

# Training and Skills Development Service (TSDS)

## PROJECT APPLICATION FORM

### Introduction

ForestWorks has been appointed to deliver the Training and Skills Development Service (TSDS) program (“the Program”), funded by the Australian and Tasmanian Governments. The objective of this funding program is to enable current, new and potential new forestry employees to undertake training and skills development to match their vocational skills to changing job requirements arising from the restructure 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 industry competency standards – either at a unit of competency, skills set or qualification level - or for workforce development planning. The funding will consist of a payment to the RTO for 80% of the training costs of identified individuals and courses with fees set in accordance with existing Tasmanian state government fees setting approaches, or 80% of the workforce development planning cost.

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. The remaining 20% of the cost of training is to be provided to the RTO as a cash and/or in-kind enterprise contribution.

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.

### Key Outcomes

The Training and Skills Development Services Program aims to:

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

## Program Objective

The objective of the program is to enable current, new and potential new 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.

### Before you begin

Please note that in considering your application for funding the information detailed in this proposal will be sent to an independent panel within ForestWorks for assessment of eligibility. The information may be shared with relevant Commonwealth, State and/or local government agencies, organisations and individuals, including those you identify in the application, to substantiate any claims or statements that you make and for general comment on the viability of your project. If you consider that certain information in the application should be treated as confidential, you must clearly indicate that information and provide reasons for the request. ForestWorks reserves the right to accept or refuse a request to treat information as confidential. Information submitted via this form relating to individuals will be protected under the Privacy Act 1988.

Please read the privacy notice included after Section (G) of this form.

## SECTION A: FUND MANAGER DETAILS

Name: ForestWorks Ltd  
Street Address: Shop 4 Cornwall Transit Centre, Cimitiere St  
Suburb/Town: Launceston  
State/Territory: TAS  
Postcode: 7250  
Phone: 03 6331 6077  
Fax: 03 6331 1679

### Contact Details

Name: Eva James  
Email: [tsds@forestworks.com.au](mailto:tsds@forestworks.com.au)

## SECTION B: APPLICANT AND SECTOR DETAILS

Legal name of employer: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Trading name: \_\_\_\_\_

### Registered business or company address details:

Street address: \_\_\_\_\_  
Suburb/Town: \_\_\_\_\_  
State/Territory: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Postal details, if different from street address

Same as street address

Postal address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_

State/Territory: \_\_\_\_\_

Postcode: \_\_\_\_\_

Employer size:  0-19 employees  20-99 employees  100-199 employees  
 200+ employees

Contact details for the project – contact who would be available and have the authority to answer any queries about this project

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate which industry sectors your project addresses

- Forest Growing and Management
- Harvesting and Haulage
- Sawmilling and Processing
- Timber Manufactured Products
- Wood Panel and Board Production
- Pulp and Paper Manufacturing
- Timber Merchandising
- Furnishing and Craft Wood

## SECTION C: DOCUMENTARY EVIDENCE

The program guidelines indicate all applicants are required to submit documentary evidence to support the claims made in the proposal. Please indicate whether you have submitted:

- Evidence of a commitment to enterprise co-contribution
- Justification and evidence of the cost of training
- Skills Audit
- Host employer letter of support (pre-employment applications only)

**SECTION D: PROJECT DETAILS**

Please indicate the purpose of your application for funding

- Training                     Workforce Development Planning                     Both
- Pre-employment Training\*

*(\* The host employer must report employment outcomes of learners 3 months after the completion of pre-employment training)*

**Project description**

Please provide a short description of the training you intend to undertake including level (unit of competency, skills set or qualification) and name of training, and how it will be of benefit to the Tasmanian Forest and Timber Industry. If you are applying for funding for the development of a Workforce Development Plan please provide a short description of the required work to be undertaken:

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**RTO Details (To be completed in conjunction with your nominated RTO)**

Name of RTO: \_\_\_\_\_

ABN: \_\_\_\_\_

RTO Code: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_

State/Territory: \_\_\_\_\_

Postcode: \_\_\_\_\_

Training delivery method: \_\_\_\_\_

Postcode of training delivery: \_\_\_\_\_

Contact details for the project – contact who would be available and have the authority to answer any queries about this project

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate which of the following labour markets your project will target

- Indigenous Australians
- youth
- mature age
- people living with a disability
- people from a non-English speaking background
- people currently without qualifications
- other – please describe \_\_\_\_\_

## SECTION E: PROJECT PLAN AND BUDGET

Training and workforce development planning funding itemised budget. You may add as many lines as required. All amounts to be quoted as GST exclusive.

1. PROJECT DETAIL - Please complete the following table in conjunction with your RTO, ensuring for each new qualification you create a new row.

Qualification/Skills Set/UoC	Qualification / Unit code	Cost/learner (\$)	No. learners	Delivery method	Planned start date	Planned completion date	Total cost (\$)
Total cost of Training (\$)							

i) Existing workers

# of Existing workers to be trained	Government contribution (\$)	Employer contribution (\$)	Sub Total for Existing workers (\$)

ii) Potential workers – see Notes 3-5 below regarding pre-employment training

# of Potential workers to be trained	Government contribution (\$)	Sub Total for Potential workers (\$)

iii) FOLS Requirements

# of workers requiring new FOLS card	Cost (\$150 per new card)	No of workers requiring FOLS update	Cost (\$20 per update)	Sub total for FOLS (\$)

iv) WORKFORCE DEVELOPMENT PLANS - Please complete the following table for each Workforce Development Plan.

Please specify the amount of funding sought for your workforce development planning. The maximum indicative costing per workforce development plan is \$3,125 with funding of 80% (\$2,500) available per workforce development plan. A 20% (\$625) employer contribution per plan also applies. All amounts should be quoted as GST exclusive.

Workforce Development Plan	Government contribution (\$)	Employer contribution (\$)	Planned completion date	Total cost per plan (\$)
Total cost of WDP's (\$)				

If this amount is above or below the indicative costing of \$3,125 please provide an explanation as to why.

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**2. PROJECT SUMMARY**

Total cost of Project (i + ii + iii + iv) (\$)	Total amount of government contribution (\$)	Total amount of employer contribution (\$)

Do you currently access any other Commonwealth or State funds to support this training?

For example, but not limited to: Skills Fund, Rapid Response .  Yes  No

Will the training be delivered in Tasmania?  Yes  No

If not, please provide justification for exemption.

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Note 1: No portion of the budget can be allocated to the purchase of capital equipment

Note 2: The cost of training needs to be proportionate to the level of training and assessment being conducted. For example, assessment only in RPL projects will have a lower cost than training and assessment projects.

Note 3: Training funds for potential workers is nominal at \$1,000 per learner.

Note 4: There is no employer contribution component for potential workers.

Note 5: It is a requirement of pre-employment training approval that the host employer submit a report on employment outcomes to [tsds@forestworks.com.au](mailto:tsds@forestworks.com.au) 3 months after completion of training.

Note 6: The following link provides details of all nationally recognised qualifications – [www.training.gov.au](http://www.training.gov.au) - however training not listed on this link may still be considered provided it is approved by, and relates back to, the industry. Training that is not of benefit to the Tasmanian Forest and Timber Industry will not be considered for funding.

Note 7: Attachment A, Employer's Commitment to Funding must be completed in full and returned with the completed Application Form



## SECTION F: APPLICATION SUMMARY

**TOTAL COST OF PROJECT: \$**

**Total government contribution to this project is: \$**

**Total employer contribution to this project is: \$**

Total cost of training: \$

Total cost of FOLS: \$

Total cost of Workforce Development Plans: \$

Total number of learners to be trained:

Potential workers:

Existing workers:

Total number of Workforce Development Plans:

## SECTION G: LEGAL AUTHORISATION FORM – TO BE COMPLETED BY APPLICANT

I, <name> \_\_\_\_\_  
as, <position> \_\_\_\_\_  
of : <applicant organisation name> \_\_\_\_\_

confirm that:

- ✓ I am a person authorised to make this declaration on behalf of my organisation and all relevant partner organisations mentioned have been consulted and have agreed roles and responsibilities.
- ✓ The information provided in this form and all appended documents is complete and correct and has been submitted on the basis of a comprehensive skills audit being undertaken.
- ✓ I understand the financial commitment that participation in the Training and Skills Development Service program places on the participating employer organisation.

To the best of my knowledge, there is no conflict of interest that would prevent my organisation from proceeding with this project.

I understand that should any new information arise (which may affect the outcome of the application) it must be submitted as soon as possible, in writing, to the ForestWorks Ltd contact listed in Section A of this form.

## PRIVACY NOTICE

The personal information provided on this form including your name, address, company name and contact details is collected for the purpose of assessing your eligibility to apply for the Fund. It has been collected in accordance with the Privacy Act 1988. Your personal information may be disclosed to referees, security and law enforcement organisations and any other third parties who perform services on behalf of the Commonwealth Government during the selection process. This includes disclosing your personal information to third parties to carry out checks (to the extent permitted by law) to verify your application, such as background checks in accordance with the requirements for financial viability assessments as stipulated in the program guidelines.

Requests for access to information submitted via this form will be dealt with under the provisions of the Freedom of Information Act 1982.

The Department of State Growth and/or ForestWorks Ltd may publish the names of successful projects and information about the proposed training activities, including location, timeframes, funding amounts and an overall summary on their websites for the Program.

Please complete this form as fully as possible. The information requested here is necessary to assess your application. Missing or unclear information may make your organisation ineligible for funding or delay the assessment of your project while we seek clarification.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION H: PRE-EMPLOYMENT HOST EMPLOYER AUTHORISATION\*

*\* Pre-employment applications only*

I, <enter name>  
as, <enter position>  
of : <enter employer name>

confirm that:

- ✓ I am a person authorised to make this declaration on behalf of my organization and all relevant partner organizations mentioned have been consulted and have agreed roles and responsibilities.
- ✓ The information provided in this form and all appended documents is complete and correct
- ✓ I agree to provide a report on employment outcomes resulting from this training application 3 months after the completion of training.

To the best of my knowledge, there is no conflict of interest that would prevent my organisation from proceeding with this project.

I understand that should any new information arise (which may affect the outcome of the application) it must be submitted as soon as possible, in writing, to the ForestWorks Ltd contact listed in Section A of this form.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

The Tasmanian Training and Skills Development Service is funded by the Australian and Tasmanian Governments to support the rebuilding and reskilling of the Tasmanian forest and timber industry.

ForestWorks  
PO Box 2146  
Launceston TAS 7250

### Employer's Commitment to Funding

I declare that this Training and Skills Development program (TSDS) application has been endorsed by

<name of CEO or equivalent> \_\_\_\_\_

of <name of employer> \_\_\_\_\_

Information provided in this application is true and correct and I understand the financial commitment that participation in the TSDS places on my organisation. Our enterprise will contribute in cash or in kind 20% of the training cost and/or workforce development plan cost to the value of

<\$ value equivalent to 20% of the training / workforce development planning cost>

\$\_\_\_\_\_.

I understand that should any new information arise which may affect the outcome of this TSDS application it must be submitted as soon as possible, in writing, to Forestworks.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_