

PART 1: DETAILS OF THE ORGANISATION**1.1. LEGAL (REGISTERED) NAME OF ORGANISATION:****1.1.1. TRADING NAME:** (if applicable)**1.2. REGISTERED ADDRESS:**

ADDRESS LINE 1:

ADDRESS LINE 2:

SUBURB:

POSTCODE:

STATE:

1.2.1. POSTAL ADDRESS: (if different to registered)

ADDRESS LINE 1:

ADDRESS LINE 2:

SUBURB:

POSTCODE:

STATE:

1.3. ACN / ABN:**1.4. CONTACT DETAILS:**

TELEPHONE:

EMAIL:

1.5. GRANTEE'S REPRESENTATIVE:**1.6. GRANT TITLE:****1.7. GRANT SUM SOUGHT:**

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1.8. BRIEF HISTORY OF THE ORGANISATION: (not required for repeated applicants)

PART 1: DETAILS OF THE ORGANISATION

1.9. LEGAL STATUS OF THE ORGANISATION: (for example, company, trust, association, body corporate, or registered organisation under the Registered Organisations Act 2009 (Cth))

1.10. FINANCIAL STATEMENTS:

(Provide copies of your Organisation's last two Annual Reports/audited Financial Reports)

1.11. REGISTERED TRAINING PROVIDER NUMBER: (Indicate if the organisation is a registered training provider in the National Training System)

1.12. DIRECTORS OR BOARD OF EXECUTIVE/MANAGEMENT MEMBERS:

1.13. NAME AND SIGNATURE OF AUTHORISED REPRESENTATIVE:

PART 2: PROJECT DESCRIPTION

2.1. PROJECT DESCRIPTION: (In two paragraphs, provide a brief/high level [maximum two paragraphs] description of the Project)

2.2. DURATION AND LOCATION OF PROJECT:

DATE OF COMMENCEMENT:

DATE OF COMPLETION:

LOCATION:

2.3. EVIDENCE OF THE NEED OR DEMAND FOR THE PROJECT: (List at least 6 or more reasons why the Project is needed)

2.4. OBJECTIVES OF THE PROJECT: (List at least 6 or more key objectives of the Project)

2.5. DETAIL THE REASONS WHY THIS PROJECT WOULD BE IN THE BEST INTERESTS OF THE BUILDING INDUSTRY: (List the benefits, impacts and effects of the Project)

PART 2: PROJECT DESCRIPTION

2.6. CONCURRENT APPLICATIONS/FUNDING: (Provide name and contact details of other organisation(s) which is also providing funding or a concurrent application has been made to fund the Project or part of it)

NAME:	CONTACT DETAILS:

2.7. MANAGEMENT OF THE PROJECT: (Describe how the Project will be managed internally, for example, is there a steering committee for reporting of progress)

2.8. PUBLICITY AND PROMOTION: (Provide details of proposed activities to promote and publicise the Project and Incolink’s funding).

PART 3: PROJECT COMPONENTS

(Where relevant, describe the specific requirements of the funding: 3.1 - development of the (new) training course/module: 3.2 delivery of training module/course already accredited under the National Training System: 3.3 - delivery of training module/course not accredited under the National Training System: 3.4 - any resourcing need/development for 3.1, 3.2 & 3.3)

3.1. TRAINING COURSES/MODULES DEVELOPMENT: (Describe the types of training courses/modules being developed. Specify if the course is theoretical learning or practical training or both).

3.2. TRAINING COURSES/MODULES ALREADY ACCREDITED IN THE NATIONAL TRAINING SYSTEM: (Where a course has current accreditation in the National Training System provide details as per the table below. Specify if the course/module is theoretical or practical – see also Appendix A for guidance).

COURSE CODE AND TITLE (AS LISTED IN TRAINING.GOV.AU OR STATE EQUIVALENT) e.g. CPCWHS1001 Prepare to work safely in the construction industry	NOMINAL DURATION OF COURSE e.g. 6 hours	THEORETICAL/PRACTICAL

3.2. COURSE/S NOT ACCREDITED IN THE NATIONAL TRAINING SYSTEM: (Describe the non-accredited course as per the table below. Specify if the course/module is theoretical or practical – see also Appendix A for guidance. If there are established external course description, then simply provide a reference or link to the established external)

COURSE DESCRIPTION ITEM		THEORETICAL/PRACTICAL	GUIDELINE
1.	Course title and code:		<i>A brief title and code which identifies the course. If it is an existing nationally accredited course then the accredited title is be used.</i>
2.	Overall course purpose:		<i>A brief statement what the learner will be able to demonstrate at the completion of the course.</i>
3.	Course learning outcomes:		<i>The individual competencies which the learner will achieve within the overall course purpose.</i>
4.	Relationship to endorsed national competency standards:		<i>If the learning outcomes are in response to nationally endorsed standards,</i> <ul style="list-style-type: none"> <i>the specific standards should be identified; and</i> <i>included in any statement provided to the learner.</i>
5.	Prerequisites to commence course:		<i>In the event that prerequisites are required prior to course entry, these should be stated. Preferably, prerequisites are kept to a minimum.</i>

COURSE DESCRIPTION ITEM		THEORETICAL/PRACTICAL	GUIDELINE
6.	Nominal duration of course:		<i>This is an indicator for planning purposes only in the allocation of resources. It has no useful training value in terms of delivery, assessment, evaluation or auditing.</i>
7.	Method and conditions of assessment:	<i>This is a statement as to how the course's learning outcomes are to be assessed. The statement should include:</i> <ul style="list-style-type: none"> <i>the assessment methods to be used; and</i> <i>the conditions with which the assessment will take place, including any provisions for workplace assessment as a method of confirming competence.</i> 	
8.	Assessment criteria for each learning outcome:	<i>Identification of the key criteria to be used to determine whether the learner has achieved the course's learning outcomes to the required standard.</i>	
9.	Resource requirements:	<i>This is a statement of resources, and their cost, required to deliver and assess the course. This includes:</i> <ul style="list-style-type: none"> <i>essential qualifications/competencies of staff;</i> <i>salaries and on costs;</i> <i>administration costs;</i> <i>facilities and equipment requirements and costs; and resource materials costs.</i> 	
10.	Occupational Health & Safety requirements:	<i>Include, as appropriate, a statement of the OHS standards to be met in the course.</i>	
11.	Recognition of this course within the National Training System:	<i>State if the course is recognised in whole or part within the National Training System.</i>	
12.	Underpinning knowledge and skills:	<i>List the key knowledge and skills which the learner should acquire and be able to apply as a result of the course.</i>	

3.4. RESOURCING NEED/DEVELOPMENTS: (Identify the resources required or to be developed, such as specialist trainers, creation of learning materials including practical training materials for the training courses/modules described in 3.2-3.3)

3.5. ACCREDITATION FOR GRADUATES/PARTICIPANTS: (Provide details of the accreditation (for example, certificate or statement of attainment/achievement/completion) to be awarded for training course/module participants/graduates)

3.6. PROJECT IMPLEMENTATION:

(Describe how the project is to be implemented including:

- project management structure - see 2.8
- communication/promotion of the courses/modules to potential participants
- how and when the courses/modules are to be delivered
- assessment methods including criteria being applied
- surveys/feedback from participants
- internal reporting (including frequency) on progress of the project
- Milestones/KPIs to be measured/demonstrable outcomes against the objectives of the project – see 2.4 to demonstrate the success of the project – see also Appendix B
- any other key information/reporting matrix to warrant ongoing/future funding from Incolink)

PART 4: PROJECT BUDGET

PROVIDE A DETAILED BREAKDOWN OF THE UTILISATION OF FUNDING: - WHERE, HOW AND WHEN

APPENDIX A: ILLUSTRATIVE EXAMPLE OF A COURSE DESCRIPTOR

Note: This is an adaptation of an existing module from the National Building Industry Training Package. Its purpose is to illustrate the format required by the Victorian Building and Construction Industry Training Fund.

Course Title	Implement OH&S requirements
Course Code	ABC.0001
Nominal length	20 hours
Accreditation status	The course is accredited within the National Training System. (The alternative is 'The course is not accredited within the National Training System')
Relationship to national competency standards	This course describes the learning requirements associated with the following Unit of Competence in the National Building Industry Competency Standards: Unit AAA Work to OH&S standards (The alternative is that 'The course is not related to national competency standards')
Prerequisites	Nil (The alternative is to list the prerequisites)
Assessment methods	Learning outcomes will be assessed in the workplace and in a simulated work environment. In both cases regular checks will be made of progress. Project work will be used.
Resource requirements	The following resources are required to deliver the course: <ul style="list-style-type: none">• suitable work area/simulated work area appropriate to the building construction process.• regulatory legislation including:<ul style="list-style-type: none">- OH&S- EPA- Dangerous goods- WorkSafe Australia standards• appropriate tools, equipment, materials and documentation to comply with OH&S legislation including:<ul style="list-style-type: none">- personal protective equipment- ladders and work platforms- emergency equipment and procedures- power connections
OHS requirements	The Occupational Health and Safety standards to be met within the course are: <ul style="list-style-type: none">• as prescribed in this course descriptor (If not an OH&S course then the standards relevant to the course should be stated)
Overall outcome	At the conclusion of the course the learner will be able to: <ul style="list-style-type: none">• identify and apply the relevant OH&S legislation, regulations and codes of practice to their workplace; and• plan, prepare and apply safe work practices for self and others.
Underpinning knowledge and skills	A broad application of the knowledge of: <ul style="list-style-type: none">• workplace and equipment safety requirements• materials and MSDS• WPH&S Act• other relevant acts, regulations and codes of practice• company policy The skills to: <ul style="list-style-type: none">• work safely to instructions• use power and hand tools• handle material safely• select materials to MSDS requirements• communicate effectively

Learning Outcomes	Assessment Criteria
1. Plan and prepare for safe work practices	<ul style="list-style-type: none"> • Identify and adhere to quality assurance requirements associated with the company's safety operations. • Select, fit and make ready for use appropriate personal protective equipment. • Select tools and equipment consistent with safe work requirements of the job. • Check tools and equipment serviceability and report faults to supervisor. • Erect appropriate barricades, hoardings and signage at job location.
2. Use safe work practices to carry out work	<ul style="list-style-type: none"> • Carry out work safely and in accordance with OH&S legislation and company policy. • Identify and report safety hazards and workplace accidents/incidents. • State and apply industry/site safety responsibilities. • Select and operate firefighting equipment according to the type of fire. • Implement site emergency and first aid procedures. • Identify and adhere to signals/sirens for blasting operations.
3. Assume responsibility for safety of self and others	
4. etc	

APPENDIX B: PROJECT PROGRESS REPORTING AND AUDITING

PROJECT PROGRESS REPORTING

The project progress reporting linked to each milestone should include details of the courses completed, the services delivered and resources developed.

The report is to include financial and statistical information and an indication of learner/customer/target audience satisfaction.

FINANCIAL REPORT

This report will be in a similar format to the structure of the financial budget shown in Part 4, showing the expenditure for the milestone period against budget.

(Schedule Two of the Grant Finance Agreement will provide a template confirming the above requirements are to be the basis of the financial reports (expenditure statements).)

STATISTICAL REPORTS

Course Delivery Report (milestone)

COURSE TITLE	MILESTONE PERFORMANCE			
	Planned student contact hours	Number registering to undertake the course	Number completing the course	Actual student contact hours
TOTAL				

Service Provision Report (milestone)

SERVICE TITLE	NUMBER OF USERS OF THE SERVICE
TOTAL	

Resource Development Report (milestone)

RESOURCE TITLE	REACH – NUMBER OF PEOPLE GIVEN ACCESS TO THIS RESOURCE
TOTAL	

LEARNER / CUSTOMER / TARGET AUDIENCE SATISFACTION REPORT

Information should be collected which indicates the learner and customer satisfaction with the course/service. This information should be available to the auditor when sample audits are undertaken. The survey should include the following:

(The provider of the course/service may choose to include additional items to assist their feedback/evaluation processes)

- Learner/Customer name
- Title of course/service
- Learner/customer rating of the course/service in meeting their needs:
 - Excellent
 - Very Good
 - Good
 - Unsatisfactory
- Comments as to how the course/service could be improved

AUDITING

All projects and their associated course / service / resource development funded by the Victorian Building and Construction Industry Training Fund are subject to financial and training audits. These will be carried out at the conclusion of the funding period. The key audit objectives are to confirm that the:

- project funds have been expended for the purpose/s to which they were granted;
- project funds have been fully expended during the funding period;
- planned course / service / resource development outcomes have, at least, been achieved.

In achieving the audit objectives, the Auditor/s appointed by the Victorian Building and Construction Industry Training Fund will carry out reviews of:

- the grant submission/s indicatively approved by the Victorian Building and Construction Industry Training Fund Board for funding (subject to satisfactory audit review);
- the outcomes of each course / service / resource development as documented in the initial, approved Application submission, final report, and any subsequent communications where this has changed;
- the expenditure of grant funds; and
- the detailed grantee-appointed Auditor's review of the full years' expenditure of funds and the overall project performance for the grant period (at the conclusion of the grant period).

On the evidence provided by the audit process and on revised plans submitted by the applicant¹, along with any change in direction which affects expenditure from the original Grant budget², the Victorian Building and Construction Industry Training Fund will make decisions as to the level of funding to be granted in the upcoming milestone period. In particular, failure to expend funds according to the purpose for which they were granted and/or an inability to meet planned course outcomes is likely to lead to a revision of the final grant funding amount.

¹ Revised plans submitted to the Victorian Building and Construction Industry Training Fund in milestone project progress reporting throughout the grant are required to be added to the overall final project progress report to assist the Victorian Building and Construction Industry Training Fund's Auditor in carrying out their review/s.

² Revised or re-allocated funds that are shifted from one line item to another/others throughout the grant period to allow for the project to meet its aims and objectives is required to be noted at the bottom of the final, audited expenditure statement which is subject to audit.