

PROJECT AGREEMENT FOR THE COMMONWEALTH /STATE AND TERRITORY JOINT GROUP TRAINING PROGRAM

Council of
Australian
Governments

An agreement between

- the Commonwealth of Australia and
- the Australian Capital Territory

The output of this project will be Group Training Organisations are assisted to implement strategies and initiatives which encourage and improve commencements and completions in Australian Apprenticeships.

Project Agreement for the Commonwealth/State and Territory Joint Group Training Program

INTERGOVERNMENTAL AGREEMENT
ON FEDERAL FINANCIAL RELATIONS

PRELIMINARIES

1. This Project Agreement (the Agreement) is created subject to the provisions of the Intergovernmental Agreement on Federal Financial Relations and should be read in conjunction with that Agreement and its Schedules, which provide information in relation to performance reporting and payment arrangements under the Intergovernmental Agreement on Federal Financial Relations.
2. This Agreement recognises the history of the Commonwealth/State and Territory Joint Group Training Program and the Commonwealth and the Australian Capital Territory will support the delivery of strategies and initiatives to improve commencements and completions in Australian Apprenticeships through group training arrangements. This will be achieved in line with the Commonwealth/State and Territory Joint Group Training Program Administrative Guidelines at Schedule A, for the period of this Agreement.
3. The Guidelines form Schedule A of this Agreement. If there is any inconsistency between the Guidelines and this Agreement, the terms and conditions of this Agreement will take priority over the Guidelines, to the extent of the inconsistency.
4. This Agreement and its schedules constitute the entire agreement for this project.

PART 1 – FORMALITIES

Parties to this Agreement

5. This Agreement is between the Commonwealth of Australia (the Commonwealth) represented by the Minister for Tertiary Education, Skills, Science and Research and the Australian Capital Territory represented by the State Minister with portfolio responsibility for training.

Term of the Agreement

6. This Agreement will commence as soon as the Commonwealth and the Australian Capital Territory sign the Agreement and will expire on 15 November 2012 or when the Funding Performance Report and Final Project Report are accepted by the Commonwealth, whichever is later, unless terminated earlier or extended as agreed in writing by the Parties.

Enforceability of the Agreement

7. The Parties do not intend any of the provisions of this Agreement to be legally enforceable. However, that does not lessen the Parties' commitment to this Agreement.

Role of the Commonwealth

8. The Commonwealth will be responsible for providing a financial contribution to the Australian Capital Territory to support the implementation of this Agreement.

Role of the States and Territories

9. The Australian Capital Territory will be responsible for:
 - (a) achieving the project outputs within the agreed timeframe set out in this Agreement;
 - (b) providing details of any matter(s) that arise that adversely impact on the delivery of the output, and how the Australian Capital Territory is to resolve this/these matter(s); and
 - (c) reporting on the delivery of outputs as set out in Part 4 – Project Milestones, Reporting and Payments.
10. Both Parties will meet the requirements of Schedule E, Clause 26 of the Intergovernmental Agreement on Federal Financial Relations, by ensuring that prior agreement is reached on the nature and content of any events, announcements, promotional material or publicity relating to activities under this Agreement, and that the roles of both Parties will be acknowledged and recognised appropriately.

Interpretation

11. For the purposes of this Agreement, the 'National Funding Principles' are defined in Schedule A – Administrative Guidelines.

PART 2 – PROJECT OUTPUT(S)

Output

12. The output of this Agreement will be that Group Training Organisations are assisted, in line with the National Funding Principles, to implement strategies and initiatives which encourage and improve commencements and completions in Australian Apprenticeships.
13. The specific strategies and initiatives to be implemented by the Australian Capital Territory are outlined in the Funding Plan at Schedule B.

PART 3 – FINANCIAL ARRANGEMENTS

14. The Commonwealth will provide a maximum financial contribution to the Australian Capital Territory of \$292,904.00 in respect of this Agreement. All payments are GST exclusive.
15. The Commonwealth's funding contribution will not be reduced where the Australian Capital Territory secures funding from other activity partners through innovative and collaborative partnerships.

16. The Commonwealth's financial contribution and the Australian Capital Territory's estimated financial contribution to the operation of this Agreement, including through Project Agreement payments to the Australian Capital Territory paid in accordance with *Schedule D — Payment Arrangements* of the Intergovernmental Agreement on Federal Financial Relations, are shown in Table 1.

Table 1: Estimated financial contributions

| | Year 1 | Year 2 | Year 3 | Year 4 | Total |
|---|------------|--------|--------|--------|------------|
| Estimated total budget | 585,808.00 | 0.0 | 0.0 | 0.0 | 585,808.00 |
| Less Project Agreement Payment: | 292,904.00 | | | | 292,904.00 |
| Balance of non-Commonwealth contributions | 292,904.00 | 0.0 | 0.0 | 0.0 | 292,904.00 |

17. Project Agreement payments to the Australian Capital Territory will be paid in accordance with *Schedule D — Payment Arrangements* of the Intergovernmental Agreement on Federal Financial Relations.

PART 4 — PROJECT MILESTONES, REPORTING AND PAYMENTS

18. The following table summarises the milestones for the project, their relationship to the outputs, expected completion dates, relevant reporting dates and expected payments to be made (if applicable).

Table 2: Milestones, reporting and payment summary

| Output | Milestone(s) | Date due | Payment |
|--|---|-----------------|--------------|
| Group Training Organisations are assisted to implement strategies and initiatives which encourage and improve commencements and completions in Australian Apprenticeships. | Receipt and acceptance of a Funding Plan, to implement the strategies and initiatives to encourage and improve commencements and completions in Australian Apprenticeships. | to be confirmed | \$292,904.00 |

Reporting arrangements

19. The Australian Capital Territory has provided a Funding Plan which describes how it will allocate the funds for the purposes of this Agreement. The Funding Plan has been accepted and is incorporated into this Agreement at Schedule B. The Funding plan reflects the National Funding Principles and the information as detailed in the Administrative Guidelines at Item 6 (Schedule A).
20. The Australian Capital Territory will provide a Funding Performance Report by 15 November 2012. The Funding Performance Report is to include the following information:

- a) a statement certified by the senior executive officer who has primary responsibility for managing the Australian Capital Territory's audit functions that all the Australian Capital Territory's contribution Funding (GST exclusive) received has been expended for the Project and in accordance with the Agreement.
 - b) a description of actual performance and de-identified, aggregated data for Australian Apprenticeships in the Australian Capital Territory for the period 1 July 2011 to 30 June 2012, including but not limited to:
 - (i) percentage of Out of Trade Australian Apprentices commenced through Group Training arrangements as compared to all employers;
 - (ii) percentage of Australian Apprentices commenced and completed through Group Training arrangements as compared to all employers for each identified client group;
 - (iii) percentage of Australian Apprenticeship cancellations through Group Training arrangements as compared to all employers (Attrition rate); and
 - (iv) percentage of Australian Apprentices commenced through Group Training arrangements compared to all employers.
 - c) promotional activities undertaken in relation to, and media coverage of, the project during the reporting period and any promotional opportunities expected to arise during the next reporting period.
21. The Australian Capital Territory will also provide a separate Final Project Report within 90 days of the completion of projects under this Agreement that will be a stand-alone document that can be used for public information dissemination purposes demonstrating outcomes for public accountability. The Final Project Report will:
- a) describe the conduct, benefits and outcomes of the Project(s); and
 - b) evaluate the Project(s) from the responsible Party's perspective, including assessing the extent to which the JGTP outcomes have been achieved and why any aspect was not achieved.

PART 5 – GOVERNANCE ARRANGEMENTS

Dispute resolution

- 22. Any Party may give notice to other Parties of a dispute under this Agreement.
- 23. Officials of relevant Parties will attempt to resolve any dispute in the first instance.
- 24. If a dispute cannot be resolved by officials, it may be escalated to the relevant Ministers and if necessary, the relevant COAG Council.
- 25. If a dispute cannot be resolved by the relevant Ministers, it may be referred by a Party to COAG for consideration.

Variation of the Agreement

- 26. The Agreement may be amended at any time by agreement in writing by all the Parties.
- 27. A Party to the Agreement may terminate their participation in the Agreement at any time by notifying all the other Parties in writing.

The Parties have confirmed their commitment to this agreement as follows:

*Signed for and on behalf of the Commonwealth
of Australia by*



Senator the Honourable Christopher Evans
Minister for Minister for Tertiary Education, Skills,
Science and Research

30 4 12
[Day] [Month] [Year]

*Signed for and on behalf of the
Australian Capital Territory by*



Dr Chris Bourke, MLA
Minister for Education and Training

[Day] [Month] [Year]

**Commonwealth/State and Territory Joint Group Training Program (JGTP)
Administrative Guidelines.
Effective from 1 July 2011
Updated 16 November 2011**

1. Administrative Arrangements

The JGTP Administrative Guidelines are to be applied in conjunction with the National Funding Principles for the administration of the Program. Australian Government contributions to the Program are subject to the Australian Government Minister's decisions on the Program and budget limitations. The JGTP Administrative Guidelines form part of the Project Agreement as Schedule A.

- 1.1 If the Project Agreement is inconsistent with these Guidelines, the terms and conditions of the Project Agreement will take priority over these Guidelines, to the extent of the inconsistency.

2. Project Agreements

Project Agreements are subject to the *Intergovernmental Agreement on Federal Financial Relations* which commenced on 1 January 2009 and provides the overarching framework for COAG to pursue economic and social reforms to underpin growth, prosperity and social cohesion into the future. The new framework simplifies payments to the States and Territories, aids transparency and improves State and Territory governments' budget processes.

3. Australian Government Contributions

- 3.1 The Australian Government recognises the States and Territories' commitment to JGTP and the 2010-11 Australian Government funding contribution defines the Australian Government's budget capacity. Funding for 2011-12 will be provided at this level with the offer of an additional 1.7%, being indexation, based on Wage Cost Index 1 (WCI 1).
- 3.2 Subject to Ministerial decisions and available funding, JGTP Australian Government funding may be provided, at the previous year's funding allocation with indexation based on WCI 1 at that time.
- 3.3 The Australian Government and the States and Territories will contribute equally to JGTP confirming their joint commitment to the Program. States and Territories have the option to accept the additional indexation (WCI 1) funding offered by the Australian Government and to increase their contribution by the corresponding amount.
- 3.4 The Australian Government will provide funding for a period of one year. Extension of the JGTP may be supported in subsequent years with updated Funding Plans and new Project Agreements.
- 3.5 The annual funding allocation will be paid in one payment on execution of the Project Agreement to each participating State or Territory on receipt and acceptance of correctly rendered Tax Invoices.

Initials

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5.2 Optional use of Australian Government Funding

In addition to the payment of incentives to GTOs to achieve Australian Apprenticeship outcomes, States and Territories may utilise up to 20% of the allocated Australian Government funding to fund innovative/strategic projects which support the objectives of JGTP. This funding is not to be used for straight research projects.

6. State/Territory Funding Plan

Each participating State and Territory is to provide the Department of Industry, Innovation Science, Research and Tertiary Education (DIISRTE) with a Funding Plan which will be incorporated into the Project Agreement as Schedule B.

6.1 The Funding Plan is to include:

- a brief overview of how JGTP funds will be utilised
- target Australian Apprenticeship commencements and completions through Group Training
- the targeted outcomes for each of the priority areas and any additional target areas or priority groups as determined by the State or Territory (Principle 2)
- the proposed incentive payments and schedule to each of these target groups (Principle 5 &6)
- proposed innovative projects – if known, and
- strategies to ensure continued investment in Australian Apprenticeships in the current economic downturn, through Group Training.

6.2 For changes made to State and Territory Funding Plans over the life of the Project Agreement that are supportive of the objectives of JGTP and the National Funding Principles, States and Territories are not required to seek the prior approval of DIISRTE. However, as the Funding Plan forms part of the Project Agreement, DIISRTE requires that States and Territories notify them in writing of any changes that are made to the Funding Plan.

7. Reporting

7.1 As outlined in the Project Agreement, the Funding Performance Report will be provided to DIISRTE by 15 November 2012.

7.2 The Funding Performance Report must be signed off by the Chief Executive Officer and the Senior Executive who has primary responsibility for managing audit functions.

7.3 As outlined in the Project Agreement, each State and Territory will also provide a separate Final Project Report within 90 days of the completion of projects under this Agreement that will be a stand-alone document that can be used for public information dissemination purposes demonstrating outcomes for public accountability.

7.4 DIISRTE will provide templates for all reports required under the Project Agreement.

8 JGTP Outcomes

Consistent with the COAG agenda for improved productivity and participation, this Program is well positioned to contribute towards the following targets:

- double the number of higher qualification completions (diploma and advanced diploma) between 2009 and 2020, and

Initials

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Joint Group Training Program 2011-2012

ACT Funding Plan

Principle 1: National Standards

All Group Training Organisations (GTOs) contracted to deliver services under the JGTP in 2011-2012 are registered against the *National Standards for Group Training Organisations*.

Principle 2: Targeted Outcomes

The ACT will target outcomes in nationally agreed 'Priority Areas' as detailed below.

Priority Areas

Skills Needs

The definition of Skills Needs for the JGTP in the ACT is derived from the *National Agreement for Skills and Workforce Development* between the Territory and the Australian Government and linked to the ACT Industry Training Needs List 2011-2012

The ACT priority industries are:

- Government and Community Safety Industry
- Community Services and Health Industry
- Construction and Property Services Industry
- Innovation and Business Skills Industry
- Service Skills Industry
- ElectroComms and EnergyUtilities Industry
- Transport and Logistics Industry
- Agrifood Industry
- Manufacturing Skills Industry
- Resources and Infrastructure Industry

Higher level skills

- Diploma and Advanced Diploma qualifications

Equity Groups

- Aboriginal and Torres Strait Islander
- People with a Disability

Priority groups

- People who mainly speak a language other than English at home
- Adults over 21 years
- People in non-traditional trades (non female/male dominant occupations)
- Out of Trade Apprentices

Local/Community Needs

- Training Contract with Australian School-based Apprentice

The ACT has not targeted outcomes in 'Geographical Locations' as there is currently an acceptable dispersal of Training Contracts across the Territory.

Principle 7: Matched Funding

The ACT Education and Training Directorate has committed to match Australian Government funding, including indexation, for the 2011-2012 financial year.