

Trade Pathways Program

Connecting Women to Trades Grant Round

Guidelines

Application opening date:	Tuesday 2 November 2021
Application closing date:	Tuesday 30 November 2021 at 5:00pm AEST
Funder:	NSW Department of Education (the Department)
Application method:	Electronic lodgement of applications at trainingservicesnsw.smartygrants.com.au
Administering entity:	Training Services NSW (TSNSW)
Enquiries:	Please direct all enquiries to: TradePathways@det.nsw.edu.au by Tuesday 23 November 2021 at 5:00pm AEST
Type of grant opportunity:	Open competitive

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Background

In response to the NSW Productivity Commission's 2020 Green Paper and the 2021 White Paper, the NSW Government announced on 11 November 2020 the State's first trade recognition and pathways initiative, the Trade Skills Pathways Centre (Trade Pathways Program). This program establishes the framework for a robust trade workforce and sustainable skills development to drive job growth and economic prosperity.

The implementation of the Trade Pathways Program is managed by Training Services NSW (TSNSW), part of the NSW Department of Education. TSNSW is responsible for government-funded vocational education and training (VET) in NSW.

The Trade Pathways Program has two areas of focus being:

1. The advancement of experienced but unqualified workers through an RPL and gap training skills assessment process
2. A Women in Trades Strategy which will pioneer new and innovative ways to increase the participation of women in trades.

The Women's Strategy and accompanying implementation plan are foundational to the Connecting Women to Trades Grant Round.

Women's Strategy 2021-2024

In key industries with major skills shortages such as construction, electrotechnology and automotive industries, women make up only 2% of qualified trade workers. In response, the outworking of the Women's Strategy will strengthen relationships between industry, employers and the NSW Government to ensure an enhanced pathway for women seeking a career in trades. It is anticipated that these efforts will lead to a significant uplift in training and employment outcomes.

The Women's Strategy includes three 'pillars of action' to increase the representation of women in trades:

1. Increase the appeal of trades to raise women's level of participation
2. Facilitate change to remove cultural and societal barriers
3. Support women's learning to maximise vocational outcomes

The Connecting Women to Trades Grant Round will provide an opportunity for eligible organisations to deliver projects targeted at the attraction, retention and recruitment of women in trades. This will be achieved through skills development training, short pre-apprenticeship courses and advice on career pathways to trades.

Objective

The Connecting Women to Trades Grant Round is seeking applications from eligible organisations that aim to increase the engagement of women in trades and offer an introductory experience in line with the outcomes of the Grant.

Anticipated Outcomes

The anticipated outcomes of the Connecting Women in Trades Grant Round are:

- Boost awareness of the social and economic benefits of a career in trades
- Improved exposure of trade pathways for women
- Greater visibility of female trade ambassadors
- Greater numbers of women taking part and completing vocational education training
- Development of skills that lead to a career in trades
- Increased awareness of gender discrimination across workplaces in all trades sectors
- Confidence to enter training and employment in trades
- Stronger networks between industry, employers and women
- Reduced financial barriers that deter women from entering trades

Project Scope

The Connecting Women in Trades Grant Round will support organisations to deliver an innovative project that offers an introductory experience in trades for participants. Projects are to include the following three components that can be delivered in any order:

1. Career information session/s

The project is to engage with industry representatives and/or qualified tradespeople to deliver a career information session/s with the following objectives:

- Introduce participants to the project and training scope
- Promote awareness of a career in trades
- Provide suitable career advice and information on pathways to a career in trades.

Example 1: Invite a guest speaker from a construction company to provide an overview of the benefits of working in construction. Projects may also invite a female tradeswoman with industry experience - a carpenter to inspire women by sharing her journey.

Example 2: An industry workplace visit, enabling participants to gain initial exposure to the industry (please consider PPE requirements).

Example 3: Information sessions and/or educational seminars that raise awareness of career opportunities in trades, highlighting social and economic benefits.

2. Delivery of accredited training

Projects are to engage with an approved Smart and Skilled Registered Training Organisation (RTO) to facilitate the delivery of accredited training. Requirements are as follows:

- Identify training needs and consult an RTO to discuss relevant units of competency (<https://smartandskilled.nsw.gov.au/>)
 - Units of Competency must combine theory and practice.
 - Units of Competency must relate to the trade qualification of the industry(s) identified in the project plan.
 - Costs associated with accredited training are to be covered by the RTO under Smart and Skilled funding and are not to utilise grant funds.

- RTOs must submit a Training Needs Identification (TNI) to the Department for the delivery of accredited training. If the TNI is approved, the training costs will be paid directly to the RTO.
- Deliver between 2-4 Units of Competency per participant group by the completion of the project

Example:

RTO	Unit Code	Description
ABC Pty Ltd	CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
ABC Pty Ltd	CPCCCA2002	Use Carpentry Tools and Equipment

3. Delivery of non-accredited training

Deliver non-accredited training in line with the outcomes of the Grant Round, taking into consideration the following factors:

- Training is to be delivered by a suitably qualified training provider and / or qualified tradesperson.
- Costs associated with delivery of non-accredited training are payable under the Grant Round.
- It is the responsibility of the applicant to ensure adequate risk assessments are conducted prior to commencement of training to identify and mitigate risks.

Example: A project may engage with a licenced carpenter or trades training provider to deliver an introductory workshop in which participants can practice using tools and safety equipment.

Eligibility Criteria

To be eligible to apply for a Grant, an organisation must be:

- A legal entity with the capacity to contract
- Currently operating in NSW
- Registered for GST and have an Australian Business Number (ABN)
- Covered by public liability insurance
- Financially viable

Ineligible applicants

- Federal or State Government entities
- Registered Training Organisations

Eligible participants

Participants must meet the following Smart and Skilled eligibility criteria:

- 15 years or older at the time of enrolment
- No longer be at school
- Living or working in NSW
- Australian Citizens, permanent residents, humanitarian visa holders or NZ citizens

Projects are to engage participants that are motivated to achieve training and employment outcomes, particularly if provided an appropriate level of support.

To ensure accessibility, applicants are encouraged to consider the needs of the following groups when preparing project plans:

- vulnerable women
- women at risk of homelessness
- disadvantaged women
- women from diverse backgrounds

Grant period

The Connecting Women in Trades Grant Round commences in January 2022 and concludes in June 2022. At the discretion of the Department, funding for some projects may be extended for an additional 12 months based on the outputs delivered and outcomes achieved.

Grant amounts

The 2021/2022 funding for the Women in Trades Grant Round is \$200,000 (GST exclusive).

Organisations may apply for amounts up to \$30,000 (GST exclusive) in the 2021/2022 Grant Round.

Grants will be paid in two stages:

1. 80% at project commencement
2. 20% at project completion

Payments will be triggered by the acceptance and signing of the Letter of Offer.

Budget items that can be funded:

- Costs associated with developing promotional materials and marketing targeted specifically at increasing participation of women in trades. E.g. flyers, social media tiles and short clips highlighting case studies
- Costs associated with overcoming a barrier to participation in trades e.g. the purchase of PPE (*up to a cap of \$250 per participant*) to enable participants to undertake practical training delivered by the RTO
- Providers can consider the reimbursement of costs incurred by participants who require childcare/family day care services in order to complete training. It is the responsibility of the Provider to ensure that the childcare/family day care service is appropriately accredited by the Australian Children's Education and Care Quality Authority (ACECQA).

Budget items that cannot be funded:

- Operating expenses not directly related to the project
- Staff travel and accommodation expenses
- Projects delivered outside NSW
- Retrospective funding e.g. projects that have already commenced prior to grant award
- Fundraising events
- Fees or costs to project participants e.g. participants should not be expected to pay a contribution fee to the organisation for any part of the program.
- Capital works
- Capital Equipment

- Costs associated with accredited Smart and Skilled Units of Competency. These are to be claimed directly through TSNSW and cannot be paid from the Grant funds

Assessment criteria

Applicants must address the assessment criteria below and provide all required information in the application. Incomplete applications may be excluded from the application process at the Departments discretion. The applicant must address the following mandatory assessment criteria in the application:

1. A project plan including a timeline of proposed activities, budget forecast and communication strategies

- Applicants are to utilise the project plan template included in the application form

2. How the project addresses the Connecting Women to Trades Grant Round outcomes

- Select a minimum of three desired outcomes the project will address
- Describe how the project will address each outcome identified (max 1000 words)

3. How the project utilises networks to recruit and engage suitable participants

When addressing the criteria, applicants should:

- Outline current networks with RTOs and industry stakeholders that will be utilised in the project (max 300 words)
- Describe how these networks with RTOs and industry stakeholders will assist the project in recruiting and engaging suitable participants (max 300 words).

4. Capability and capacity of the organisation to deliver the project

When addressing the criteria, applicants should:

- Describe the organisational capacity and capability to successfully deliver the project, including experience in delivering similar projects (max 300 words)
- Identify key challenges (E.g. attracting participants, recruiting participants, responding to requirements of Public Health Orders and retention of participants) relating to the implementation of the project. Detail how will the applicant will respond to these challenges (max 300 words)
- Attach a maximum of two letters of support from partnering organisations or groups where projects have been delivered in the past.

Application criteria weighting

Criteria	Weighting
Criteria 1 - Project plan	40%
Criteria 2 – Addressing outcomes	20%
Criteria 3 – Utilisation of networks to recruit and engage participants	20%
Criteria 4 - Capability and capacity of organisation to deliver the project and respond to challenges	20%
TOTAL	100%

Assessment Dates

Activity	Timeframe
Grant applications open	Tuesday 2 November 2021
Grant applications close	Tuesday 30 November 2021
Successful applicants notified	Late December 2021
Notification of outcome to all applicants	January 2022
Public announcement of grant recipients	January 2022

How to apply

1. Visit trainingservicesnsw.smartygrants.com.au and select the Connecting Women to Trades Grant Round application when open.
2. Log in or register if the applicant does not already have a current SmartyGrants account.
3. Complete the application, including attaching all required supporting documentation.
4. Submit the application by **5.00pm AEST, Tuesday 30 November 2021**.

Please allow sufficient time to complete the application and upload all necessary documents. The Department will not accept hard copy, incomplete or late applications. The application must include sufficient information and associated supporting documentation to enable the assessment panel to adequately assess the application.

All applications must be submitted online via trainingservicesnsw.smartygrants.com.au. Enquiries regarding the application process can be sent to trade pathways@det.nsw.edu.au

How applications are assessed

Applications will be assessed by an assessment panel against the criteria listed above. The panel consists of Departmental staff and may include representatives from other Government agencies.

The assessment panel may seek additional information about the applicant and/or application to assist in the assessment process.

The assessment panel will submit final recommendations for endorsement by an authorised delegate in the Department.

Decisions related to successful or unsuccessful applications remain at the Department's discretion.

Notification of application outcomes

The Department will advise all applicants of the outcome of their applications in writing by January 2022.

Successful grant applications

Shortlisted applicants will be notified by late December 2022 and will be provided with a Letter of Offer for signing.

The Letter of Offer must be signed by the shortlisted applicant and the Department prior to any grant payment. The Department is not responsible for expenditure incurred prior to the execution of the Agreement.

Shortlisted applicants must sign and return the Letter of Offer within 14 days of receipt. The offer may lapse if parties do not sign the Letter of Offer within this time. The Department may extend this period at its discretion.

Unsuccessful grant applications

Unsuccessful applicants may seek feedback relating to their application. The Department will provide feedback to applicants within a reasonable timeframe.

Data collection

Providers are responsible to ensure that:

1. Participants satisfy the eligibility criteria, and
2. Data requirements for the project are collected from participants

Providers must have systems in place which enable them to meet their data collection and reporting obligations. The data collected will inform the evaluation of the Grant Round.

The Department may request to review the registration documentation of a provider to ensure that it enables the provider to properly assess whether a person is eligible to participate in the project.

Evaluation of performance

The Department will evaluate the success of the project to understand what worked well and what lessons can be learned for future programs. The providers will have a role in supporting the evaluation of the project. This will include supporting the process of capturing participant feedback through participant interviews, participant surveys and project progress reports. Access to an electronic participant survey will be provided by the Department. Providers are required to contribute data and time for consultations to support other program evaluation activities where requested.

Complaints procedures

The provider agrees to have in place a user-friendly process to respond to complaints about the project. Participants are to be advised of their right to complain. The complaints process is to be freely accessible and actioned promptly, with participants being provided with an expected timeframe for a response by the provider. Participants are to be advised that if they are unsatisfied with the response of the provider they may also complain to the Department; in this instance, the Department Contract Manager details are to be provided to participants. The Department is to be provided with access to providers complaints records and any other material relevant to a complaint.

Legislative requirements

In delivering the program, organisations are required to comply with all relevant laws; and Department's Policies as specified at www.education.nsw.gov.au

Providers must comply with all relevant Commonwealth and state/territory legislation and regulations, including, but not limited to:

- *Privacy and Personal Information Protection Act 1998* (NSW)
- *Health Records and Information Privacy Act 2002* (NSW)
- *Racial Discrimination Act 1975*(Cth)
- *Sex Discrimination Act 1984* (Cth)
- *Copyright Act 1968* (Cth) in regards to undertaking the Activity
- *Child Protection (Working with Children) Act 2012* (NSW)
- *Fair Work Act 2009* (Cth)
- *Freedom of Information Act 1982* (Cth), and
- Any applicable Work Health and Safety and Equal Employment Opportunity laws.

Privacy

Information collected from participants is personal and/or health information under the *Privacy and Personal Information Protection Act 1998* (NSW) (PPIP Act), and the *Health Records and Information Privacy Act 2002* (NSW) (HRIP Act). The Department will not collect personal or health information unless it is reasonably necessary to be collected for a lawful purpose directly related to its functions. The provider must inform the participant of those questions that are voluntary disclosure questions and give them the option to answer or decline.

When collecting participant information, providers must;

- notify participants of the collection of personal (including health) information
- advise that the information provided is protected by the PPIP Act and the HRIP Act
- obtain consent for the collection of personal and/or health information collected
- ensure they comply with the PPIP Act and the HRIP Act at all times.

Participants have the right to request access to, and correct details of, their personal and/or health information held by the Department. Participants can be directed to additional information regarding privacy at the following websites:

- PPIP Act (www.legislation.nsw.gov.au/#/view/act/1998/133),
- HRIP Act (www.legislation.nsw.gov.au/#/view/act/2002/71)

Providers must provide participants with the Privacy Notification and Consent Form, which must be signed and dated by each participant where practicable.

Where circumstances have changed, or where new personal and/or health information is being collected or it has been a long time since the Privacy Notification and Consent Form was last provided to and signed by the participant, the provider should remind the participant of privacy matters and obtain fresh consent for the collection of personal or health information.

To ensure the currency of notification and consent, best practice is for the provider to provide and ask the participant to sign the Privacy Notification and Consent Form every time there is a change of circumstances for the participant. Where the participant provides written consent, the signed consent form must be retained on the participant's file.

Should a participant seek information regarding the electronic storage of their personal and/or health information, they are to be advised of the following, in accordance with the HRIP Act and the PPIP Act:

- their information is kept for no longer than is necessary for the purposes of the program
- the information is disposed of securely
- the information is protected, by the taking of security safeguards as are reasonable in the circumstances, against loss, unauthorised access, use, modification or disclosure, and against all other misuse.

Appendix

Training Services NSW (TSNSW)

TSNSW leads strategic policy, planning, funding, regulation and advice on VET to support economic, regional and community development. TSNSW is committed to enhancing the lives of people in NSW by enabling a skilled and employable workforce that meets the evolving needs of individuals and the economy.

Registered Training Organisations (RTOs)

A registered training organisation (RTO) is a training provider registered by ASQA (or a state regulator) to deliver VET services. RTOs provide quality training and qualifications that are nationally recognised. RTOs can include TAFE NSW, private training providers, some industry associations and companies.

Approved Smart and Skilled training providers – including TAFE NSW, Adult and Community Education (ACE) colleges and private training organisations – are contracted to deliver government-subsidised courses. Approved training providers have obligations to deliver quality training, adhere to Smart and Skilled guidelines and policies, implement the fee arrangements and establish consumer protection processes. For a list of approved Smart and Skilled Training Providers see the [Course Finder](#).

Training Services NSW Regional Areas

For the purpose of this grant, applicants may apply for a grant for any of the following Regional Areas:

0. Central & Northern Sydney
1. Southern & South Western Sydney
2. Western Sydney and Blue Mountains
3. Hunter & Central Coast
4. North Coast & Mid North Coast
5. New England
6. Western NSW
7. Riverina
8. Illawarra & South East NSW

Further information about TSNSW regions is available at https://www.training.nsw.gov.au/smartandskilled/regions_postcodes.html