



Training and Skills Development Services (TSDS) Program Guidelines

Introduction

ForestWorks has been appointed to deliver the Tasmanian Government's Training and Skills Development Service (TSDS) fund.

The objective of this funding program is to enable current and potential forestry employees to undertake training and skills development to match their vocational skills to changing job requirements arising from the restructuring of the forestry industry. The program will also allow for the recognition of existing skills in the industry.

The funding is for training linked to national competency standards – either at a unit of competency, skills set or qualification level, or training recognised by the Tasmanian Forest and Timber Industry as appropriate and relevant to the industry. This funding for training places will consist of a payment to the RTO or approved provider for the training costs of identified individuals and courses with fees set in accordance with existing Tasmanian state government fees setting approaches.

The Program will ensure that the training consists of appropriate vocational training courses relevant to current or future roles in the forestry sector provided through accredited industry training providers.

Program Objective

The objective of the program is to enable current and potential employees of the Forest and Timber Industry to undertake skills development to match their vocational skills to the requirements of the Forest and Timber Industry.

Key Outcomes

Key outcomes of the Training and Skills Development Services (TSDS) Program ("the Program") include:

- enterprises assisted to meet and respond to emerging industry directions to support the rebuilding and growth of the Tasmanian Forest and Timber Products Industry;
- enterprises supported to increase their performance via a review of future enterprise development objectives, job roles, skills gaps and planning for skills development activity;
- employees in the Forest and Timber Industry skilled up and engaged with learning to meet changing work environments and skills requirements; and
- the skills of existing employees are appropriately recognised.

Definitions

Applicant – means an enterprise applying for financial support under the Program.

Application – means the TSDS Application Form as can be downloaded from www.forestworks.com.au/services/tsds.

Approved projects – are projects already approved by ForestWorks for Funding in accordance with the procedure outlined in these Program Guidelines.

Cash/In-kind – means a direct resource to support the skills development and could include a combination of cash, consumables, teaching space on site, access to plant and equipment, on site experts or access to facilities for best practice operating scenarios. **Does not include payment of wages to the learner while training.*

Current employee – an employee who is currently employed by the Applicant

Department – means the Department of State Growth, Tasmania

Eligible Qualification, Skills Set or Unit of Competency – a nationally endorsed Qualification or a Training Package Skills Set or Unit of Competency recognised under the Australian Qualifications Framework, or recognised by Industry, and is of benefit to the Tasmanian Forest and Timber Industry.

Enrolment – means the registration of a Learner with an RTO for the purpose of undertaking a course or module as set out in an Approved Project.

Enterprise Contribution – means a contribution to the cost of training of an Approved Project by an employer to the RTO by way of cash or in-kind contribution.

Government Contribution – means the amount of money contributed to the cost of the Approved Project by the Department of State Growth, as administered by ForestWorks.

Learner – means a current, new or potential worker to whom training is provided under the Program.

New employee – an employee who has been employed for less than 3 months by the Applicant

Potential employee - seeking employment in the industry.

Program – the Training and Skills Development Service (TSDS) program

Recognition of Prior Learning – means a process whereby Learners are provided with an opportunity to have the skills and knowledge they have developed outside the formal education system assessed and valued (credited) towards their training under the Program.

RTO – Registered Training Organisation, providers and assessors of nationally recognised qualifications as defined by the Australian Skills Quality Authority.

Skills Set – a nationally endorsed Training Package Skills Set recognised under the Australian Qualifications Framework.

Training Cost – means the cost of providing Eligible Training

Unit of competency – means a module of learning which is a discrete section or part of a qualification that relates to a particular competency or cluster of related competencies.

Workforce Development Plan – means a written plan to help organisations identify gaps in their workforce capacity and capability to meet strategic and operational objectives.

Eligibility Requirements

To be eligible for financial assistance from the Program, the Applicant must:

- have an Australian ABN
- agree to make a cash and/or in-kind contribution of 20% of the cost of training
- agree to provide documentation as detailed in the Application, in a timely manner
- agree to undertake Skills Gap analysis to identify training requirements.

To be eligible, a Project must:

- be of benefit to the Tasmanian Forest and Timber Industry
- provide nationally recognised training to current or potential employees, or be training recognised by the Tasmanian Forest and Timber Industry as appropriate and relevant to the industry
- involve learners not receiving any other government funding for the training applied for
- use an RTO or approved provider to deliver the training specified in the Application
- provide value for money

To be eligible, a Learner must be:

- be currently employed by the Applicant
- be an Australian resident
- be employed in a role that is directly related to the Tasmanian Forest and Timber Industry,
- or be a potential employee of the industry.

Program Offer

An Applicant who meets the Eligibility Requirements will be eligible for government funding to the value of 80% of the cost of training for current employees. Payments will be made to RTOs or approved providers at pre-determined stages of training.

The remaining 20% of the cost of training is to be provided to the RTO or approved provider as cash or in-kind or a combination of both and is known as the 'enterprise contribution'.

Funding for potential employees will be nominally set at \$1,000 per person and does not require a 20% co-contribution.

As part of the application process, it may be determined that a Workforce Development Plan is required for the Applicant. Funding for the preparation of such a plan can be applied for separately under the Program.

Application and Evaluation Process

The application and evaluation process will consist of the following steps:

Step 1: Applicant engages RTO

With the assistance of an RTO or approved provider, the Applicant conducts a Skills Audit to identify training requirements. As part of this process, it may be determined that a Workforce Development Plan is required for the Applicant.

The Applicant and RTO or approved provider need to work together to complete the Application Form and compile the required documentation.

In the case of pre-employment, host employers must directly participate in the screening and recruitment of learners to maximise the opportunity for meaningful employment outcomes.

Step 2: Submission of application

Applications are to be submitted to ForestWorks using the TSDS Application Form.

Applications can be submitted via email or post (see Contact Officer details in Administration section below).

Applications must include fully completed and signed;

1. TSDS Application form; and
2. Employer Commitment to Funding form; and
3. Justification and evidence of the cost of training; and
4. Skills Audit; and
5. Host employer letter of support (pre-employment applications only) indicating actual employment need.

Step 3: Assessment

The eligibility of all applicants will be assessed by an independent panel (the Panel), established by ForestWorks. The Panel may refer to the Project Steering Committee to assist them in the assessment of applications if necessary.

Applicants and Projects will be assessed according to the Program Eligibility Requirements outlined in this document.

Both an Applicant and their Project must be deemed eligible by the Panel to receive funding under this Program.

Step 4: Contract

A contract must be agreed and signed between ForestWorks, the Applicant and the RTO or approved provider to proceed with the Project.

The RTO must submit learner data for all eligible learners or approved provider to ForestWorks electronically.

A signed TSDS Privacy Notice for all Learners must also be submitted to ForestWorks either via email or post (see Contact Officer details in Administration section below).

Reporting

The RTO or approved provider must submit evidence at the time of application as well as evidence of training to ForestWorks as specified in the Contract to receive their Government Contribution. The RTO must provide ForestWorks with feedback on project progress and any issues or problems with training delivery on a quarterly basis.

In the case of pre-employment training, host employers must report employment outcomes of learners 3 months after the completion of training.

The Applicant must submit satisfaction surveys and case study information to ForestWorks as specified in the Contract.

Administration

This Program will be administered by ForestWorks for and on behalf of the Department of State Growth of Tasmania.

Any person requiring any further advice or seeking further information on the Training and Skills Development Service Program is asked to direct those enquiries to:

Contact Officer – TSDS
ForestWorks
PO Box 2146
Launceston TAS 7250
Ph: (03) 6331 6077
Email: tsds@forestworks.com.au

Timeframes

Applications will be received on a rolling basis between October 2016 and February 2020, depending on the level of training and availability of remaining funds. This is to ensure enough time for Learners to complete their training prior to the end of the Program.

The Tasmanian Training and Skills Development Service delivered by ForestWorks is funded and supported by the Tasmanian Government.



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