

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



An agreement between

- the Commonwealth of Australia and
- the State of Queensland

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 State of Queensland 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 State of Queensland (Queensland) 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 Queensland 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 Queensland to support the implementation of this Agreement.

## **Role of the States and Territories**

9. Queensland 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 Queensland 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 Queensland are outlined in the Funding Plan at Schedule B.

## **PART 3 – FINANCIAL ARRANGEMENTS**

14. The Commonwealth will provide a maximum financial contribution to Queensland of \$4,184,343.00 in respect of this Agreement. All payments are GST exclusive.
15. The Commonwealth's funding contribution will not be reduced where the Queensland secures funding from other activity partners through innovative and collaborative partnerships.

16. The Commonwealth's financial contribution and Queensland's estimated financial contribution to the operation of this Agreement, including through Project Agreement payments to Queensland 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
<b>Estimated total budget</b>	<b>8,368,686.00</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>8,368,686.00</b>
Less Project Agreement Payment:	4,184,343.00				4,184,343.00
Balance of non-Commonwealth contributions	4,184,343.00	0.0	0.0	0.0	4,184,343.00

17. Project Agreement payments to Queensland 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	\$4,184,343.00

#### Reporting arrangements

19. Queensland 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. Queensland will provide a Funding Performance Report by 15 November 2012. The Funding Performance Report is to include the following information:
- a statement certified by the senior executive officer who has primary responsibility for managing Queensland's audit functions that all Queensland'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 Queensland 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. Queensland 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  
State of Queensland by*



**The Honourable Stirling Hinchliffe MP**  
Minister for Employment, Skills and Mining

[Day] [Month] [Year]  
1 / 3 / 2012

Schedule A

**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.

**4. Fully Contestable Funding**

4.1 States and Territories must ensure that the Joint Group Training Program funding is fully contestable and all Group Training Organisations, registered against the National Standards for Group Training Organisations (GTOs), ie GTOs that are for profit or not-for-profit are eligible to apply for funding under this Program.

**5. Use of JGTP Funding by States and Territories**

The primary objective of JGTP is to provide funding to GTOs for strategies and initiatives which encourage and improve commencements and completions in Australian Apprenticeships. Funds must only be expended, including the State contribution, in accordance with the Project Agreement.

**5.1 Funding of Group Training Australia –State Associations.**

JGTP funding is not to be used to fund Group Training Australia Limited or its State Associations directly but may be used to fund projects conducted by them or for specific activities provided by them which support the objectives of JGTP and the National Funding Principles:

- (i) Principle 1: Organisations that meet the National Standards for Group Training Organisations are eligible to apply to the State Training Authority for Joint Group Training Funding.
- (ii) Principle 2: Targeted outcomes will be determined by each State or Territory for each of the following nationally agreed priority areas: - Skills Development, Client Groups and Geographical Locations.
- (iii) Principle 3: Australian Government Funding under the Joint Group Training Program will be allocated to each State and Territory subject to submission and acceptance of each State and Territory's Funding Plan, which will form part of the Project Funding Agreement between the Australian and individual State and Territory Governments.
- (iv) Principle 4: Where funding is applied to individual Australian Apprentices under the Program, the funding will remain in place for the duration of that Australian Apprenticeship, at a level to be determined by the State Training Authority provided the Group Training Organisation continues to receive Program funding from that State or Territory.
- (v) Principle 5: Incentive outcome payments will be determined by the State Training Authority and will include different rates to reflect the level of priority of the outcomes. State and Territory priority areas where possible will align to the State or Territory VET Plan.
- (vi) Principle 6: Structuring of the funding model under the Program is determined by the State Training Authority in a way that supports skills and training for identified priority areas and encourages the completion of an Australian Apprenticeship.
- (vii) Principle 7: The Australian Government and the State and Territory Governments will contribute equally to the Program and the Australian Government contribution will be maintained within the agreed budget capacity of the Australian Government.



## 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, New South Wales 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

- halve the proportion of Australians aged 20–64 without qualification to Certificate III level and above between 2009 and 2020.

8.1 JGTP can achieve flexibility and responsiveness in program delivery through supporting quality training outcomes for Australian Apprentices based on the nationally agreed priority areas: Skills Development, Client Groups and Geographical Locations.

8.2 Program Outcomes and corresponding Progress Measures are listed at 8.3. Success in achieving the Program Outcomes is to be captured by reporting against the Progress Measures. States and Territories will continue to work with the Australian Government to redevelop Outcomes and Progress Measures that are consistent across all jurisdictions as required.

8.3 **Outcomes and Progress Measures Table**

	<b>Outcome</b>	<b>Progress Measure</b>
I	Group Training Organisations are supported to meet changing labour market demands as determined at the State and Territory level.	In the current economic climate Australian Apprenticeship commencements and completions are maintained at the previous year's level for individual States and Territories.
II	Group Training Organisations are encouraged and supported to develop linkages to both National and State/Territory Priority areas under the Australian Government's 2011–2012 Budget <i>Building Australia's Future Workforce</i> package including the Accelerated Australian Apprenticeships Program, Australian Apprenticeships Mentoring Program, also Out of Trade (OOT) Apprentices and Pre-vocational & Pre-apprenticeship training initiatives.	States and Territories collect data on the number Australian Apprentices who have completed Pre-vocational and Pre-apprenticeship training prior to commencement of an Australian Apprenticeship.  % of OOT Australian Apprentices commenced through Group Training as compared to all employers for funded period.
III	Group Training Organisations are supported to engage with industry to support the delivery of the Green Skills Agreement and the Skills for the Carbon Challenge Initiative and knowledge through Australian Apprenticeships.	States and Territories promote strategies which support emerging Green Skills and knowledge through Group Training.
IV	Enhanced employment opportunities through Group Training for disadvantaged and equity groups	% commenced and % completed in Group Training as compared to all employers for each identified client group for funded period.
V	Industries and Group Training Organisations continue to invest in training and skills development in order to create a sustainable workforce	% Australian Apprenticeship cancellations in Group Training for funded period compared to all employers (Attrition rate) % Australian Apprentices commenced through Group Training as compared to all employers for funded period.

## ATTACHMENT 1

## JOINT GROUP TRAINING PROGRAM 2011-12 FUNDING

Group Training Organisation	2010-11 Funding (excl GST)	Base Payment	Cohort Payment	2011-12 Funding (excl GST)
Aboriginal Employment Strategy	\$53,900.00	\$6,000.00	\$57,960.00	\$63,960.00
Acclaim Apprentices and Trainees Ltd	\$592,550.00	\$289,350.00	\$137,844.00	\$427,194.00
AFL SportsReady	\$11,400.00	\$10,350.00	\$11,376.00	\$21,726.00
All Trades Queensland Pty Ltd	\$0.00	\$0.00	\$205,920.00	\$205,920.00
Apprenticeships Queensland Ltd	\$303,800.00	\$173,850.00	\$107,640.00	\$281,490.00
Australian Academy of Sport	\$39,500.00	\$1,500.00	\$93,600.00	\$95,100.00
Australian Industry Group Training Services Pty Ltd	\$16,200.00	\$6,000.00	\$2,520.00	\$8,520.00
Australian Training Company, Ltd	\$118,400.00	\$15,525.00	\$33,120.00	\$48,645.00
Aviation Australia Pty Ltd	\$37,800.00	\$13,050.00	\$1,440.00	\$14,490.00
Capricornia Training Company Ltd	\$189,900.00	\$135,975.00	\$74,916.00	\$210,891.00
Community Agency for Development, Employment and Training Inc	\$50,250.00	\$2,550.00	\$42,228.00	\$44,778.00
Electro Industry Group Queensland Ltd	\$196,000.00	\$183,375.00	\$9,000.00	\$192,375.00
Gladstone Area Group Apprentices Ltd	\$430,900.00	\$241,875.00	\$114,336.00	\$356,211.00
Golden West Group Training Scheme Inc	\$385,000.00	\$267,600.00	\$128,700.00	\$396,300.00
GTA Human Resources Ltd	\$564,950.00	\$291,900.00	\$276,361.20	\$568,261.20
Hospitality Training Association Inc *	\$442,000.00	\$0.00	\$0.00	\$0.00
Housing Industry Association	\$80,950.00	\$84,900.00	\$5,760.00	\$90,660.00
Hunter Valley Training Company Pty Ltd	\$12,700.00	\$1,650.00	\$13,320.00	\$14,970.00
Manufacturing Industries Group Apprenticeship Scheme Inc	\$424,700.00	\$298,125.00	\$137,412.00	\$435,537.00
Master Plumbers & Mechanical Services Association of Australia	\$28,500.00	\$34,500.00	\$8,280.00	\$42,780.00
Maxima Group Inc	\$54,600.00	\$20,250.00	\$14,220.00	\$34,470.00
MEGT Australia Ltd	\$43,600.00	\$23,775.00	\$15,552.00	\$39,327.00
Mount Isa Group Apprenticeship, Traineeship and Employment Inc	\$188,350.00	\$74,625.00	\$62,136.00	\$136,761.00
MRAEL Ltd	\$746,150.00	\$511,650.00	\$118,980.00	\$630,630.00
ECA Training Pty Ltd	\$0.00	\$0.00	\$9,000.00	\$9,000.00
HGT Australia Ltd	\$0.00	\$0.00	\$10,260.00	\$10,260.00
On-Q Human Resources Ltd	\$85,200.00	\$75,750.00	\$45,684.00	\$121,434.00
Pine Rivers, Caboolture and Redcliffe Group Training Scheme Inc	\$571,600.00	\$492,225.00	\$284,760.00	\$776,985.00
Rural Industry Training and Extension Ltd	\$255,500.00	\$47,625.00	\$180,000.00	\$227,625.00
Skills360 Ltd	\$960,000.00	\$668,250.00	\$252,504.00	\$920,754.00
Skilled Group Pty Ltd	\$0.00	\$0.00	\$29,412.00	\$29,412.00
Timber and Building Materials Association Co. Pty Ltd	\$8,250.00	\$1,500.00	\$9,000.00	\$10,500.00
Toowoomba Regional Group Apprenticeship Co. Pty Ltd	\$583,050.00	\$372,300.00	\$137,628.00	\$509,928.00
TORGAS Inc	\$448,200.00	\$273,450.00	\$100,260.00	\$373,710.00
WPC Group Ltd	\$70,450.00	\$19,875.00	\$24,300.00	\$44,175.00
<b>TOTAL A</b>	<b>\$7,994,350.00</b>	<b>\$4,639,350.00</b>	<b>\$2,755,429.20</b>	<b>\$7,394,779.20</b>

## ATTACHMENT 2

### **JOINT GROUP TRAINING PROGRAM**

#### **2011-2012 Funding Guidelines**

##### **The Program**

The *Joint Group Training Program* (JGTP) is administered by the Queensland Department of Education and Training on behalf of the Australian and Queensland Governments.

The program is a contribution to help group training organisations achieve the goals of group training, namely to:

- create additional employment opportunities for apprentices and trainees that otherwise might not have existed;
- provide for continuity of employment of apprentices and trainees through to the completion of their Apprenticeship/Traineeship Training Contract;
- improve the quality and range of training available to apprentices and trainees; and
- increase the participation rate of apprentices and trainees in targeted priority areas.

The funds are used as a contribution towards the provision of group training services to support successful structured skills training including monitoring and support to apprentices and trainees throughout their employment and training program, and arranging high quality work placements to broaden training opportunities. Such activities are integral to maximising employment outcomes for apprentices and trainees.

##### **Eligible Applicants**

All Group Training Association Queensland and Northern Territory member group training organisations that are recognised in Queensland under the *Vocational Education, Training and Employment Act 2000* are eligible to apply for JGTP funding.

Applicant organisations must also:

- be compliant with the *National Standards for Group Training Organisations*,
- be a current financial member of the Group Training Association - Queensland and Northern Territory Inc, the Queensland peak body representing the interests of group training organisations in Queensland,
- demonstrate the capacity to deliver group training services to specific industries, targeted priority areas or across defined regions of Queensland,
- have a registered business office in Queensland,
- be registered for the purposes of GST,

- have a demonstrated record of achievement as a group training organisation for a period of no less than 12 months to establish a benchmark to be eligible for Base Funding,
- as the employer group training organisations agree to:
  - a) employ and train its apprentices/trainees as agreed in their Training Plans and ensure the apprentices/trainees understand the choices that they have regarding the training
  - b) provide the appropriate facilities and experienced people to facilitate the training and supervise the apprentices/trainees while at work, in accordance with their Training Plans
  - c) ensure the apprentices/trainees receive on-the-job training and assessment in accordance with their Training Plans
  - d) ensure host employers provide work that is relevant and appropriate to the apprentices/trainees occupations and also to the achievement of their qualifications referred to in their Training Contracts
  - e) release the apprentices/trainees from work and pay the appropriate wages to attend any training and assessment specified in their Training Plans
  - f) meet all legal requirements regarding the apprentices/trainees, including but not limited to, occupational health and safety requirements, the engagement of school based apprentices/trainees special requirements and payment of wages and conditions under the relevant employment arrangements
  - g) repay any payments it receives that it is not entitled to receive
  - h) work with its registered training organisations (RTOs) and the apprentices/trainees to ensure it follows their Training Plans, keeps training records up-to-date, and monitors and supports the apprentices'/ trainees' progress
  - i) let the Department of Education and Training and the RTO know within five working days (or when the local State/Territory legislation requires, if this is different) if an apprentice's/ trainee's Training Contract has become at risk.
  - j) acknowledge that it is an offence to use information in the Training Contract to discriminate against any person, including the apprentice/trainee.
  - k) Adhere to the requirements of the *Vocational Education, Training and Employment Act 2000*.
  - l) ensure employer responsibilities in employing school-based apprentices and trainees are adhered to. These arrangements can be found here <http://www.apprenticeshipsinfo.qld.gov.au/information-resources/info-sheets/is26.html>

### **Funded Activities**

Funding is distributed annually and is based on achievement of employment outcomes for apprentices and trainees, where "employment outcomes" are defined as apprentice and trainee commencements and completions.

The program provides additional weightings to support the employment of apprentices and trainees in State priority areas. For 2011-2012, the following State priority areas have been identified as:

<b>Skill needs</b>	➤ supporting apprenticeship uptake and traineeships in the Agricultural Training Package
<b>Disadvantaged groups</b>	➤ promoting women in all trades ➤ encouraging the re-employment of out-of-trade apprentices in the same trade. ➤ promoting Indigenous and Disability groups in all trades
<b>Local Community Needs</b>	➤ developing sustainable employment markets in government targeted priority skill shortage and emerging employment markets for school-based apprentices and trainees. ➤ developing sustainable employment markets for adult apprentices (21 years and over).
<b>Remoteness</b>	➤ developing employment opportunities for apprentices and trainees in regional and remote areas of the state

Note: See Appendix A for the definitions of the State priority areas.

### **Pricing Model**

Payments for employment outcomes are paid using a weighting model as follows:

- A base payment is derived from the GTOs previous year performance i.e. commencements and completions with a weighting for regional and remote placements,
- A payment against estimates for cohorts determined by government priorities.

**NOTE: Base payments are made on the condition that a GTO will:**

- continue as a GTO for the contracted period, and
- continue as a minimum to operate in the markets they operated in the previous year with the understanding that GTOs will make commercial decisions that may affect this requirement.

**If the GTO does not continue to operate as prescribed above the department will recover funds paid as Base payments.**

#### **Base Payments:**

The previous year's performance is derived from commencements and completions in the calendar year to 31 December prior to the financial year of the contract period. Base payments are acquitted on a line by line basis against performance in the

contract period. GTOs may apply for a variation to their Base in extenuating circumstances and will be considered by the department on a case by case basis.

Weightings are derived from a base weighting of 1 attributed to an apprenticeship commencement establishing a unit price against a percentage of the budget determined by the State.

<b>Base Payments</b>		
<b>Apprentices</b>		
		<b>Weighting</b>
<b>Commencements</b>		1
	Regional	0.25
	Remote	0.4
<b>Completions</b>		0.5
	Regional	0.2
	Remote	0.3
<b>Trainees</b>		
<b>Commencements</b>		
	Regional	0.1
	Remote	0.2
<b>Completions</b>		
	Regional	0.15
	Remote	0.25
<b>Total</b>		

**NOTE:** The department will endeavour to notify GTOs of an approximate Base Payment value as early as is practical prior to the commencement of the next years Performance and Funding Agreement. This will be subject to budget approval and circumstances that may change the quantum of funding available.

#### **Cohort Payments:**

Cohort payments are derived from projections from GTOs against government priorities and will be acquitted on a line by line basis. GTOs may apply for a variation to their projection in extenuating circumstances but may only move numbers in between lines where contract values do not change and will be considered by the department on a case by case basis.

Weightings are derived from a base weighting of 1 attributed to an apprenticeship adult commencement establishing a unit price against a percentage of the budget determined by the State.

<b>Cohort Payments</b>		
<b>Apprentices</b>		
		<b>Weighting</b>
<b>Commencements</b>		
	Adult	1
	Out-of-Trade	0.75
	Women	0.75
	Pre-App	0.5
	ATSI	1
	Disability	1

	SATs	1
	Dual Trade	4

<b>Completions</b>		
	Women	1
	ATSI	1
	Disability	1

<b>Trainees</b>		
<b>Commencements</b>		
	Agriculture	0.5
	ATSI	0.5
	Disability	0.5
	Priority 1 SAT	0.5
	Priority 2 SAT	0.25
	Priority 3 SAT	0.1
<b>Completions</b>		
	Agriculture	0.5
	ATSI	0.5
	Disability	0.5
	Priority 1 SAT	0.5
	Priority 2 SAT	0.25
	Priority 3 SAT	0.1
<b>Total</b>		

**Note:** An employment outcome may attract more than one case weighting, unless exclusions are otherwise indicated. A full definition of terms is provided in Appendix A.

### **Exclusions**

JGTP funding is not available for the commencements and completions of apprentices and trainees who are hosted to organisations that are affiliated or are subsidiary to the group training organisation or where the organisation is a subsidiary of a host employer organisation.

In addition, 'existing workers' of a host employer entering traineeships with a group training organisation are not eligible for funding under the JGTP. For the purposes of this program, an existing worker means a person who has been employed by the host employer continuously for more than 3 months full time or 12 months casual or part-time or a combination of both, immediately prior to commencement of the Training Contract.

### **Evaluation**

The Department will consider the following criteria in assessing applications for funding. Criteria are listed in general order of priority only, and the selection committee, of no less than three (3) departmental officers, may choose to weight the relative importance of each criterion at its discretion.

Criterion 1	Capacity	Demonstrated ability to deliver the group training services and employment outcomes
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		through strong recruitment and induction processes; maintaining appropriate retention rates; implementing effective pastoral care (case management) practices; and developing local partnering arrangements with host employers, schools, registered training organisations and other group training organisations.
Criterion 2	Financial and Business Viability	Demonstrated observance of legal and business reporting requirements. Demonstrated strong financial management including maintaining adequate liquidity, return on assets, and cash reserves.
Criterion 3	Contractual Compliance	Ability to comply with the provisions of <i>Performance and Funding Agreement</i> .

In particular, the department will take into account other considerations including bankruptcy or insolvency of the organisation, its board or management committee; or significant deficiencies in performance of any substantive requirement or obligation under a prior contract.

An application which is rated unsuitable/unsatisfactory against one or more of these criteria may be excluded from further consideration.

### **Funding Arrangements**

Successful organisations will be offered a *Performance and Funding Agreement* for one year only. This Agreement will specify the conditions of the funding and will clearly articulate:

- a) employment outcomes to be achieved
- b) the group training organisation's responsibilities, and
- c) reporting requirements.

Payment of funding under the agreement will be contingent upon:

- a) satisfactory performance under the agreement
- b) outcomes achieved by the organisation, and
- c) availability of funding under the *Joint Group Training Program*.

Funding allocated to any group training organisation under the program shall not be deemed to be recurrent funding and there is no guarantee of further funding beyond the current funding round. Organisations must apply each year for further allocations under the program and previous performance in achieving a high level of sustainable employment outcomes will be appraised in future applications.

Annual payment of the grant will be in two funding rounds:

Payment 1: 100% of Base Funding allocation, paid in September/October 2011

Payment 2: 100% of Cohort Funding allocation, paid in February/March 2012

Where a group training organisation has received JGTP funding in the prior year, Payment 2 will be adjusted by the outcome of the acquittal of funding advanced in 2010-2011 against actual performance in the same period. Adjustments will be made to Payment 2 for any under/over achievement of the prior year's employment targets. This includes adjustments for the acquittal of Base Funding.

**Payment for over-achievement of prior year's employment targets is at the discretion of the department and is contingent upon the availability of funding in the 2011-2012 budget allocation.**

Grant funds will be used to maintain effort in targeted priority areas as identified by the Queensland Government. The evaluation criterion will be as follows:

1. Capacity

- 1.1. Achieve the projected number of apprentice and trainee employment outcomes in the designated cohorts for the financial year 2011-2012;
- 1.2. Ensure apprentices and trainees receive appropriate training in line with their Training Plan;
- 1.3. Ensure the GTO has an adequate host base to maintain the employment of their apprentices or trainees including those in priority areas;
- 1.4. Manage and monitor the continuing employment of apprentices and trainees to ensure development of recognised and transferable skills for the period of their apprenticeship or traineeship;
- 1.5. Rotate apprentices among host employers, where appropriate, to enhance the quality of their training experience;
- 1.6. Recruit host employers who would not otherwise be involved in structured entry-level training, particularly small business, new industries and occupations and industries which historically have had little access to structured entry-level training;
- 1.7. Promote and provide equitable access to, and outcomes from, group training by members of client groups who have traditionally had poor outcomes from structured entry-level training, i.e., Indigenous people, people with disabilities, women in non-traditional trades, people from ethnic backgrounds and the long term unemployed;
- 1.8. Demonstrate a proactive role in implementing the government's education and training reform agenda by generating apprenticeship and traineeship opportunities in government targeted priority skill shortage areas, particularly school based apprenticeships/traineeships, for young people aged between 15 to 17 years who are attending high school or as a genuine employment opportunity for young people who have disengaged with school and are seeking employment; and
- 1.9. Promote and provide the employment and training of adult apprentices.

2. Financial and Business Viability

- 2.1. Ensure operations adhere to principles of sound corporate governance and financial management and operate under principles of accountability and transparency;
- 2.2. Contribute to a positive business image of group training by implementing

the Group Training *Code of Practice*; and

2.3. Maintain appropriate liquidity and financial health of the GTO, including regular review of the current ratio, quick ratio, return on assets and the level of reserves for accrued leave, downtime.

3. Contractual Compliance

3.1. Comply with *Joint Group Training Program Funding Guidelines*;

3.2. Comply with all relevant provisions of all Australian and state legislation and regulations, including the *Vocational Education, Training and Employment Act 2000*;

3.3. Comply with all departmental policies, guidelines and procedures, particularly those relating to group training organisations and the administration of apprentices and trainees;

3.4. Ensure operations strictly comply with the National Privacy Principles under the *Privacy Act 1988 (Cwlth)*;

3.5. Maintain the organisation's recognition as a group training organisation in Queensland;

3.6. Maintain registration against the *National Standards for Group Training Organisations*;

3.7. Maintain membership in the Group Training Association - Queensland and Northern Territory Inc;

3.8. Maintain registration for the purposes of GST for the duration of the Agreement;

3.9. Submit reports and other information to the department in timely manner; and

3.10. Acknowledge Australian and State Governments' support in appropriate media releases or promotional material.

These specific conditions form part of the *Performance and Funding Agreement* presented to successful applicants. Adherence to these conditions will be monitored by the department throughout the term of the Agreement.

### **Monitoring and Reporting**

All organisations funded under the JGTP will be continuously monitored by the department throughout the funding period. Aspects to be monitored include the rate of apprenticeship and traineeship commencements and completions; and financial and business performance. Monitoring may include physical visits and telephone contact by departmental regional employment officers, as well as the requirement to provide the department with timely financial reports, annual reports, strategic plans and other documents as may be requested including those relating to funding eligibility.

### **Insurance**

Successful applicants will be required to take out and maintain appropriate insurance with an insurance company licensed to operate in Australia by the Australian Prudential Regulation Authority (APRA):

- (a) a professional indemnity policy for an amount not less than five million dollars (\$5,000,000); and
- (b) public liability policy to the value of ten million dollars (\$10,000,000.00) arising out of any one event in respect of death, injury, loss or damage howsoever sustained to any person or property; and
- (c) damage and compensation insurance to the group training organisation's employees in accordance with the *Workers' Compensation and Rehabilitation Act 2003*.

Successful applicants will be required to supply certification from the insurers confirming coverage, prior to payment of any funding.

#### *Application Process*

Eligible group training organisations seeking funding should ensure that they complete all sections of the application pack comprising:

- 2011-2012 Application for Funding (electronic form)
- 2011-2012 Employment Projections (Excel spreadsheet)

Applications must be lodged by the closing date to:

Andrew Lythall  
Skills Investment  
Department of Employment and Training  
PO Box 15033  
City East QLD 4002  
Ph: (07) 3237 1633  
Fax: (07) 3235 4345

#### **Closing date for 2011-2012 applications: XXXX 2011**

Successful group training organisations will be notified of the quantum of Joint Group Training Program funding allocated for 2011-2012, and a formal *Performance and Funding Agreement* will be forwarded following Ministerial approval for 2011-2012 funding allocation.

## APPENDIX A

### DEFINITIONS

#### Adult apprentice

An **adult apprentice** is one who commences an apprenticeship at the age of 21 years or over. (This does not include recommencements.)

#### Agricultural trainee

An **agricultural trainee** is a trainee who has enrolled in a course under the Agricultural Training Package. Currently, the qualifications covered by the Agricultural Training Package range from Certificate I to Advanced Diploma across the Beef Cattle Production, Dairy, Grain Production, Pig Production, Poultry Production, Rural Business Management, Sheep/Wool Production, Sugar Cane Production, Cotton Production, Goat Production, Horse Breeding and Rural Merchandising sectors of the industry.

#### Commencement

A **commencement** has occurred when the training contract has been registered by the Department of Education and Training and has passed the prescribed probation period approved by the Training and Employment Recognition Council. (Payment is not available unless the training contract has been registered on the department's DELTA database.)

#### Completion

A **completion** has occurred when the apprentice or trainee has successfully completed the accredited training and employment as specified in the training plan and a certificate of completion has been issued by the Department of Education and Training.

#### Electrician and Instrumentation and Control – Trade (Dual Apprenticeship)

An **Electrician and Instrumentation and Control – Trade (Dual Apprenticeship)** is an apprentice who has enrolled in UEE30807 and UEE31207 under the Electrotechnology Training Package (UEE07) as detailed on the Queensland Training Information Service.

#### Disability

Is a person identified as having a **Disability** on the Training Contract

#### Indigenous

Is a person identified as being of Aboriginal and/or Torres Strait Islander origin on the Training Contract

#### Out-of-trade apprentice

An **out-of-trade apprentice** is one who has cancelled, withdrawn or otherwise discontinued their trade training and who re-enters an apprenticeship within the same trade. The incentive payment recognises the additional effort of group training organisations to re-engage and support these apprentices to ensure successful completions. To claim this payment an out of trade apprentice must re-commence with the GTO submitting the claim.

#### Pre-Apprenticeship

Pre-apprenticeship qualifications are those approved by the Training and Employment Recognition Council through the Pre-Apprenticeship Skilling Pathway. A list of applicable qualifications can be found at <http://www.trainandemploy.qld.gov.au/information/pre-apprenticeship-model/index.html>.

#### Regional apprentice and trainees

**Regional** apprentices and trainees are those who reside in areas of Queensland identified as Country as per the User Choice definition. A list of postcodes can be found at <http://www.trainandemploy.qld.gov.au/resources/training-organisations/xls/uc-2010-2011-location-loadings.xls>.

#### Remote apprentice and trainees

**Remote** apprentices and trainees are those who reside in areas of Queensland identified as Remote as per the User Choice definition. A list of postcodes can be found at <http://www.trainandemploy.qld.gov.au/resources/training-organisations/xls/uc-2010-2011-location-loadings.xls>.

#### School-based apprentice or trainee

A **school-based** apprentice or trainee is an employee who is studying towards their Senior Certificate or equivalent while achieving or working towards the achievement of an apprenticeship or traineeship and must work and be paid for a minimum of 48 days in each year of the school-based apprenticeship or traineeship.

**Note: School students registered under part-time apprenticeship/traineeship arrangements are not considered school-based.**

**Priority 1** school-based trainees are those associated with the following industries:

- Agriculture,
- Automotive,
- Construction,
- Engineering,
- Furnishing,
- Hospitality,
- Mining, and
- Utilities.

**Priority 2** school-based trainees are those associated with the following industries:

- All other industries not associated with Priority 1 and Priority 3 school-based trainees.

**Priority 3** school-based trainees are those associated with the following industries:

- Arts and Entertainment,
- Business,
- Communications,
- Government,
- Retail, and
- Sport and Recreation.

## ATTACHMENT 3



Queensland  
Government

Department of  
Education and Training

### JOINT GROUP TRAINING PROGRAM

#### 2011/12 Innovative Initiatives Funding Guidelines

##### Aim

The Innovative Initiatives Funding (IIF) forms an integral part of the Department of Education and Training's 2011/2012 Joint Group Training Program (JGTP). The administrative arrangements for the JGTP were approved by the Commonwealth, State and Territory government representatives in September 2009.

The IIF has been designed to provide funding to group training organisations (GTOs) for projects which support the objectives of JGTP that promote the growth of apprentice and trainee numbers in Queensland.

The 2011/12 IIF guidelines have been developed to focus on new sustainable and transferable models of using group training, including a requirement that a report setting out the key features and considerations in implementing the funded initiative and copies of any materials developed be provided to the department to be made available to other interested organisations for replication of the model.

The department intends for the IFF to become an annual part of the JGTP funding cycle with applications for IFF funding to be included in annual invitation to apply for JGTP funding.

##### Funding

Eligibility for IFF funding is limited to the Group Training Association – Queensland & Northern Territory Inc and those GTOs in receipt of 2011/12 JGTP funding.

Projects funded under IFF are to be focussed solely in the Queensland apprenticeship and traineeship market and meet eligibility criteria of JGTP.

There is no minimum or maximum level of funding or number of projects funded under this initiative. The department will shortlist applications based on merit and the number of projects funded will be subject to IFF funding availability.

IFF funding may be considered for periods longer than the twelve monthly performance and funding agreement process currently administered.

Funding will be provided through a performance and funding agreement with the GTO. Funding will be additional to any entitlement under the JGTP Performance and Funding Agreement.

Shortlisted applications that do not receive funding in the initial round will remain current for one year. Subject to funding becoming available, the department reserves the right to offer IIF funding to one or more of those applications remaining on the shortlist.

In addition, offers to unsuccessful applications may be made as part of subsequent JGTP funding rounds.

The department also reserves the right, that should the IFF budget is not fully utilised, to call for additional IIF applications.

#### Funding Priorities

Proposals should promote the expansion in the supply of apprentices and trainees through projects and initiatives that:

- support the employment, retention and completion of Indigenous apprentices and trainees
- support skills development in the CSG/LNG sectors
- for regionally based arrangements, support the development and retention of skilled workforces in local communities
- address emergent skills shortages

Particularly for, but not limited to:

- rural/regional areas with low education and training participation
- 25-64 year olds
- women in non-traditional trades

The IIF is not available to fund research projects.

#### Application and Approval Process

While there is no formal application form IIF funding, each application must include:

- project title and aims
- relationship of the proposed project to the priorities of the 2011/12 IIF
- description of the market(s)/region(s) or priority groups to be addressed including issues/barriers and funding and/or target overlaps with any similar project(s) funded through other sources
- outline of activities proposed and anticipated project timelines
- expected outcomes during the project, for example, numbers of commencements by industry sector, geographic area and/or target group
- detailed budget, including contributions expected to be received from the GTO and/or other sources

An evaluation committee will be set up to review the applications and determine the shortlisting of applications. The committee will be made up of departmental and Skills Queensland representatives.

Successful applicants will be offered IFF funding under a Performance and Funding Agreement.

It is the department's intention that successful applicants will be notified by 31 January 2012.



Unsuccessful applicants will also be notified at this time and feedback provided, if requested.

#### Selection Criteria

Priority will be given to projects that:

target the expansion the supply of apprentices and trainees through projects and initiatives that:

- support skills development in the CSG/LNG sectors
- for regionally based arrangements, support the development and retention of skilled workforces in local communities
- address emergent skills shortages
- demonstrate innovation in the application of the group training model that could be sustainable and transferable
- are based on sound market research
- provide industry and/or community support for the project
- demonstrate a specific industry, regional and/or target group need in relation to apprenticeship/traineeship outcomes
- represent best value for funding sought

Should there be outstanding IIF funding available after those applications that meet the priorities outlined above, the department may, but is not obligated to, consider any applications received that do not target the priorities for funding.

#### Reporting

At the completion of the funded projects, successful applicants will be required to report on the following:

- achievement of the outcomes specified in the application
- commencements of apprentices and trainees as a result of the project
- key features and considerations in implementing the project
- copies of any materials developed with the funding of the project (noting that the use of organisational branding, etc, by other organisations will not be permitted without permission)
- financial statement on the expenditure of funds

Successful applicants may also be required to make a comprehensive presentation to a group training forum during or following the conclusion of their project.

#### Review

The IFF will be subject to annual review. The department reserves the right to vary funding available to the program or the program guidelines at any time.

#### Application Closing Date

Applications for 2011/12 IIF close on Friday, 16 December 2011 and completed applications must be received by that date.

Completed applications, including any attachments or letters of support, can be submitted to the department:

By mail to:                   Manager  
Stakeholder and Industry Relations  
Training Services  
Skills Investment  
Skills and Training Investment  
Department of Education and Training  
LMB 527

GPO BRISBANE QLD 4001

In person to: Level 6, Education House, 30 Mary Street, Brisbane

By email to: [Andrew.Lythall@deta.qld.gov.au](mailto:Andrew.Lythall@deta.qld.gov.au)

## 2011-12 FUNDING PROGRAM

<b>Base Payments</b>		
<b>Apprentices</b>		
		<b>Weighting</b>
<b>Commencements</b>		1
	Regional	0.25
	Remote	0.4
<b>Completions</b>		0.5
	Regional	0.2
	Remote	0.3
<b>Trainees</b>		
<b>Commencements</b>		
	Regional	0.1
	Remote	0.2
<b>Completions</b>		
	Regional	0.15
	Remote	0.25

<b>Cohort Payments</b>		
<b>Apprentices</b>		
		<b>Weighting</b>
<b>Commencements</b>		
	Adult	1
	Out-of-Trade	0.75
	Women	0.75
	Pre-App	0.5
	ATSI	1
	Disability	1
	SATs	1
	Dual Trade	4
<b>Completions</b>		
	Women	1
	ATSI	1
	Disability	1
<b>Trainees</b>		
<b>Commencements</b>		
	Agriculture	0.5
	ATSI	0.5
	Disability	0.5
	Priority 1 SAT	0.5
	Priority 2 SAT	0.25
	Priority 3 SAT	0.1
<b>Completions</b>		
	Agriculture	0.5
	ATSI	0.5
	Disability	0.5
	Priority 1 SAT	0.5
	Priority 2 SAT	0.25
	Priority 3 SAT	0.1