

Teaching & Learning Capital Fund for Vocational Education & Training

Guidelines for the
Investing in Community
Education and Training
Element of the Program

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1. Introduction

1.1 Overview

The Australian Government announced the Teaching and Learning Capital Fund (TLCF) for Vocational Education and Training (VET) (the Program) as part of a \$4.7 billion nation-building infrastructure package to support Australia's economy.

The TLCF (VET) will provide \$500 million during the 2009-10 financial year which will be distributed through initiatives focused on modernising and improving the quality of teaching and learning across the vocational education and training sector. Funding for this initiative will be provided through the following three program elements:

1. Better TAFE Facilities (BTF) – a total of \$200 million is available to TAFE institutes across Australia, to help them to address immediate maintenance needs, small capital works and equipment and plant purchase. Funding of \$2 million to \$8 million (GST exclusive) is available to TAFE institutes for eligible projects.
2. Training Infrastructure Investment for Tomorrow (TIIFT) – a total of \$200 million is available for eligible applicants and consortia led by eligible applicants to apply for competitive grants of up to \$10 million (GST exclusive) for infrastructure projects to:
 - adjust to the emerging training needs of the local economies in which they operate; and
 - support the national training system to address industry's emerging green skills requirements.
3. Investing in Community Education and Training (ICET) – a total of \$100 million is available to community education and training providers, who will be able to apply for small capital grants of between \$50,000 (GST exclusive) and \$250,000 (GST exclusive) to assist with maintenance or the purchase of equipment and for larger grants of \$250,000 to \$1.5 million (GST exclusive) for major capital infrastructure developments or upgrades.

1.2 Purpose of the Guidelines

The purpose of the TLCF (VET) Guidelines: Investing in Community Education and Training element (the Guidelines) is to assist eligible applicants to submit project proposals for funding under the Investing in Community Education and Training element of the TLCF (VET).

The Guidelines set out arrangements for the administration and delivery of the Investing in Community Education and Training element of the TLCF (VET). The Commonwealth reserves the right to amend these Guidelines as necessary. Information concerning changes to the Guidelines will be posted on the Program website.

Separate guidelines describe the arrangements for the administration and delivery of the Better TAFE Facilities and Training Infrastructure Investment for Tomorrow elements of the TLCF (VET). These are available on the Program website.

1.3 Further information and enquiries

Further information about TLCF (VET) and the application process can be found at the TLCF (VET) website: www.deewr.gov.au/tlcfvet.

Enquiries can be made to the following email address: traininginfrastructure@deewr.gov.au.

1.4 Timing

TLCF (VET) funding is available for the 2009-10 financial year. Projects nominated for funding must be expected to be completed by 30 June 2010.

To ensure that the TLCF (VET) has the greatest impact on job support, it is essential that construction on as many projects as possible commences quickly. Projects which are unable to demonstrate their ability to be completed by 30 June 2010 will not be funded.

2. Overview – Investing in Community Education and Training

2.1 Introduction

The \$100 million in funding available under the Investing in Community Education and Training (ICET) Program element is for the upgrade or development of infrastructure, plant and equipment to maximise vocational education and training (VET) delivery; facilitate expansion into VET delivery or provide improved pathways into VET.

The funding is for: small capital grants (\$50,000 to \$250,000 GST exclusive) to assist with maintenance and/or the purchase of equipment; and larger grants (\$250,000 to \$1.5m GST exclusive) for major capital infrastructure developments or upgrades.

ICET is available to eligible not for profit community education and training providers and consortia led by an eligible community education and training provider, which may include industry, local government and/or other community services.

Applicants will be able to apply for competitive grants to:

- Increase the capacity of their organisation to deliver relevant training to individuals to improve their employability, literacy and numeracy, and employability skills; and
- Facilitate expansion into accredited VET delivery or provide improved pathways into VET.

2.2 Objectives

The objective of the ICET element is to provide infrastructure funding to successful applicants and successful consortia for capital works and the provision of equipment necessary to enable one or more of the following:

1. Maximise their accredited VET delivery to re-skill and up-skill adult Australians;
2. Facilitate their expansion into accredited VET delivery to re-skill and up-skill adult Australians;
3. Facilitate pathways into accredited VET for learners;
4. The development of employability skills for learners that will lead to employment outcomes.

2.3 Ministerial declaration on adult community education

This funding demonstrates the Australian Government's leadership and commitment to adult community education and is consistent with the national policy framework agreed in the recently released 2008 Ministerial Declaration on Adult Community Education (ACE). The Declaration is available at

http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/vet/2008_Ministerial_Declaration_Adult_Community_Education.htm

Under this Declaration, Ministers agreed to adhere to four principles namely:

1. A stewardship role is adopted at all levels, including governments working together and providing leadership to optimise the capacity of ACE through a national approach, with jurisdictions providing policy settings and developing practical strategies that will allow ACE to flourish.

2. Partnerships and auspicing arrangements are supported and promoted at all levels, particularly between accredited and non-accredited ACE programs and providers, to maximise vocational outcomes for students in ACE.
3. Collaboration is encouraged between providers as community stakeholders while acknowledging that providers also compete freely in the education and training market.
4. Increased provision of vocationally focussed programs by ACE is supported while its community and citizenship capacity building agenda continues.

2.4 Eligibility

An eligible applicant is a training provider that is:

- a training organisation whose core business includes offering adult learning in community settings;
- incorporated under Australian Government or state/territory government legislation as a 'not for profit' organisation;
- not a publicly funded TAFE institute; and
- an organisation that has not received funding under the TIIFT element of the Program.

If not an Registered Training Organisation (RTO), the applicant must also have been incorporated and provided adult learning for at least five (5) years, and must provide evidence with their application:

- of on-going business relationships or auspicing arrangements with an RTO or employment services provider, which will facilitate the expansion of their non-accredited training with vocational intent to provide a viable pathway for disengaged adults to move into further education and training or suitable employment; or
- that they are actively seeking RTO status.

For the purposes of these Guidelines 'not for profit organisation' means an organisation which contains statements in its constitution to the effect that:

- it is not operating for the profit or gain of its owners, members or any other individual, whether these gains would have been direct or indirect, both while the organisation is operating and when it is wound up; and
- upon winding up of the organisation any residual assets or funds must be transferred to a not-for-profit organisation with similar objects and which has provisions in its constitution preventing distribution of profit or gain to individuals both while it is operating and when it is wound up.

For the purposes of these Guidelines 'auspicing arrangements with an RTO' means an arrangement whereby individuals who receive training from a non-RTO applicant are provided with statements of attainment or qualifications which contain an indication, either by containing the letterhead or other mark of the RTO or in some other way, that the attainment or qualification has been provided with the official approval of an RTO.

2.4.1 Additional requirements in order to receive funding

All applicants must also meet the following requirements in order to receive funding under ICET:

- permit project details to be recorded on the DEEWR website;
- demonstrate that the proposed project can be completed by 30 June 2010;

- agree to the terms and conditions of the draft funding agreement including in relation to insurance requirements specified in section 2.4.2 below;
- have a current Australian Business Number (ABN); and
- be successful in their application for funding for an ICET project.

Each eligible applicants may only submit one application. Eligible applicants and eligible applicant-led consortia with multiple training sites will be treated as a single applicant. Funding may be used for projects covering a number of training sites, as long as the linkage to a single project is clearly demonstrated.

If specific large community education and training providers, who are eligible to apply for funding under both the ICET and TIIFT elements of TLFT (VET) are successful in obtaining funding under the TIIFT element, they will automatically be deemed as ineligible to receive funding under the ICET element.

Schools and higher education institutions are specifically excluded from funding under this initiative.

In determining which projects will receive funding, DEEWR and the assessment panels referred to in these Guidelines may have regard to:

- the total amount of funding available;
- how the project is assessed against the assessment criteria specified in these Guidelines;
- a relative comparison to other projects within the same state or territory;
- industry coverage to ensure a range of skills are supported; and
- DEEWR's desire to promote an equitable national distribution of funding.

2.4.2 Insurance requirements

To be eligible for funding under ICET, applicants must currently have, or commit to obtaining if their application is successful, the following insurance:

- Workers' compensation to the amount required by the relevant state or territory legislation;
- Public liability insurance for \$10,000,000 (ten million dollars) or more per claim; and
- Professional indemnity insurance for \$1,000,000 (one million dollars) or more per claim.

2.4.3 Specific eligible applicants

In addition to any organisations which are otherwise eligible under these Guidelines, the following organisations are eligible to apply for funding under ICET:

- The Adult Multicultural Education Service (AMES) and the Centre for Adult Education (CAE) in Victoria;
- NSW Adult Migrant English Service (AMES) and TOCAL College in New South Wales;
- Community Knowledge Network in Tasmania; and
- Full members of the Community and Neighbourhood Houses and Centres (CANH) Association Inc in South Australia.

2.5 Grant categories

Eligible applicants and consortia may apply for capital funding in the following categories:

- **Minor Capital Grants** between \$50,000 and \$250,000 (GST exclusive) are to assist with initiatives such as:
 - maintenance of existing buildings and equipment;
 - upgrading existing training facilities eg IT connections/equipment; lighting (but not electricity);
 - refurbishment or modernising of existing buildings;
 - new purpose-built training rooms and equipment including IT connections;
 - industry-specific plant and equipment for specialist vocational training eg automotive equipment used in engaging early school leavers or cafeteria for hospitality training; or
 - mobile classrooms and equipment to allow flexible training delivery in regional and remote areas such as Indigenous communities.

- **Major Capital Grants** between \$250,000 and \$1.5 million (GST exclusive) are for major building works (either refurbishment or extension of existing buildings or construction of a new building) or upgrades of training facilities and equipment.

2.6 Use of funding

Subject to this section, funding may be used for the fit-out of new buildings or refurbishments of existing buildings to the extent that it is necessary to make them operational for the purposes for which they were designed. Funding can not be used for the purchase of land or for the purchase of an existing building or structure.

Project management fees are allowable in the project budget but must not exceed 4% of the total funding sought from the Australian Government.

Funding may be used for the refurbishment of existing buildings if they are owned by the funding recipient or leased from government or another community based organisation. Refurbishment of other leased premises will only be considered where the applicant has a long term lease (seven (7) years or more, including any unilateral options to renew the lease in its favour) that would justify the expenditure of government funding. Applicants must provide ownership details of the leased premises, evidence of support for the project from the owner and a copy of the lease.

Applications may not be for consumable items, for example computers etc, unless a supporting part of a larger project for example refurbishing a computer lab.

Funding must not be used for recurrent costs or for non-capital items such as:

- Utilities, e.g .telephone bills
- Salaries and/or staff training
- Computer maintenance
- Security personnel, or other security or surveillance purposes
- Insurance of equipment and facilities
- Motor vehicles, petrol, tyres or other transport costs
- Landscaping, gardening or cleaning
- Professional development of any person or organisation
- Resourcing of peak bodies
- Data collection.

2.7 State, territory and industry funding contributions

While third party funding contributions are not mandatory, complementary investment for ICET projects is strongly encouraged from state and territory governments, industry and other parties and partners. Relevant funding contributions from consortia partners will be noted as a significant indicator of commitment to the proposal and of the strength and likely success of the consortium partnership.

Relevant contributions include cash or identifiable items of donated significant equipment or assets. Debt financing or assets not purchased specifically for the project will not be considered to be relevant contributions.

Collaboration and co-investment will be favourably considered when assessing and prioritising projects. Where co-contributions are proposed, applicants must detail which components are funded under ICET and which are funded from co-contributions, and the amount and nature of any co-contribution.

2.8 Contracting and tendering arrangements with businesses

The funding under this program element is expected to reflect the Council of Australian Governments' commitment by all jurisdictions to give priority in contracting and tendering arrangements to businesses that have a demonstrated commitment to adding or retaining trainees and apprentices. In addition, applicants must provide assurances that projects will be completed by 30 June 2010.

3. Application Process

3.1 Application round

It is expected that only one national funding round for the 2009-10 financial year will be conducted by DEEWR, however DEEWR reserves the right to re-approach the market subject to budget availability and the quality of applications received under the funding round.

To apply for ICET funding, applicants must complete and successfully submit an on-line application form to DEEWR by 15 June 2009. Section 3.3 provides further information about submitting and application on-line.

Applicants may contact the relevant state/territory government body, private sector or peak body for any assistance in completing their application. Any information that is not provided will jeopardise the success of the application. DEEWR may seek further information about an application but reserves the right not to seek further information where forms have not been fully completed.

Where applicable, funding applications should be developed by applicants in consultation with the relevant state/territory government body. This is intended to ensure that proposals are considered as part of the overall planning process for the state and territory for the provision of VET.

3.2 Timeframes

Implementation milestones and timeframes follow:

ACTIVITY	DATE
Application process commences	20 May 2009
Lodgement of funding applications to DEEWR	15 June 2009
DEEWR Assessment Panel provides funding recommendations and priorities to National Assessment Panel	3 July 2009
National Assessment Panel process concludes	17 July 2009
Announcement of successful proposals	31 July 2009
Projects completed	30 June 2010

3.3 Submitting an application

Applicants must complete and successfully submit an on-line application form to DEEWR by 11.59pm Australian Eastern Standard Time, 15 June 2009. The on-line application form will be available from 20 May 2009. DEEWR will not accept hard copy applications. DEEWR will not accept late applications. The application must include sufficient information and associated supporting documentation to enable assessment panels to assess the application.

Before applying for ICET funding, applicants should note that funding is conditional on the proposed project being sufficiently progressed to enable completion of the project by 30 June 2010.

ICET is a competitive funding initiative. It is unlikely that all projects seeking funding will be successful.

Applicants can apply online for ICET funding by registering for access to the Tertiary Education Online (TED) website at <https://tedonline.deewr.gov.au/>. The website will provide details on how to complete the registration process and instructions on submitting your application.

For assistance with registering for or accessing the Tertiary Education (TED) Online website, or for help with downloading or submitting your application, please visit <http://deewr.gov.au/tedonlinehelp> or click the *Contact* link on <https://tedonline.deewr.gov.au/>.

4. Assessment Criteria

4.1 DEEWR Assessment Panel

The DEEWR Assessment Panel and National Assessment Panel will use the following criteria to assess and prioritise projects.

4.1.1 Improved Training and Employment Outcomes

In assessing applications against this criterion, assessment panels will take into account the degree to which applicants demonstrate the extent to which the project will increase the capacity of their organisation to meet current and future training needs. In addressing this criterion applicants should consider how the project:

- will maximise accredited VET delivery to re-skill and up-skill adult Australians
- will facilitate the expansion into accredited VET delivery to re-skill and up-skill adult Australians
- will provide improved pathways into accredited VET for adult Australians
- demonstrates on-going business relationships with an RTO or employment services provider to deliver training that leads to an employment outcome
- demonstrates that the project assists in the provision of training that leads to a employment outcome or VET pathway (eg employability skills, or training focussed on language, literacy and numeracy)
- provides evidence of successful training delivery.

Applicants may also like to provide evidence that the project aligns with state/territory training priorities. This will require discussion concerning the project with the state/territory government body.

If the applicant's response to this criterion does not demonstrate on-going business relationships with an RTO or employment services provider the application may not proceed further through the assessment process.

4.1.2 Project Implementation Expertise

In assessing applications against this criterion, the assessment panels will take into account the extent to which the application demonstrates the applicants have the ability to deliver the project outcomes on time and the experience/skills to implement the project. This will include the extent to which the application demonstrates:

- evidence of project management expertise/skills/personnel/credentials to successfully manage the project
- capacity to administer capital funding to meet Australian Government requirements
- effective governance and project management arrangements, as demonstrated through the applicant's project implementation plan
- evidence of sound consideration of the level and likelihood of the risks involved, including how the identified risks will be managed
- evidence that the project will be completed by 30 June 2010.

An implementation plan and a risk assessment and management strategy must be provided as part of the application. The on-line application form includes templates to provide these

details. If these are not included the application may not proceed further through the assessment process.

Additionally, the project implementation plan must demonstrate that the project will be completed by 30 June 2010. If the project plan does not demonstrate that the project will be completed by 30 June 2010 the application may not proceed further through the assessment process.

4.1.3 Project Benefit Realisation

In assessing applications against this criterion, assessment panels will take into account the extent to which the application demonstrates the applicant's capacity to provide ongoing program management and has continued/additional support to strengthen the project. In addressing the criterion applicants must consider, and the panels will consider the following:

- capability to deliver potential returns on investment in terms of meeting community learning needs, building social cohesion and allowing and encouraging third party access to facilities
- capacity of the applicant to meet ongoing recurrent costs
- demonstrate the ongoing financial viability of the project
- establish and/or maintain effective on-going business relationships, auspicing arrangements and/or linkages with local business, local government, RTOs and/or other community organisations
- supporting contributions including in-kind contributions
- the extent to which the project uses sustainable environmental practices, e.g. the buildings constructed or improved have energy efficiency rating
- value for money.

4.2 National Assessment Panel

The National Assessment Panel will consider the advice of the DEEWR Assessment Panel, undertake a comparative assessment of proposed projects and consider equity of projects across jurisdictions, industries and program priorities within the budget allocation.

5. Assessment Process

5.1 DEEWR assessment of applicant eligibility and projects

The DEEWR Assessment Panel will assess all applicants for eligibility as detailed under Section 2.4 of these Guidelines. Applicants that are not assessed as eligible will not proceed further through the assessment process. Applications which do not demonstrate that the proposed project can be completed by 30 June 2010 will not proceed further.

The assessment process is competitive and each application will be assessed on its relative merit against the assessment criteria detailed under Section 4 of these Guidelines. Where the eligible applicants' response fails to satisfactorily address any of the assessment criteria, or fails to include any document which must be included with the application, the application may not proceed further through the assessment process.

The DEEWR Assessment Panel will conduct an assessment of eligible and correctly completed applications. The DEEWR Assessment Panel will then provide a consolidated assessment report in a formal submission to the National Assessment Panel on the merits of proposed projects.

DEEWR reserves the right to seek advice from state/territory governments, industry or other independent representatives on the merits of applicants and projects.

5.2 National comparative assessment

DEEWR, with support from the National Assessment Panel will undertake a comparative assessment of projects submitted by the DEEWR Assessment Panel.

The comparative assessment process will lead to the development of a national, prioritised schedule of proposed projects.

The National Assessment Panel will have regard to the assessment criteria and the following considerations when developing a national schedule of projects to be recommended to the Australian Government Minister for Education (or delegate) for funding consideration and/or approval:

- the total amount of funding available
- industry coverage (to ensure a range of skill needs are supported)
- a relative comparison to other projects within the same state or territory
- an equitable distribution of the overall national program element budget.

The National Assessment Panel will be chaired by DEEWR and will consist of at least three other representatives who may be drawn from:

- industry
- community education and training representatives
- independent representatives with relevant knowledge

The National Assessment Panel will provide a national assessment and prioritisation report to DEEWR.

5.3 DEEWR recommendation for approval

DEEWR will develop a national schedule of projects recommended for approval by the Australian Government Minister for Education (or delegate), consistent with the considerations of the National Assessment Panel. The decision of the Australian Government Minister for Education (or delegate) is final.

DEEWR has the right to disclose information on organisations involved in the program including types of infrastructure funded under the program, the outcomes of activities funded under the program and levels of funding. DEEWR is also required to publically report details of all grants.

6. Funding administration and project requirements

6.1 Funding agreements

After a project has been approved by the Australian Government Minister for Education, a funding agreement will be developed between DEEWR and the successful applicant and signed by the respective delegates. The funding agreement will include a schedule which provides details on each project, including:

- the project approved, including a project description
- total funding by project to be granted by the Australian Government
- a breakdown of the contributions from all parties
- funding allocation for specific items
- expected commencement (by) and completion date
- additional conditions for payments (where applicable).

Final approval for successful applicant projects is when DEEWR has executed the funding agreement and provided the successful applicant with a copy of the executed funding agreement. Successful applicants must not commence work or expend any money regarding the project until they have received the DEEWR executed funding agreement.

The successful applicant or successful applicant led consortia will establish contracts with companies that have tendered successfully for projects. The conditions in these contracts must not be inconsistent with the funding agreement between the successful applicant or successful applicant led consortia and DEEWR and will include a schedule of payments and milestones that must be met to enable the payment of ICET funds, during 2009-10.

6.2 Varying a funding agreement

If a project's scope or budget changes from the amount set out in the original funding agreement between DEEWR and the successful applicant by more than 10%, a written variation request must be submitted to DEEWR by the successful applicant or successful applicant led consortia for consideration by the Australian Government Minister for Education or delegate. Any agreed variations are to be offset within the total funding set out in the funding agreement between DEEWR and the successful applicant or met by the successful applicant.

6.3 Transfer of ICET project assets

In cases where assets purchased or created with ICET funding cease, within three (3) years of 30 June 2010, to be used for the purpose of approved projects or to deliver training, the funding recipient must, if required by DEEWR, and if the nature of the asset permits, be transfer the asset to an organisation specified by DEEWR.

6.4 Reporting

Reporting requirements form an important component of funding agreements between DEEWR and successful applicants and are set out in Attachment A. Successful applicants and successful applicant led consortia must provide monthly activity reports to DEEWR until the project is completed.

Once a project begins delivering training, organisations must provide annual reports to DEEWR for three years. Reports must include:

- numbers commencing training in or using facilities purchased, constructed or improved as part of a project, including the details of the qualifications they are enrolled in
- numbers of those in the dot point above completing training including the details of the qualifications they are enrolled in, and
- utilisation of the facility, including community and other groups using the facility, either for training or for purposes other than training.

Reports must be provided in a template provided by DEEWR.

Information provided in the report will be used to determine that the project has been completed and to assess whether or not it was successful, including whether the outcomes identified in the project application have been achieved, and to support overall program evaluation and reporting.

6.5 Confidentiality

The information provided to the Commonwealth as part of the ICET element of the TLCF (VET) may be shared with relevant Australian Government and state/territory government agencies, and other relevant organisations and individuals including members of the DEEWR Assessment Panel and the National Assessment Panel.

6.6 Recognition requirements

To receive funding under TLCF (VET), there is a requirement to recognise and acknowledge the Commonwealth's contribution. As a minimum, successful applicants and successful applicant led consortia will be required under funding agreements to ensure that they adhere to the procedures and requirements set out in these Guidelines.

Recognition ceremonies: Successful applicants receiving funding under the Investing in Community Education and Training program element of TLCF (VET) must hold recognition openings or ceremonies for projects of \$500,000 and over as part of their conditions of funding. The requirements which apply to those openings or ceremonies are as follows:

1. the Deputy Prime Minister must be invited to all opening ceremonies
2. a convenient date for the ceremony for all parties must be chosen. Successful applicants are required to provide three dates to allow greater flexibility for the Deputy Prime Minister or representative to attend
3. ceremonies must not be scheduled on Parliamentary sitting days
4. for assistance with organising an official opening, successful applicants must contact DEEWR to arrange an Official Recognition ceremony through the TLCF (VET) website at: **www.deewr.gov.au/tlcfvet**
5. successful applicants must provide the Deputy Prime Minister with at least two months notice of any openings and public events relating to the projects
6. the official opening or ceremony must be held within three months of the completion of the project, unless otherwise agreed by the Deputy Prime Minister, and

7. successful applicants must make provision in the official proceedings for the Deputy Prime Minister or representative to speak.
8. once it is established that the Deputy Prime Minister or representative is to open a facility, this arrangement cannot be changed without the Commonwealth's agreement.

Publicity: successful applicants must acknowledge the Commonwealth's assistance in publicity issued by the institution regarding its TLCF (VET) funded project such as newsletters, websites, any other form of advertising in relation to projects used by the organisation.

Plaques: successful applicants must affix a plaque to all assets purchased, created or modified with TLCF funding. This includes, but is not limited to, new buildings and substantially refurbished buildings.

Where a plaque cannot be attached to an asset because of the nature of the asset, then a plaque must be placed in an appropriate location in the organisation, such as the front foyer.

Roadside and other outdoor signs: successful applicants will be required by the agreement to place signs on their premises, and roadside signs where possible, to acknowledging the Commonwealth's assistance in prominent locations for projects being funded under the Investing in Community Education and Training element of the Program.

Successful applicants must contact DEEWR for Commonwealth acknowledgement requirements for plaques and roadside signs through the TLCF (VET) website at: www.deewr.gov.au/tlcfvet.

6.7 Project funding acquittal

Successful applicants must provide DEEWR with a signed declaration of financial acquittal, confirming that all funds have been fully expended for the purposes of the funding agreement if that is the case. Any funds not spent in accordance with the funding agreement with the successful applicant must be returned to DEEWR. To discharge this requirement the successful applicant must complete the acquittal template at Attachment B and forward it to DEEWR, or return any funds not spent in accordance with the funding agreement.

7. Roles and Responsibilities

7.1 Role of Successful Applicant or Successful Applicant led consortia

The responsibilities of successful applicants are to:

- liaise with the relevant state/territory government body, private sector or peak body for guidance or assistance to develop the project proposal/funding application
- submit a complete and accurate application for funding, with all essential supporting documentation, to DEEWR by the due date
- agree to the terms and conditions of the DEEWR funding agreement
- enter into and comply with a funding agreement with DEEWR if funding is approved, as appropriate
- alert DEEWR to and/or seek approval from DEEWR for any project variations (time, cost, scope) in accordance with the funding agreements, and ensure that the project is completed by 30 June 2010
- adhere to the requirements for recognition of Australian Government assistance for infrastructure projects (Section 6.6)
- provide ongoing monthly reports and other reporting requirements to DEEWR as detailed at Attachment B to the Guidelines
- supply audited financial statements as evidence of the acquittal of expenditure of all funds for the purpose for which they were provided, as set out in the funding agreement
- provide digital photo(s) of the completed project at the time of final acquittal
- ensure that projects covered by the funding use their best endeavours to give priority in contracting and tendering arrangements to businesses that have a demonstrated commitment to adding or retaining trainees and apprentices, and report to the Commonwealth on this.

7.2 Role of DEEWR Assessment Panel

The role of the DEEWR Assessment Panel is to:

- assess and prioritise eligible applications
- recommend a prioritised list of projects for funding to the National Assessment Panel
- inform project applicants of assessment/approval outcomes.

7.3 Role of National Assessment Panel

The role of the National Assessment Panel is to:

- undertake a national comparative assessment of projects submitted by the DEEWR Assessment Panel to develop a national schedule of projects recommended for funding
- recommend a prioritised list of projects for funding
- ensure equity of projects across industries and program priorities within the budget allocation.

7.4 Role of Department of Education, Employment & Workplace Relations

The role of DEEWR is to:

- promote the program through the Departmental website

- provide a lodgement point for applications
- assess applicants and projects against the guidelines
- provide a secretariat role to the DEEWR Assessment Panel and National Assessment Panel
- submit a schedule of endorsed projects recommended for funding to the Australian Government Minister (or delegate) for consideration and/or approval
- liaise with successful applicants regarding proposed projects
- liaise with successful applicants to clarify issues and seek information for inclusion in ministerials/briefs
- enter into a funding agreement with the relevant successful applicant for approved projects
- analyse reports provided by the successful applicants and monitor the progress of each project
- make payments to the successful applicants and monitor and report on the use of funding.

7.5 Role of the Australian Government Minister for Education

The Australian Government Minister for Education (or delegate) will approve projects recommended for funding, as supported and assessed by DEEWR as meeting the eligibility criteria for the program. The Minister's decisions about program funding are final.

Attachment A. Reporting Requirements

Background

This schedule sets out the mechanism by which the Commonwealth is establishing oversight and monitoring arrangements to ensure that delivery of the ICET meets timeframes and meets Commonwealth specifications and desired outcomes.

The reporting requirements will facilitate timely, regular advice to governments. Use of this information may include but not be limited to:

- a. reporting to the Coordinator General, the Department of the Prime Minister and Cabinet, and COAG on overall program progress
- b. periodic departmental reporting, including progress against key outputs and outcomes by states and territories
- c. analysis on whether projects are meeting delivery timetables and objectives, and also provision of advice on possible strategies and interventions to prevent slippages
- d. identification of potential issues and constraints across the industry sectors that will be supporting TLCF (VET) and other economic stimulus initiatives
- e. ad-hoc reporting as required by DEEWR.

The reporting requirements will be in place for the duration of the TLCF (VET) funding agreements.

These reporting requirements commence once the Australian Government Minister for Education (or delegate) approves the projects to be included in the ICET component of the TLCF (VET) and funding agreements between DEEWR and organisations are entered into.

Roles and Responsibilities

The Department of Education, Employment and Workplace Relations

DEEWR will be responsible for:

- a. developing and maintaining reporting requirements
- b. provision of reporting tools and templates that it determines are appropriate
- c. analysis of data and provision of reports to the Commonwealth.

Community Education and Training Providers

Successful applicants will be responsible for meeting their obligations as set out in their funding agreements with DEEWR including but not limited to in relation to the following:

- a. collecting and providing data to DEEWR as specified in funding agreements for individual projects
- b. ensuring accuracy of information provided to DEEWR
- c. monitoring ICET projects to ensure they are delivered on time and they achieve the specified outcomes
- d. timely identification and advice to DEEWR of any difficulties in fully performing projects
- e. development of strategies and interventions to rectify any difficulties in fully performing projects
- f. maintaining adequate records in relation to projects and storing those records in accordance with requirements set out in funding agreements

- g. keeping records of expenditure of funding provided by DEEWR in accordance with Australian Accounting Standards
- h. ensuring they allow access by an officer of DEEWR authorised in writing by DEEWR, to inspect the progress of the project, subject to reasonable notice
- i. ensuring, where specified in the funding agreement, that they comply with other requirements specified in the Guidelines or the funding agreement.

Reporting

Application Phase

- a. In applying for ICET funding for projects, applicants must comply with these Guidelines.

Successful applicants must also provide the following information to DEEWR:

- a. apprenticeships/traineeships supported by the project (identified by an Indigenous and non-Indigenous breakdown)
- b. other jobs supported by the project (identified by an Indigenous and non-Indigenous breakdown).

Reporting of the number of jobs supported by a project for the purposes of this section is the estimate of the average daily number of on-site workers for the duration of the project.

Ongoing Reporting – during the project period

Successful applicants must provide to DEEWR monthly reporting on their project funded under the ICET component of the TLCF (VET) within 14 days of the end of each month. DEEWR will provide a template for monthly reporting.

Required information is:

- a. project expenditure versus budgeted expenditure by milestone – include actual expenditure to date and forecast expenditure for all milestones
- b. administrative expenditure versus budget
- c. project schedule versus milestones, including construction commencement and completion. The project schedule should include any planning approvals required
- d. exception reporting on issues of concern and an update on project risks. Estimated impact on project schedule, budget and job creation should be provided
- e. status photo.

Ongoing Reporting – following the project period

Once a project begins delivering training, successful applicants must provide annual reports to DEEWR for three years. Reports should include:

- numbers commencing training including the details of the qualifications they are enrolled in
- numbers completing training including the details of the qualifications they are enrolled in, and
- utilisation of the facility, including community and other groups using the facility, either for training or for purposes other than training.

Information provided in the report will be used to support overall program evaluation and reporting.

Ad hoc and exception-based reporting requirements

Throughout the program, additional detail may be required by DEEWR on individual projects.

Exception based reporting will be required where there is a material change to a project. This exception based reporting should be provided to DEEWR by the relevant successful applicant no later than five working days after the identification of the issue.

Attachment B. Acquittal Declaration Template

Acquittal declaration for the Teaching and Learning Capital Fund (TLCF) for VET

Funding Recipient

Project name:

Australian Government grant amount: \$.....

Funding period

I confirm that all funding provided to the [insert Your name] by the Australian Government under the Investing in Community Education and Training element of the TLCF (VET) has been expended in accordance with the agreement between [insert Your name] of and DEEWR for the purpose of the Investing in Community Education and Training element of the TLCF (VET).

Signed:

Name: [must be a board member, , the chief executive officer or the chief internal auditor of the funding recipient]

Position:

Date: