *Full details of all wages for staff involved in project delivery and administration support.*

Include:
- State the specific awards to be paid.
- Confirm number of hours and how many weeks each staff member will be paid over the course of the project.
- Factor in award rate increases and oncosts (e.g. superannuation, WorkCover)

DO NOT Include:
- Organisational or recurrent wages/established positions. *You can apportion a percentage towards existing staff wages if they have a direct role during the project delivery period.*

Administration Costs - *Full breakdown of all line items or expenses (these must add up to the total administration costs being sought)*

Include:
- For example, room hire, venue hire, office supplies, utilities, telecommunications, marketing/advertising, audit fees, travel (project specific only), car hire/lease costs – state an amount for each item or expense, apportion costs directly associated with project delivery.

DO NOT Include:
- Routine operational expenses such as the purchase or upgrade of software/hardware.
- Rent at your own premises.
- Overseas and/or interstate travel for project staff or participants.
- Training or conference fees for project staff.

Materials and Equipment - *Full breakdown of all line items or expenses (these must add up to the total materials and equipment costs being sought).*

Include:
- Stationery for non-accredited training
- Lease of tools or equipment e.g. laptop hire or purchase of reconditioned laptops for participant use
- Consumable/incidental materials e.g. screws/bolts/sandpaper

DO NOT Include
- Items that should be provided by the RTO or non-accredited/fee-for-service training provider i.e. stationery for training, textbooks or assessment workbooks.
- Assets or capital equipment purchases. This includes tools, office furniture and equipment, motor vehicles, tablets and smart phones, computers/laptops, printers or photocopiers. *It is acceptable to purchase second-hand laptops or computers if the cost is lower than leasing or hiring.*

Other Delivery Costs - *Full breakdown of all line items or expenses (these must add up to the total other delivery support costs being sought).*

Include:
- Any additional support expenses required. For example, provision of clothing, personal grooming, meal programs, transport assistance (go card top up, fuel card), driver licence support, specialist workshops, mentoring and counselling services – state a separate amount for each item or expense.
- Non-accredited training.
- Any training costs associated with the delivery of qualifications or skill sets **not** subsidised on the Queensland Subsidised Training List.

DO NOT Include:
- Assets or capital equipment purchases. This includes tools, office furniture and equipment, motor vehicles, tablets and smart phones, computers/laptops, printers or photocopiers.

Budget Tips for Work Skills Traineeships

Participant wage selection – participant wages should generally account for 70% of the total cost of a Work Skills Traineeships project. Wages are based on Schedule E of the Miscellaneous Award 2020. The list caters for the number of years the participants or Work Skills Trainees have been out of school. Most applicants will select the maximum wage rate available as this provides a safety net for any wage increases.

Note: Costings for Work Skills Traineeships are calculated on a weekly basis, not hourly, using the weekly wage rates in Schedule E of the Miscellaneous Award 2020 (National Training Wage Subsidy). The Award also allocates whether a trainee is paid at Wage Level A, B or C based on the training package and AQF certificate levels. All wages align with the Certificate I qualifications associated with the Work Skills Traineeships. All leave and superannuation is calculated automatically. The total will be multiplied by the number of participants entered for the relative intake from the Intake Details screen.

Modern Award – select the Modern Award participants will be paid under. Generally, Work Skills trainees will be paid under the following awards: Building and Construction General On-site Award 2020; Horticulture Award 2020; Clerks – Private Sector Award 2020; Hospitality Industry (General) Award 2020 and General Retail Industry Award 2020.

WorkCover (%) – if you employ workers in Queensland, you must insure them against workplace accidents. WorkCover is to be entered as a percentage. The maximum WorkCover that is allowable to be entered is 7.0%. For more information, contact www.worksafe.qld.gov.au.

Safety Equipment ($) – use this field to cost the provision of personal protective equipment (PPE) for any **construction or environmental projects** requiring PPE. All trainees undertaking a construction Work Skills Traineeships project must be issued with PPE.

Other Allowances ($) – use this field to cost any allowances or entitlements applicable under the appropriate award. For example, construction Work Skills Traineeships will generally be paid under the Building and Construction General On-site Award 2020 and could be entitled to allowances (i.e. travel or meals).

Note: Trainees are not entitled to receive a travel allowance if the employer (in this case the funded SQW provider) is transporting them to and from the work site.

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