

Implementation Plan for the Australian Capital Territory's Apprentice Kickstart Pre- Apprenticeship Projects

NATIONAL PARTNERSHIP AGREEMENT ON PRE-APPRENTICESHIP TRAINING

PRELIMINARIES

1. This Implementation Plan is created subject to the provisions of the **National Partnership Agreement on Pre-Apprenticeship Training** and should be read in conjunction with that Agreement. The objective in the National Partnership is to assist in achieving the objectives of the National Agreement on Skills and Workforce Development by increasing the number of pre-apprenticeship training opportunities that are available and increasing the number of better prepared individuals having the option of taking up formal Australian Apprenticeship training.
2. The terms and milestones of this Implementation Plan are based on the Application for Funding submitted by the Australian Capital Territory to the Commonwealth. The Application for Funding forms Attachment A of this Implementation Plan.
3. The projects to be delivered from the attached Application for Funding are:
 - a. Project 1 - Construction Industry Training and Employment Association (CITEA)
 - b. Project 5 - Canberra Institute of Technology (CIT)
4. Through the delivery of these two projects, this Implementation Plan aims to better prepare individuals to undertake an Australian Apprenticeship in identified trade skills shortage occupations through increased pre-apprenticeship opportunities.

TERMS OF THIS IMPLEMENTATION PLAN

5. This Implementation Plan will commence as soon as it is agreed between the Commonwealth of Australia, represented by the Deputy Prime Minister, and the Australian Capital Territory, represented by the Minister for Education and Training.
6. This Implementation Plan will cease on completion of the project as specified in this Implementation Plan, including the acceptance of final performance reporting and processing of final payments against project milestones specified in this Implementation Plan.
7. This Implementation Plan may be varied by written agreement between the Ministers.

8. Either Party may terminate this agreement by providing *30 days* notice in writing. Where this Implementation Plan is terminated, the Commonwealth's liability to make payments to the State is limited to payments associated with project milestones achieved by the State by the date of effect of termination of this Implementation Plan.
9. The Parties to this Implementation Plan do not intend any of the provisions to be legally enforceable. However, that does not lessen the Parties' commitment to this Implementation Plan.

PROJECT OBJECTIVE

10. The objective of this Implementation Plan is to deliver projects in the Australian Capital Territory which support the objective of the **National Partnership Agreement on Pre-Apprenticeship Training**.
11. Projects delivered in the Australian Capital Territory under this Implementation Plan have the following objectives:

Construction Industry Training and Employment Association Project

- a. engage with young people at risk, Indigenous Australians, young offenders and other disadvantaged groups to provide contextualised pre-apprenticeship training in the Building and Construction industry;

Canberra Institute of Technology Project

- a. provide guidance on industry work choices and pathways;
- b. provide nationally recognised training in the Construction industry; and
- c. provide individuals with employment seeking skills.

ROLES AND RESPONSIBILITIES

Role of the Commonwealth

12. The Commonwealth is responsible for reviewing the State's performance against the project benchmarks specified in this Implementation Plan and providing any consequential financial contribution to the State for that performance.
13. The Commonwealth is responsible for funding and overseeing a national evaluation of all projects under this measure utilising remaining funds not allocated to state and territory projects.

Role of the State

14. The State is responsible for all aspects of project implementation, including:
 - (a) fully funding the project, after accounting for financial contributions from the Commonwealth and any third party;
 - (b) completing the project in a timely and professional manner in accordance with this Implementation Plan;

- (c) meeting all conditions including providing reports in accordance with this Implementation Plan; and
- (d) acknowledging the Australian Government's financial support for courses delivered as part of funded projects detailed in this Implementation Plan, particularly where marketing or communication activity is undertaken.

PROJECT MILESTONES AND FINANCIAL ARRANGEMENTS

15. The maximum financial contribution to be provided by the Commonwealth for the project is \$274,920 payable in accordance with project milestones set out in Table 1. All payments are inclusive of GST.

Table 1: Project milestones and associated payments

Performance benchmark	Due date	Amount
(i) Agreement of both parties to the Implementation Plan	Expected by 7/7/2010	\$54,984
(ii) Commencement of 30 individuals in pre-apprenticeship training in the CITEA project	Expected by 7/8/2010	\$39,542
(iii) Submission, and acceptance by the Commonwealth, of a progress summary		
(iv) Commencement of 12 individuals in pre-apprenticeship training in the CIT project	Expected by 7/8/2010	\$17,626
(v) Submission, and acceptance by the Commonwealth, of a progress summary		
(vi) Completion of CITEA project	Expected by 7/1/2011	\$64,586
(vii) Commencement of a total of 36 individuals in pre-apprenticeship training in the CIT project	Expected by 7/4/2011	\$52,877
(viii) Submission, and acceptance by the Commonwealth, of a progress summary		
(ix) Provision, and acceptance by the Commonwealth, of the final project report, including details of Australian Apprenticeship and other employment outcomes	Expected by 7/6/2011	\$45,305

16. Any Commonwealth financial contribution payable will be processed by the Commonwealth Treasury and paid to the State Treasury in accordance with the payment arrangements set out in Schedule D of the *Intergovernmental Agreement on Federal Financial Relations*.

BUDGET

17. Having regard to the estimated costs of projects specified in the overall project budget, the State will not be required to pay a refund to the Commonwealth if the actual cost of the project is less than the agreed estimated cost of the project. Similarly, the State bears all risk should the costs of a project exceed the estimated costs. The Parties acknowledge that this arrangement provides the maximum incentive for the State to deliver projects cost-effectively and efficiently.

REPORTING ARRANGEMENTS

18. The State will provide progress summaries to the Commonwealth to demonstrate its achievement of project milestones set out in Table 1.
19. Progress Summaries will contain the following information:
 - a) Details of the courses delivered under this initiative, including the Units of Competency to be completed /Certificate level, industry and location
 - b) Details of the number of individuals engaged in each course, including which of the following group each individual falls under
 - 1 Aged 19 years and under;
 - 2 Indigenous Australian;
 - 3 Person with disability;
 - 4 School leaver; and/or
 - 5 Living in remote or rural locations
 - c) Details of articulation of participants into an Australian Apprenticeship upon completion of their pre-apprenticeship training
 - d) a description of actual performance of the State in the reporting period to date against the project milestones; and
 - e) promotional activities undertaken in relation to, and media coverage of, the project during the reporting period.
20. The final project report is due within 60 Business Days of the completion of the project or termination of this Implementation Plan.
21. The final project report will be a stand-alone document that can be used for public information dissemination purposes regarding the project and must:
 - a) describe the conduct, benefits and outcomes of the project as a whole;
 - b) evaluate the project, including assessing the extent to which the objective in this Implementation Plan has been achieved and explaining why any aspects were not achieved; and
 - c) include a discussion of any other matters relating to the project, limited to the minimum necessary for the effective assessment of performance, which the Commonwealth notifies the State should be included in the final project report at least 30 days before it is due.