

Implementation Plan for Victoria's Apprentice Kickstart Pre-Apprenticeship Project

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 "Employment Focus Apprenticeships Connect Extension Proposal to Skills Victoria (October 2010)" submitted by Victoria to the Commonwealth. This document is at Attachment A of this Implementation Plan.
3. Through the delivery of the Victorian Apprentice Kickstart project, this Implementation Plan aims to meet employer demand for work-ready apprentices by partnering RTOs to prepare, match and place students completing trade skill shortage pre-apprenticeship programs into apprenticeships.

TERMS OF THIS IMPLEMENTATION PLAN

4. This Implementation Plan will commence as soon as it is agreed between the Commonwealth of Australia, represented by the Minister for Jobs, Skills, Workplace Relations and Tertiary Education, and the State of Victoria, represented by the Minister for Skills and Workforce Participation.
5. 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.
6. This Implementation Plan may be varied by written agreement between the Ministers or the authorised delegates.
7. 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.
8. 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

9. The objective of this Implementation Plan is to deliver a project in Victoria which supports the objective of the **National Partnership Agreement on Pre-Apprenticeship Training**.
10. The project to be delivered in Victoria under this Implementation Plan has the objective of improving recruitment, retention, completion and articulation of pre-apprenticeship graduates into apprenticeships.

ROLES AND RESPONSIBILITIES

Role of the Commonwealth

11. 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.
12. 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

13. 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 of this Implementation Plan including providing reports on the delivery of projects in accordance with milestones set out in Table 1; 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

14. The maximum financial contribution to be provided by the Commonwealth for the project is \$900,000 payable in accordance with project milestones set out in Table 1. All payments are inclusive of GST.

Table 1: Project milestones and associated payments

| Project milestones | Due date | Amount |
|---|---------------------------|-----------|
| Agreement of both parties to the Implementation Plan | Expected by 30/10/2010 | \$180,000 |
| Official agreement established between Skills Victoria and all participating TAFE/RTOs. | Expected by 31/12/2011 | \$220,000 |
| Commencement of 900 students with the Apprenticeships Connect program Submission, and acceptance by the Commonwealth, of a progress summary. | Expected by 31/05/2011 | \$500,000 |
| 2250 students signed up to Apprenticeships Connect 2011. | Expected by December 2011 | |
| Program Evaluation finalised Submission, and acceptance by the Commonwealth, of a final project report | Expected by March 2012 | |

15. 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

16. 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

17. The State will provide progress summaries to the Commonwealth to demonstrate its achievement of project milestones set out in Table 1.
18. The progress summary will contain the following information:
- a) Details of the courses supported under this initiative, including Certificate level, industry and location
 - b) Details of the number of individuals engaged in each course supported by this initiative, 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.
19. The final project report is due within 60 Business Days of the completion of the project or termination of this Implementation Plan.
20. 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.