

FOUNDATION SKILLS PROGRAM - PHASE 3 - EXISTING PROVIDER APPLICATION

Form Preview

National Skills Agreement - Increasing Access to Foundation Skills Program - Phase 3

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Program Information

The National Skills Agreement (NSA) Ensuring Access to Foundation Skills Implementation Plan between the Australian and NSW Governments supports increased access to foundation skills training, particularly for underserved communities across NSW.

The Foundation Skills Program – Phase 3 (FS Program) is the final phase of the Program under the NSA and will operate from 1 January 2027 to 31 December 2028.

The program aims to:

- increase access to foundation skills training across NSW;
- address unmet demand and barriers to foundation skills delivery and participation; and
- improve access and outcomes for priority learners and communities, including Aboriginal and Torres Strait Islander learners and learners in underserved locations.

The FS Program supports accredited and non-accredited foundation skills training in areas including English language, literacy, numeracy, digital and employability skills.

Contract Period - **January 2027 to December 2028.**

Providers must read the [National Skills Agreement - Foundation Skills Program - Phase 3 Program Guidelines](#) before completing this application. Please use this form to apply for funding under this program.

Applications close Tuesday, 27 October 2026.

Applicant Details

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	

FOUNDATION SKILLS PROGRAM - PHASE 3 - EXISTING PROVIDER APPLICATION

Form Preview

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Applicant Position *

Applicant Office Address *

Address

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Provider Eligibility

1. Please indicate which programs your organisation is currently contracted for: Smart and Skilled, Adult and community education (ACE) Program, and / or National Skills Agreement Foundation Skills Program funding. *

- ☐ Adult and Community Education (ACE)
- ☐ Smart and Skilled
- ☐ National Skills Agreement Foundation Skills Program (FS)

1a. If you selected Smart and Skilled in the above question, is your organisation classified as a 'Community Based Adult Education Provider' in its Registered Training Organisation (RTO) status? *

- ☐ Yes
- ☐ No

2. As of 30 June 2025, did your organisation have at least one eligible foundation skills qualification or accredited foundation skills course on its RTO scope of registration? (See Attachment 9.2 - Provider Eligibility Requirement - Foundation Skills Qualifications and accredited courses). *

- ☐ Yes
- ☐ No

FOUNDATION SKILLS PROGRAM - PHASE 3 - EXISTING PROVIDER APPLICATION

Form Preview

NOTE: If you answered "No" to questions 1a or 2 of the above questions, your organisation is not eligible to apply for this program.

2a. If yes, please list all foundation skills qualifications and accredited courses that were on your RTO's scope of registration as of 30 June 2025. Specify the qualification code, qualification title and qualification level *

Funding Request

Foundation Skills Training Funding (Training Fund) supports the delivery of eligible accredited and non-accredited foundation skills training. The Training Fund is intended to fund individual units and skills sets rather than full qualifications.

For more information refer to 2.1 of the guidelines.

1. Please indicate your organisation's funding request for the FS Program: *

- ☐ Maintain current Maximum Funding Allocation
- ☐ Increase current Maximum Funding allocation
- ☐ Decrease current Maximum Funding allocation

1a. Confirm your current maximum funding allocation for Phase 2 (Oct 2025 - Dec 2026). *

Must be a dollar amount.

1b. Are you seeking an amendment to the current locations? *

- ☐ Yes
- ☐ No

2. If requesting a change to delivery locations, what are the proposed new locations and what is the rationale for the change? Please include evidence of community need, learner access implications, and alignment with program priorities. *

Rationale and Capacity for Changes to Current Allocation

If you are requesting for changes to your Funding allocation, please provide a detailed rationale for the increase/decrease and explain your organisations capacity to deliver foundation skills training.

FOUNDATION SKILLS PROGRAM - PHASE 3 - EXISTING PROVIDER APPLICATION

Form Preview

1. Specify the annual amount of Foundation Skills Training funding requested, based on delivery from January 2027 to December 2027. *

Must be a dollar amount.

Leave blank if not seeking change to the maximum funding allocation.

2. If requesting an amendment to funding, what is the reason for the change? Provide details supporting your request, such as adjustments to service delivery, learner demand, or priority cohorts. *

Leave blank if not seeking an amendment to maximum funding allocation

3. How does your organisation demonstrate the capability and capacity to deliver Foundation Skills training according to the requested amendments? Please provide details on staffing, resources, relevant experience in delivering foundation skills and performance and outcomes from previous Foundation Skills delivery, where applicable. *

4. Provide details of the Foundation Skills training your organisation proposes to deliver for at least the first 12 months of the grant period.

Course Name	Unit Name	ACSF Level	Scheduled Face-to-face Hours	Scheduled date/s	Cohort Size	Priority	Location
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					Must be a number.	

Foundation Skills Program - Access Fund

Funding Information

Foundation Skills Access Funding (Access Fund) provides needs-based funding for additional costs required to address barriers to learner participation or enable viable Foundation Skills delivery.

FOUNDATION SKILLS PROGRAM - PHASE 3 - EXISTING PROVIDER APPLICATION

Form Preview

Access Funding addresses identified barriers to access or delivery and is not based on the Foundation Skills Training Fund allocation.

Applicants must demonstrate the need for Access Funding, the specific barriers or additional costs to be addressed, and how the proposed expenditure will support learner access, participation or viable delivery.

Providers must report on expenditure and outcomes related to funded activities, and fully acquit the allocated funds in accordance with Departmental guidelines and contractual obligations.

For more information please refer to Section 2.2 of the guidelines

Is your organisation applying for Foundation Skills Access Funding?

- ☐ Yes
☐ No

1. How much Access Funding is the organisation requesting?

Provide the amount requested against each applicable eligible use. Applicants may request up to **\$20,000 (excluding GST) for the grant period (1 January 2027-31 December 2028)**. The amount requested should reflect the identified need and the reasonable costs of the proposed activities and categories.

Student Access Cost

Must be a dollar amount.
Amount requested (excluding GST)

Trainer-related Costs

Must be a dollar amount.
Amount requested (excluding GST)

Thin Market Delivery Costs

Must be a dollar amount.
Amount requested (excluding GST)

Total Access Funding Requested

This number/amount is calculated.

2. Describe the access barrier or delivery need that the requested Access Funding will address.

The response should include: the specific student participation barrier, trainer-related constraint and/or thin-market delivery issue, the nature and scale of the need, evidence or information demonstrating

FOUNDATION SKILLS PROGRAM - PHASE 3 - EXISTING PROVIDER APPLICATION

Form Preview

the need how the identified barrier or issue affects student access to, participation in, or the viability of Foundation Skills delivery.

3. Describe how the Access Funding will be used to address the identified barrier or delivery need.

The response should include: the relevant Access Funding category (Example: Student Access Cost, Trainer-related costs and Thin market delivery costs) and the activities or costs the funding will support; how the proposed expenditure directly responds to the identified barrier or delivery need; how the amount requested has been calculated and is reasonable and proportionate to the identified need and proposed scale of delivery; any related funding available for these activities, including Outreach Support funding; and how duplication of funded activities or costs will be avoided.

4. Describe the expected impact of the proposed Access Funding.

The response should include: how the funding is expected to improve student access or participation and/or enable viable Foundation Skills delivery, the anticipated reach and benefit, including the expected number of students supported where applicable.

Outreach Support Program - Phase 3 - Round 2

* indicates a required field

Program Information

The Outreach Support Program (OS Program) is a central initiative under the National Skills Agreement Ensuring Access to Foundation Skills. The program aims to:

- Improve access to foundation skills and broader ACE Program delivery for priority communities and learners;
- Support learner retention, progression, and achievement through wraparound supports, provided either directly or via referrals, encompassing both vocational and non-vocational assistance;
- Deliver targeted support specifically for learners engaged in training under the ACE and NSA Increasing Access to Foundation Skills programs.

Funding under the program is available for the OS role that best meets their community's needs. Providers may select:

- A **learner support** role to enhance learner outcomes through targeted support, or
- A **community engagement** role to strengthen outreach and learner participation, or
- A **combination** role covering both Learner Support and Community Engagement.

Providers must read the [National Skills Agreement - Outreach Support Program - Phase 3 - Round 2 Guidelines](#) before completing this application. Please use this form to apply for funding under this program.

FOUNDATION SKILLS PROGRAM - PHASE 3 - EXISTING PROVIDER APPLICATION

Form Preview

1. Does your organisation currently have a funding deed for the Outreach Support Program 2026-2028? *

- ☐ Yes
☐ No

2. If your organisation does not currently hold a funding deed for the Outreach Support Program (2026-2028), would you like to be considered for an application? *

- ☐ Yes
☐ No

Position Details

1. Please complete the table below.

Position ap FTE Annual Total FTE R Total Salar Number of Outreach T Is this a tar
plying for (Salary \$ (E equested y funding r days per w ravel/Acco geted role?
Please com xcluding on equest \$ (e eek the OS mmodation
plete a newcosts) xcluding onis anticipat request \$
row for eac costs) ed to work
h person) in this role

	Must be a dollar amount.	Must be a number.	Must be a dollar amount.	Must be a number.	Must be a dollar amount.	
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No

2. If you are applying for a targeted position, please include your organisation's Aboriginal and Torres Strait Islander Employment Strategy.

Attach a file:

3. Describe the regions and locations that your OS will cover. *

FOUNDATION SKILLS PROGRAM - PHASE 3 - EXISTING PROVIDER APPLICATION

Form Preview

4. Describe the need for Outreach Support in the regions and communities identified above. *

Your response should include evidence of: demand for Foundation Skills training; barriers to accessing or participating in training; gaps in existing Foundation Skills or ACE provision; and how an Outreach Support role would help address these needs.

5. Describe the priority learner cohorts the Outreach Support role will support in the targeted regions and communities. *

6. Describe the Foundation Skills training expected to be delivered in the targeted regions and communities. *

7. Describe how the proposed Outreach Support role will increase engagement, access and participation in Foundation Skills training for the identified learner cohorts. *

8. If you are seeking amendments to the core activity lists for Community Engagement OS (8.1 Appendix A) and Learner Support OS (8.2 Appendix B) included in the guidelines, please clearly outline the proposed changes below. *

Please note: if you are not seeking amendments to the core activity list please write 'NIL' in the answer field

8a. If the above requested amendments are not approved by the department, would you still like to pursue this application? *

- ☐ Yes
- ☐ No
- ☐ Not Seeking Amendment

9. Does your organisation have established policies and procedures covering the following? *

FOUNDATION SKILLS PROGRAM - PHASE 3 - EXISTING PROVIDER APPLICATION

Form Preview

- ☐ Ethical conduct
- ☐ Staff grievances
- ☐ Access and equity
- ☐ None of the above