



Queensland Government

Department of Education, Training and Employment

SKILLS INVESTMENT

Vet Investment and Stakeholder Capability

INDIGENOUS FUNDING POOL

2013-2014

GUIDELINES FOR FUNDING

(for DETE Training Qld Office use only)

Indigenous Funding Pool Initiative 2013-2014

1. Background

Through Great Skills. Real Opportunities. the Government is changing the way it invests in training. On 1 July 2013, the department implemented the Certificate 3 Guarantee and invited applications for the Community Learning Program.

These programs, along with User Choice and the Strategic Purchasing Program (SPP), will be the major source of publicly funded training in Queensland and will provide access to government subsidised or funded training places.

The department is committed to improving Aboriginal and Torres Strait Islander training participation and outcomes. Consequently, the Indigenous Funding Pool has been revised to provide for training initiatives that may not be able to be conducted through the above programs.

2. What is Indigenous Funding Pool

The Indigenous Funding Pool (IFP) program provides funding for demand-driven training, assessment and related services that are linked to employment outcomes for Aboriginal and Torres Strait Islander people in VET in Queensland.

3. Target Group

The eligible target group is working age Australian Aboriginal and/or Torres Strait Islander peoples who are permanent residents of Queensland excluding the Cape York region and are not:

- Secondary school students; or
- Permanent protection visa holders; or
- Employees of the Supplier; or
- Employees of government departments and government agencies; or
- Apprentices and trainees as defined in the Vocational Education, Training and Employment Act 2000.

4. What funding CAN be used for

Funding under this initiative is to be used to address training, assessment and related services within the four pillar economy areas.

They must also demonstrate:

- a clear link to the Queensland government industry priorities including tourism, agriculture, resources and construction OR other industries with skill shortages;
- a clear link to employment, including industry support. Evidence of leveraging from industry and other funding sources, a commitment to employment and letters of support are required.
- enterprise development and/or community development where there are limited opportunities for employment;
- value for money;
- work placement opportunities (if possible);
- student/ business/ organisation contribution; and
- support by local Aboriginal and Torres Strait Islander community/organisations and/or Industry.

5. What funding CANNOT be used for

Funding under this initiative will not be available for the training of individuals where existing funding is readily available through mainstream strategies such as the User Choice Program; Certificate 3 Guarantee; Community Learning Program; the Commonwealth's National Workforce Development Fund; Skills Connect or other government funding arrangements.

Funding cannot be used for:

- a) Capital works;
- b) Purchase or lease of facilities or vehicles;
- c) Upgrading and/or purchasing of Information Technology; and
- d) Any other unreasonable costs as decided by VET Investment and Stakeholder Capability.

6. Who can apply

Proposals will be developed through the DETE Regional Training Offices for projects that specifically relate to a DETE Region OR through VET Investment and Stakeholder Capability (VISC) if a project relates to a number of DETE Regions or if a Supplier has been referred directly to VISC. VISC will advise the relevant Regional Training Offices when developing these projects that relate to a number of DETE Regions.

The DETE Regional Training Offices and/or VISC will complete the proposals identifying Suppliers who will deliver the services. These Suppliers may include Registered Training Organisations (RTOs) who will deliver the training OR organisations that will broker training to an RTO. Suppliers identified for an agreement should demonstrate:

- a) Experience and/or capacity to broker or deliver nationally recognised training to Aboriginal and/or Torres Strait Islander peoples;
- b) Pre-Qualified Supplier (PQS) status under the 2010-15 User Choice Program. **'Pre-qualified Supplier'** or **'PQS'** means an RTO approved by the Department as a Pre-qualified Supplier to deliver publicly-funded User Choice training and assessment services. Although this is desirable it is not compulsory. For more information on the Pre-qualified supplier policy please go to <http://training.qld.gov.au/resources/training-organisations/pdf/rto-uc-pqs-policy.pdf>. Or, to apply for Pre-qualified supplier status please go to <http://training.qld.gov.au/training-organisations/user-choice/pqs/pre-qualified-suppliers.html>
- c) Embedded inclusive learning practices e.g. as per VET Inclusive Learning: A Way Forward at <http://www.vetpd.qld.gov.au/publications-and-resources/publications/index.html#1> ;
- d) Experience and/or capacity to deliver training support to Aboriginal and/or Torres Strait Islander peoples;
- e) Aboriginal and/or Torres Strait Islander and/or Industry support; and
- f) No unresolved major non-compliances from their latest VET audit (for RTOs only).

A Proposal template is at **Attachment 1**, a Costing Sheet template is at **Attachment 2** and a Delivery Plan template is at **Attachment 3**.

7. Funding

VISC encourage the regions, suppliers and organisations to use competitive pricing when costing the proposals. Costs can be compared to the course prices in the 2013-2014 Entitlement Model which can be found in the Department's VET System Reporting (VSR) which can be found at <http://vsr/> (Please note: This website is for department use ONLY).

Regions must also request training quotes from their perspective suppliers (Registered Training Organisations).

Approved suppliers will be required to enter into an Agreement with the department in order to receive funds under this initiative. Commonly, payments will be made as follows.

- a) RTOs contracted by the department to deliver training will be paid:
 - each month based on AVETMISS data submitted to the department for that month.
- b) Suppliers contracted by the department to broker training will be paid:
 - a management fee within 10 business days after an Agreement has been executed (max 10% of training cost); and
 - the value of the AVETMISS data (number of AHCs) submitted to the department for that month by the RTO (calculated on the rate as detailed in the Schedule A = \$/AHC).

8. General Information

- a) PROPOSALS are not a guarantee of an agreement. Proposals will be evaluated by VISC and DETE Regional Training Offices will be advised of approval or non-approval for an agreement.
- b) TRAINING must be sourced from qualifications and competencies as listed on <http://training.gov.au/>.
- c) EVALUATION of proposals will be by a panel of VISC representatives.
- d) VISC reserves the right to negotiate with suppliers identified in the proposals for an agreement to obtain clarity of information.
- e) CONTINUED FUNDING for training and other project deliverables funded under this initiative is not guaranteed;
- f) ENROLMENT AND TRAINING of students **must not** commence until an Agreement is signed by both parties (executed); and
- g) AGREEMENTS may take up to three (3) weeks from the receipt of a complete proposal (i.e. from the date when all required information is received and correct) to the date of execution. However, more time will be required for proposals that are incomplete, have incorrect information and/or require negotiation.

9. Proposals that are NOT complete

When proposals are submitted, all documentation **MUST** be attached. Proposals will only be accepted once all documentation is provided. If proposals are not fully complete when received the submitting person/s will be advised.

Please note: Letters of Support from Industry, Organisations or Employers may take longer than expected, please be mindful of this and ensure they are requested within a sufficient time frame.

10. How to apply

DETE Regional Training Offices are to email a scanned complete proposal signed by the Director, Training or delegated officer along with a completed IFP Costing Sheet to vetinvestment@dete.qld.gov.au. Receipt of proposals will be acknowledged in an email forwarded from VISC. The email will include requests for any **incomplete information** and **proposal numbers developed** by VISC which are to be used for any email communication about the proposal.

11. Need more Information

VET Investment and Stakeholder Capability manages the agreement process from proposal to agreement execution. Any queries regarding this part of the process can be forwarded to:

Tony Brown, Manager, VET Investment and Stakeholder Capability on phone 3872 0727 or by email to vetinvestment@dete.qld.gov.au

VET Contract Management and Performance manages the agreement process after the agreement has been executed. Any queries regarding this part of the process can be forwarded to:

The relevant contract manager or by email to supplier.management@dete.qld.gov.au