

FOUNDATION SKILLS PROGRAM - PHASE 3 - NEW 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	

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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)

2. 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

3. 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

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3a. 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

Application Questions

Capability of Staff

1. Provide the number of current employees involved in delivering, assessing, or supporting Foundation Skills training *

a) Are fully qualified Language, Literacy and Numeracy (LLN) trainers and assessors (including both accredited and non-accredited qualifications) b) Are currently undertaking qualifications or professional development related to Foundation Skills delivery c) Meet the minimum trainer qualifications for non-accredited delivery as per program requirements (Outlined in the Program guidelines) d) The number of support staff providing vocational and non-vocational support.

Strategies to Meet Learner Needs

2. Describe how your organisation identifies and understands the Foundation Skills needs of the learners and communities it supports. *

Please include in your response how your organisation supports learners from diverse backgrounds, including priority groups such as Aboriginal and Torres Strait Islander learners and those requiring additional support. Also, describe how you assist learners with their education or employment goals, as well as how you address non-vocational needs like mental health, housing, and wrap-around supports.

3. Outline your organisation's experience delivering Foundation Skills or comparable training. Provide evidence or examples of learner access and successful outcomes where available. *

Learner Support Services

4. Describe how your organisation will respond to the specific Foundation Skills needs of priority learner cohorts. *

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5. Describe your organisation's strategies to increase access to Foundation Skills training and improve learner outcomes. *

Commitment to Plans for Foundation Skills Delivery

6. Demonstrate your organisation's capacity and readiness to deliver the proposed Foundation Skills training within the grant period. *

Application Spreadsheet Submission

Please complete the following tabs in the [Application Spreadsheet](#) and attach the spreadsheet to your application submission:

Tab 1: Historical Delivery – Provide details of your organisation's foundation skills delivery activities since January 2023.

Tab 2: Proposal for Future Delivery – Outline your plans for use of the requested funds, including proposed delivery locations and target cohorts.

Tab 3: Locations with Gaps in Access (if applicable) – For any proposed delivery locations not identified as priority locations in the program guidelines, list each community, identify access gaps to be addressed, and provide supporting evidence, including consideration of existing foundation skills supply in each region.

Tab 4: Community Connection – For each location listed in your future delivery proposal (Tab 2), describe your organisation's physical presence, historical activity, established networks, partnerships, and community development activities.

Completion and submission of all relevant tabs is required for your application to be considered.

Please attach your completed Application Spreadsheet *

Attach a file:

Project Budget

1. 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	Cohort Size	Unit Price
			Must be a number.	Calculate unit price using the program

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				guidelines unit pricing matrix.

Funding Request

Total Amount Requested *

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Foundation Skills Program - Access Fund

* indicates a required field

Funding Information

The Foundation Skills Access Fund provides targeted, needs-based funding to support additional costs that address barriers to student participation or enable viable delivery of Foundation Skills training. This funding is allocated based on identified access or delivery challenges and is separate from the Foundation Skills Training Fund allocation.

Applicants seeking Access Funding must clearly demonstrate the specific barriers or additional costs to be addressed, and explain how the proposed expenditure will enhance student access, participation, or the sustainability of delivery.

For more information please refer to Section 2.2 in the guidelines

Is the organisation applying for Foundation Skills Access Funding? *

- ☐ Yes
☐ No

1. How much Access Funding is your 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 Costs

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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 request *

This number/amount is calculated.
Amount requested (excluding GST) - It must not exceed the maximum funding limit (see Section 2.2.4 of the Guidelines)

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 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. *

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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.

Is your organisation applying for the Outreach Support Program 2026-28?

- ☐ Yes
☐ No

Position Details

1. Please complete table below

Position applying for (Please complete a new row for each person) **FTE Annual Salary \$ (Excluding on costs)** **Total FTE Requested** **Total Salary Request \$ (excluding on costs)** **Number of days per week anticipated to work in this role** **Outreach Travel/Accommodation request \$** **Is this a targeted 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

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						☐ 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 *

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. *

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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 Amendments

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

- ☐ Ethical Conduct
- ☐ Staff Grievances
- ☐ Access and Equity
- ☐ None of the Above