

Australian Apprenticeships Mentoring Package

Advisers Program Guidelines

The *Building Australia's Future Workforce* package announced by the Australian Government on 10 May 2011 in the 2011-2012 Budget provides a \$3.02 billion investment for a new approach to deliver the skilled workers the economy needs and ensure more Australians have the opportunity to share in the nation's prosperity.

The package has four components:

- Putting industry at the heart of the training system
- Modernising apprenticeships
- Skills to support increased participation
- Reforming the national training system

The Government's \$201 million Australian Apprenticeships Reform package is an initial direction setting response to the *Apprenticeships for the 21st Century Expert Panel's* report. Around \$101 million is for the Australian Apprenticeships Mentoring Package, which comprises two grant programs – the Australian Apprenticeships Advisers Program and the Australian Apprenticeships Mentoring Program. These Program Guidelines relate to the Advisers Program under the Mentoring Package.

Purpose

These Guidelines outline the procedural and contractual requirements of the Australian Apprenticeships Advisers Program (Advisers Program). They address the funding arrangements, eligibility requirements, application process and criteria against which applications will be assessed.

The Department of Education, Employment and Workplace Relations (DEEWR) reserves the right to amend the Guidelines at its discretion from time to time, including prior to the execution of the Funding Agreement. This is not a stand-alone document and does not cover the entire obligations of applicants and funding recipients under the Advisers Program.

Eligibility requirements may be waived by the Minister for Tertiary Education, Skills, Jobs and Workplace Relations (the Minister) in exceptional circumstances. Any proposals considered outside the standard eligibility requirements and application processes must be consistent with the policy objectives agreed by the Australian Government and set out in these Guidelines.

The Australian Apprenticeships website www.australianapprenticeships.gov.au will provide up to date information on the Mentoring Package.

Objectives and Overview

The Mentoring Package is part of the Australian Government's *Building Australia's Future Workforce* package. The Mentoring Package comprises two grants programs, the Australian Apprenticeships Mentoring Program (approximately \$80 million, 2011-12 until 2014-15) and the Advisers Program (around \$21 million, 2011-12 until 2012-13). These are also identified as the 'Trade Apprentice Mentoring' and 'Right Trade for You' Initiatives under the Portfolio Budget Statements 2011-12. These Guidelines refer to the Advisers Program under this package only.

The overarching aim of the Mentoring Package is to increase the retention rates of Australian Apprentices, particularly in the first 12 months of training, in order to improve completion rates and

support the supply of skilled workers in sectors and occupations where there is a current or emerging skills need.

Under the Advisers Program, funding will support Apprenticeships Advisers to provide industry or occupation specific information to potential Australian Apprenticeship candidates to help them make an informed decision in choosing the right Apprenticeship pathway. The Advisers Program primarily targets school leavers. Projects under the Advisers Program could also provide information and resources to potential and existing employers of Australian Apprentices to support effective recruitment in that occupation or industry.

Funding for the Advisers Program is available until 30 June 2013.

Industry-led partnerships to deliver projects under the Advisers Program are encouraged. It is envisaged that Adviser Projects will demonstrate multi-jurisdictional coverage, or clearly target a regional need.

Projects which link the Advisers Program and the Mentoring Program are also encouraged. Program Guidelines for the Mentoring Program can be found at www.australianapprenticeships.gov.au/MentoringPackage/MentoringProgram.asp

Funding Applications for the Advisers Program should demonstrate how the proposed Project would support workforce planning and development goals.

Funding Available under the *Australian Apprenticeships Advisers Program*

The funding available to support Projects under the Advisers Program over the next two years is as follows:

Year	Funding committed
2011-12	\$11.5 million
2012-13	\$9.3 million

Funding Prioritisation

Prioritisation of funding may be given to proposals from industries and sectors nominated by the Australian Government at any time. Prioritisation of industries or sectors for funding under the Advisers Program will be announced on the Australian Apprenticeships website at www.australianapprenticeships.gov.au.

Partnerships - Roles and Responsibilities

Partnership arrangements are encouraged under the Advisers Program and it is expected that these partnerships will be led by industry. Partnerships can enable Adviser Projects to be delivered by organisations which individually might not have all of the required expertise, but in partnership with another specialised organisation could meet the requirements to more effectively deliver projects under the program. Partnerships can mean financial Partnerships or the network of organisations supporting or participating in the Project.

The governance arrangements (including number of organisations in the partnership and management of the partnership) are the responsibility for the Lead Organisation.

Lead Organisation

Lead Organisations will have a central co-ordination role for Projects and will be the primary entity responsible for coordinating and submitting the Application, which may be made on behalf of multiple entities to form a Partnership. Lead Organisations will be responsible for receiving and distributing funding on behalf of the Partnership and for monitoring and reporting to DEEWR on the implementation of successful Projects.

Lead Organisations must be an incorporated entity (e.g. a company or incorporated association), with Australian Business Number or Australian Company Number. Only Lead Organisations can submit Applications, and only Lead Organisations can receive funding directly under a Funding Agreement. For successful Projects, Lead Organisations will enter in to a Funding Agreement with DEEWR that will outline the terms and conditions of funding for Projects.

Lead Organisations will need to consider the governance of their Partnership arrangements and the role of potential partners and stakeholders.

Partner Organisations

A Partner Organisation is any organisation that is in Partnership with a Lead Organisation for an application under the Advisers Program.

Where organisations seeking funding under the Advisers Program are not industry specific, it is envisaged that they will partner with industry bodies to deliver Adviser Projects. These industry bodies may include, but are not limited to, Industry Skills Councils, Peak Industry Bodies and Employer and Employee Associations.

Department of Education, Employment and Workplace Relations (DEEWR)

DEEWR is responsible for implementing and administering the Program. DEEWR will be required to:

- Ensure the assessment process of each Application is fair and meets the priorities of the initiative and is in accordance with these Guidelines
- Prepare funding recommendations for the Minister's consideration
- Enter into a legally binding agreement with successful Lead Organisations in relation to the Mentoring Package
- Manage Funding Agreements with Lead Organisations and the distribution of Australian Government Funding
- Evaluate program outcomes and monitor the performance of Lead Organisations and Partner Organisations in relation to the initiative

Who Can Apply?

Only Lead Organisations can apply for funding. If submitting an Application on behalf of a partnership, a Letter of Commitment for each organisation must be attached plus a Legal Authorisation Form is to be completed by the Lead Organisation.

Use of Funds

Australian Government funding will be provided through a Funding Agreement which sets out the terms and conditions of the funding in accordance with standard Australian Government requirements.

What will be funded under the Advisers Program?

The Advisers Program targets, but is not restricted to, school leavers who are considering a career in a skilled occupation with demonstrated skills need, and would like to know more about an Australian Apprenticeship in that industry or occupation.

To support the overarching objective of the Mentoring Package, the Advisers Program will fund the provision of industry information that helps apprentice candidates make informed decisions about

pursuing an Australian Apprenticeship in an industry or occupation. Funded Advisers Projects will seek to respond to demonstrated industry needs, target identified service gaps and/or extend any existing programs.

What would an Adviser Project look like?

Projects funded under the Advisers Program will deliver Advisers that are knowledgeable in their specific occupation or industry who are able to communicate information about Australian Apprenticeships (and their specific occupation or industry) effectively. This information will need to be tailored for the target audience (school leavers).

It is expected that Apprenticeships Advisers will work to improve the understanding, awareness and realistic expectations of potential Australian Apprenticeship candidates of the occupation or industry of interest to them and the Apprenticeship arrangements within that occupation or industry. As such, Advisers will provide accurate, balanced and up to date information to potential Australian Apprenticeship candidates and other interested groups, such as new employers, on:

- Australian Apprenticeship arrangements within the occupations or industries currently identified as experiencing skills shortage;
- The kind of work required, benefits and challenges of working in occupations or industries currently identified as experiencing skills shortage; and
- Tools and strategies which the potential Apprenticeship candidate can use to prepare themselves and search for an Apprenticeship within occupations or industries currently identified as experiencing skill shortage.

Advisers under the Program will be providing information, not career guidance. If Advisers are presenting their information in forums where career guidance may also be required, they may benefit from partnering with a qualified career practitioner to ensure that the needs of their audience are met. Advisers could draw on the skills of qualified career practitioners in preparing their written information to strengthen material and ensure that the language used is appropriate and accessible to school leavers.

Funded Projects could involve Advisers delivering information through a combination of the following mechanisms, consistent with the structures and the workforce development needs of the occupation or industry, the needs of potential apprentices in that occupation or industry and any pre-existing information. These mechanisms may include, but are not limited to:

- National or regional telephone hotlines staffed by industry experts;
- Information-based chat rooms linking industry experts with potential apprentices;
- Attendance at Career Expos and other information sessions for the target group;
- Web based resources such as quizzes, videos and facts sheets; and
- Targeted group or information sessions, for example within schools to reach students in a nominated region.

To provide maximum coverage and effectiveness, a combination of the above mechanisms could be utilised, noting multi-jurisdictional coverage is preferred.

Funded Projects could also involve additional features, such as the development or use of aptitude and attitudinal testing, job matching support, or support or resources for new employers to better equip them to support an apprentice who is making the transition from school to work.

It is expected that Projects will include promotion of the Advisers and resources to ensure the achievement of high target group awareness. It is expected that this will at least involve using school networks to raise awareness of the Project and forming relationships with local school career advisers and VET co-ordinators. This could also include participation in events such as career expos.

The Department's Australian Apprenticeships website will contain information about the Advisers Program and links to the Projects funded under the Advisers Program. Lead Organisations will need

to provide the details of any website pages or links developed under their Projects or which are resourced under the Advisers Program to the Department to enable the Department to optimise this resource.

Project Targets

Targets will differ between Projects, i.e. they will be based on the size of the Project, demonstrated workforce development needs of the occupation or industry, the anticipated numbers of potential apprentices in that occupation or industry and the existing information services.

Project targets may include a combination of the following:

- Scope and usage of telephone hotlines;
- Participation levels in chat rooms;
- Representation at career information events for the target group;
- Development and usage of web based resources; and
- Delivery of small group sessions to target groups.

Advisers Projects should seek to maximise coverage through use of, for example, telephone hotlines and online resources.

Targets will also cover user satisfaction with information provided through under the Adviser Program.

As a minimum, Lead Organisations funded under the Adviser Program will need to report on their target for Apprenticeships Advisers employed under their Project and the number and type of contacts they make with potential apprenticeship candidates.

Project targets identified by organisations, and agreed by DEEWR, will be written into Funding Agreements and will be used to measure Project performance across the life of projects. Lead Organisations will be required to report against Project targets throughout the Project, consistent with the Funding Agreement.

Application Process

The purpose of the application process is to ensure that the proposed Project meets the eligibility requirements of the Mentoring Package, and to select Projects for funding support. The submission of a Proposal is not a guarantee of funding.

Required Documentation

Applications must provide information about the proposed Project.

Applications should be submitted using the template form provided, unless otherwise agreed by the Department. There must be one completed form for each Application. All required questions need to be completed and include all relevant information. The Application form is available at:

www.australianapprenticeships.gov.au/MentoringPackage/AdvisersProgram.asp

Applicants should not assume the Department has any prior knowledge of Partner Organisations or the proposed Project.

Applications must include the following documentation to be considered for funding:

1. A Workforce Planning Statement (the Statement)

The Statement should address the following:

A: Evidence of current skills need

This could be drawn from industry skills gap analysis, skill shortages data, and commencement and retention data for Australian Apprentices and should support the need for the proposed Project. This section should include information on workforce planning and development needs that the proposed project will support.

This statement should provide evidence of any existing support for target groups and how the proposed Project will be complementary, fill an identified need and not duplicate current projects.

Where the Applicant has already completed a Workforce Planning document relevant to the Application for funding under other Australian Government programs, this document can be attached in response to this requirement and referred to when appropriate. For Applicants who have not previously (or recently) completed a Workforce Planning document, a statement against the requirements listed above will suffice for the purposes of the Application process.

2. A completed application form:

The form should not be altered in any way without first seeking written approval from DEEWR and should include.

A: *Claims against the Assessment Criteria.*

B: *Project Budget.*

A detailed breakdown of income and expected expenditure by item, and funding sought from the Advisers Program. Applicants should also describe:

- All sources of funding for the Project
- Details of all government funds that they, and Partner Organisations, currently access and how these link with the Project.

3. Contributions from other sources

Co-contribution is encouraged to deliver Projects under the Advisers Program but not required. Where applicable, details of financial contributions that will be made to the Project from sources other than funds under the Advisers Program need to be provided and reflected in the Project Budget. The applicant must identify any conditions or limitations on that other funding.

4. Evidence of Support from Partner Organisation(s)

The Lead Organisation and all Partner Organisations must be clearly identified in the Application, and evidence of commitment to the Partnership provided in the Application.

5. Financial Viability documentation

Lead Organisations and Partner Organisations are required to provide documentation to allow the Department to assess their financial viability and credentials as part of the Application process. A Financial Viability and Credentials Information Form must be submitted electronically along with the completed Application Form.

Submitting Applications

Applications for funding can be submitted to the Department at any time. Early applications are encouraged to ensure availability of funding. The Department may also, at its discretion, call for applications through formal Funding Rounds.

Lead Organisations must submit a completed Application form and Financial Viability Questionnaire to the Department electronically at: mentoringpackage@deewr.gov.au.

Lead Organisations must also submit one original signed hard copy of the completed Application form to the Department, together with original signed supporting documentation to:

Australian Apprenticeships Mentoring Package
C50MA7
Department of Education, Employment and Workplace Relations
GPO Box 9880
CANBERRA ACT 2601

Information on Application processes will also be published at www.australianapprenticeships.gov.au and at www.deewr.gov.au/Department/Pages/GrantOpportunities.aspx.

If you have trouble accessing documents, contact the Department at mentoringpackage@deewr.gov.au.

Requests for further information or questions about the Mentoring Package can be sent to mentoringpackage@deewr.gov.au.

Note that questions asked, and DEEWR's responses, may be made public through a Frequently Asked Questions page on the Australian Apprenticeships website at www.australianapprenticeships.gov.au. Identifying information will not be included.

Acknowledgement by Applicants

By submitting an Application and signing the declaration an Applicant acknowledges and agrees that they:

- Have not relied on any sources of information about the Advisers Program other than that which DEEWR has made available
- Have not used improper assistance from any DEEWR employee, or information unlawfully obtained from the DEEWR
- Complies, and will comply, with all conditions set out in these Guidelines

Selection Process

Only the Proposals that provide best value for money in achieving the objectives of the Advisers Program will be recommended to the Minister to receive funding. Applicants must also demonstrate how the proposed project would be in addition to existing services available in the market place. Each Application will be assessed against the non weighted selection criteria set out in these Guidelines below:

Advisers Program – Assessment Criteria for project proposals

Item	Assessment Criteria	Required Information
1.	Demonstrated capacity to provide Apprenticeships Advisers projects targeting an occupation or industry and school leavers	Applications should demonstrate the applicant's: <ul style="list-style-type: none"> - Expertise in the specified occupation or industry - Expertise (or potential to harness expertise) regarding engaging with school leavers - Organisational capacity to recruit suitably skilled advisers - Organisational capacity to manage and deliver an Apprenticeships Advisers project
2.	Quality of the proposed occupation or industry specific Apprenticeships Advisers Project	Applications should detail the applicant's: <ul style="list-style-type: none"> - Rationale for the specified occupation or industry to be targeted; - Understanding of the issues facing Australian Apprentices in the specified occupation or industry - Capacity and strategy for the delivery of high quality current occupation or industry specific information through a variety of mediums - Strategy for promoting the program to school leavers directly and via potential referral points, such as School Career Advisers and VET co-ordinators - Strategy for ensuring that Apprenticeships Advisers project activities are accessible, particularly to school leavers - Proposed number of Apprenticeships Advisers to be appointed; - Approach to longer term sustainability of their Project - Approach to monitoring the effectiveness of their Project activities and improving project activities based on feedback

Item	Assessment Criteria	Required Information
		<ul style="list-style-type: none"> - Ability to provide any features beyond the Apprenticeships Advisers project activities outlined in the guidelines
3.	Evidence of effective partnerships to support provision of Apprenticeships Advisers Project	<p>Applications should include, where possible, written endorsement from key stakeholders from the occupation or industry whose support will be critical to the success of the Apprenticeships Adviser Project activities. This includes any organisations involved in referring potential Apprenticeship candidates.</p> <p>Where the lead organisation is proposing to deliver the project with assistance from partner organisations, a letter from each partner organisation outlining the role they will play in delivering the Apprenticeship Adviser Project activities and their relevant prior experience in delivering that support is expected.</p>

Assessment Information

DEEWR will conduct the assessment of Applications under the Mentoring Package in accordance with these Guidelines against the Assessment Criteria outlined above. Each Application will be assessed on its individual merits. The assessment may include consultation with relevant state and territory governments and agencies when appropriate.

As part of the selection process, DEEWR may undertake further checks of Applicants and Partner Organisations. DEEWR may also conduct checks for non-disclosure of relevant information. Where to do so would not be inconsistent with any Australian law, DEEWR reserves the right to use information from:

- DEEWR
- Other Australian Government agencies, such as the Australian Tax Office and Australian Securities and Investments Commission
- State or territory agencies
- Law enforcement agencies
- Credit reference agencies
- Courts or tribunals or
- Any other appropriate organisation or person reasonably required as part of these checks

Information obtained from checks on Applicants described in this section may be taken into account during the assessment of the Application or in making the final decision to offer funding.

DEEWR may, but is not obliged to, seek further information, documentation or clarification from Applicants.

The Minister will decide and announce the successful Projects, based on the recommendations of DEEWR. All decisions relating to the allocation of funding will be final.

Successful Applications

Successful Applications will receive a letter from DEEWR advising the outcome and the amount of funding approved. The notification of funding letter does not constitute a Funding Agreement and DEEWR is not obliged to provide any funding to the Lead Organisation until a Funding Agreement has been negotiated and executed by the Lead Organisation and DEEWR.

DEEWR reserves the right to negotiate with the Lead Organisation on any aspect of a Project prior to the execution of the Funding Agreement, including offering less funding than the amount for which the Applicant applied or a reduced Project scope.

Unsuccessful Applications

Where an Application is unsuccessful, Applicants will be notified in writing by DEEWR. Applicants who are unsuccessful may apply again for funding through submitting another proposal.

Feedback on unsuccessful Applications will be available on request. Feedback can be obtained by contacting MentoringPackage@deewr.gov.au.

Funding Arrangements

DEEWR will open the funding Application process to support the Advisers. Applications for Adviser Projects may then be submitted at any time, particularly where Proposals are responding to an emerging critical skills need.

Payment of Funds

Applicants wishing to receive funding must agree to the terms of the Funding Agreement, unless the Department agrees to accept any proposed changes to those terms. The Funding Agreement will specify the legal requirements for each project and Lead Organisations must comply with all the requirements of the Funding Agreement, including ensuring that any subcontractors also comply with the requirements of the Funding Agreement. A copy of the pro forma Funding Agreement can be found at www.australianapprenticeships.gov.au/MentoringPackage/AdvisersProgram.asp

When the Department has received confirmation that successful Applicants accept an offer of funds under the Mentoring Package, a Funding Agreement will be negotiated with the Lead Organisation and sent to them for signature. No contractual relationship will exist between the parties until the Commonwealth signs the Funding Agreement.

The Lead Organisation must ensure that projects supported by the Mentoring Package are delivered within the timeframes specified in the Funding Agreement, unless otherwise agreed with the Department.

Where the Funding Agreement is inconsistent with these Guidelines, the terms and conditions of the Funding Agreement will take priority over these Guidelines, to the extent of the inconsistency.

All Australian Government payments for relevant payment milestones must be completed before June in the nominated financial year, and acquitted within 30 days of the final payment by the Australian Government.

No Undertaking

Applicants should be aware that there is no guarantee of funding for any Applications. No payment will be made by the Australian Government under the Mentoring Package:

- For the development of Applications, regardless of whether or not an Application is successful, or
- For any other work by Lead and Partner Organisations in respect to the Mentoring Package, other than that set out in the Funding Agreement.

Further detail of the documentation requirements specific to the Advisers Program are outlined in the Funding Agreement.

Reallocation of Funding

Any unspent funds must be returned to DEEWR for reallocation, consistent with these Guidelines and provisions of the *Financial Management and Accountability Act 1997*.

Performance Management, Reporting and Data Collection

During the life of the program, DEEWR will monitor the performance of Lead Organisations in relation to delivering Projects under the Mentoring Package. This may include:

- On-site monitoring
- Targeted monitoring

- System monitoring
- Desk-top monitoring.

Lead Organisations will be required to submit data and reporting to DEEWR on projects funded under the Mentoring Package in a format specified in the Funding Agreement. Reporting may include providing progress reports which details project activities including data and a final report reflecting outcomes and evaluation activity. These requirements will be specified in the Funding Agreement.

DEEWR will also evaluate projects funded under the Mentoring Package against their specified objectives as outlined in the Funding Agreement. Project outcomes may also be considered as part of the broader *Building Australia's Future Workforce* evaluation activity.

Failure to comply with obligations in the Funding Agreement can mean cessation of funding and even recovery of funding already paid.

Governance Information

Compliance with Relevant Laws

In accepting resources under the Mentoring package, all Lead and Partner Organisations must comply with all relevant statutes, regulation, by-laws and requirements of any Australian Government, state/territory or local authority.

For example, Lead and Partner Organisations should be aware of their obligations under:

- *The Fair Work Act 2009*
- *Anti-discrimination laws*
- *Occupational health and safety, and workers' compensation, laws*
- *Laws regulating provision of vocational education and training; and*
- *Privacy and freedom of information legislation.*

Working with Children

Funded organisations must ensure that relevant people within the Project undertake appropriate working with children checks (as per jurisdiction legislation), where relevant.

Funded organisations must be familiar with state or territory legislation applicable to working with children, which may impose obligations on Providers. In particular, funded organisations must adhere to any requirements for the protection and reporting of the maltreatment or sexual abuse of children under the relevant state or territory legislation which includes, but is not limited to:

- *Commission for Children and Young People Act 1998 (NSW)*
- *Children and Young Persons (Care and Protection) Act 1988 (NSW)*
- *Child Protection Act 1999 (QLD)*
- *Health Act 1937 (QLD)*
- *Commission for Children and Young People Act 2000 (QLD)*
- *Child Wellbeing and Safety Act 2005 (VIC)*
- *Children, Youth and Families Act 2005 (VIC)*
- *Children's Protection Act 1993 (SA)*
- *Children, Young Persons and Their Families Act 1997 (TAS)*
- *Care and Protection of Children Act 2007 (NT)*
- *Community Welfare Act 1983 (NT)*
- *Children and Young People Act 1999 (ACT)*
- *Working with Children (Criminal Record Checking) Act 2004 (WA)*

Complaints Handling Process

Any person may lodge a complaint or provide feedback directly to DEEWR in relation to the Mentoring Package by contacting DEEWR's free-call number: 13 38 73.

DEEWR will aim to resolve a complaint within 30 days of its receipt. Where it is not possible to resolve a complaint within 30 days, concerned parties will be kept informed of progress. DEEWR

may be required to contact funding recipients, employers or other relevant parties in investigating a complaint. Where a complaint involves an allegation of fraud, criminal activity or the misappropriation of funds, the matter must be reported directly to the Branch Manager.

Branch Manager
Australian Apprenticeships Reform Branch
DEEWR (C50MA7)
GPO Box 9880
CANBERRA ACT 2601

If an applicant or recipient, or any person, is dissatisfied with the Department's administration of the Mentoring Package, they can raise their concerns with the Commonwealth Ombudsman. The Ombudsman will generally prefer the Department be given an opportunity to deal with the complaint in the first instance.

Additional governance information is outlined at [Attachment A](#).

Contact Details

All enquiries should be directed to mentoringpackage@deewr.gov.au.

GLOSSARY OF TERMS

Term	Definition
Advisers	Apprenticeships Advisers engaged under funded Projects to improve the understanding, awareness and realistic expectations of potential Australian Apprenticeship candidates of the occupation or industry of interest to them, and the Apprenticeship arrangements within that occupation or industry.
Advisers Projects	Projects funded under the Advisers Program.
Applicant	The Applicant refers to a Lead Organisation.
Application	The Application is submitted by an Applicant in the Application for funding process for the Advisers Program.
Application Form	The template to be used by Applicants when submitting a Proposal for funding for the Advisers Program.
Apprenticeship /Traineeship Training Contract	A contract for an apprenticeship or traineeship made between an employer and an Australian Apprentice, which is registered with the appropriate state or territory government department or agency, as may be required by state or territory legislation or regulation.
Assessment Criteria	The identified criteria for assessing Proposals for funding, as outlined in these Guidelines.
Australian Apprentice	<p>A person who is:</p> <ul style="list-style-type: none"> • Employed under an Apprenticeship/Traineeship Training Contract; and • Involved in paid work and structured training which commonly comprises both on and off the job training; and • Undertaking a negotiated training program responsive to client choice that involves obtaining a nationally recognised qualification. <p>In some states and territories, Australian Apprentices may be referred to as apprentices, trainees or trainee apprentices.</p>
Australian Apprenticeship	<p>The contracted employment and training arrangement between an Australian Apprentice and an employer.</p> <p>In some states and territories, Australian Apprenticeships may be referred to as apprenticeships and traineeships.</p>
(the) Australian Apprenticeships Access Program	The Australian Apprenticeships Access Program provides vulnerable job seekers who experience barriers to entering skilled employment with nationally recognised pre-vocational training, support and assistance. Please refer to www.deewr.gov.au/AAAP for more information.
Career Advice	Career Advice can be delivered individually or in groups, often using printed or electronic resources, which helps individuals to access and interpret specific information about occupations. Career advice is often provided by key influencers such as friends or family who do not necessarily have professional qualifications. In some settings such as schools and other educational institutions, career advice is provided by an educator with professional qualifications.
Career Adviser	Career Advisers provide services that help people manage their

Term	Definition
	careers, make occupational and study decisions, plan career transitions and find career information.
Career Guidance	Career Guidance is counselling delivered by trained qualified career development practitioners. This can involve the use of printed or electronic resources, and involves career planning, decision making and the development of career management skills. Career practitioners study theories of career development and apply this knowledge to their counselling methods.
Commencement	Commencement occurs when an Australian Apprentice has signed an Apprenticeship/Traineeship Training Contract.
Completion	When an Australian Apprentice has completed the full qualification or skill set and a certificate or statement of attainment has been issued.
(the) Department	The Commonwealth, acting through the Department of Education, Employment and Workplace Relations or the Australian Government Department from time to time responsible for the Advisers Program.
Employer and Employee Associations	These can include organisations such as trade unions, chambers of commerce, local business development bodies and local government.
Funding Agreement	The legally binding agreement between successful Applicants and the Department for the provision of projects which must be executed before an organisation is eligible to receive funding under the Advisers Program.
Industry Skills Councils	Industry Skills Councils are not-for-profit companies governed by industry-led boards that provide independent skills and training advice to industries and enterprises.
Funding Round	Funding Round refers to any formal period announced by the Department for the submission of Applications for funding.
(the) Guidelines	These Guidelines for the Australian Apprenticeships Advisers Program
Lead Organisation	An organisation that is coordinating all Partner Organisations for a Project under the Advisers Program. Lead Organisations are responsible for applying for funding and managing Project resources, delivery and reporting.
Participating Employer	Participating Employers are employing or contracting organisations (including both profit and non-profit organisations and sole traders) that have agreed to participate in a Partnership and contribute to the Project costs.
Partner Organisation	A Partner Organisation is any organisation that is in Partnership with a Lead Organisation for a Proposal under the Advisers Program.
Partnership	A Partnership is a group of separate legal entities that lodge a Proposal collectively. The Partnership must appoint a lead member entity (the Lead Organisation) to act as agent for the other member entities. The Lead Organisation must be authorised to negotiate and act on behalf of each member of the Partnership in dealing with

Term	Definition
	the Department. Each member of the Partnership must confirm the authority of the Lead Organisation to deal with the Department in connection with their Proposal and their Project.
Peak Industry Bodies	A Peak Industry Body represents the interests of a particular industry and provides a voice for members on industry issues. They also provide members with information and advice in relation to training, occupational health and safety, legal services, industrial relations and industry standards.
Project	A successful Proposal that has been awarded funding under the Advisers Program will be known as a Project.
Proposal	The Proposal is submitted by an Applicant during the Application Process for the Advisers Program.
Skills Shortage	Where employers are unable to fill or have considerable difficulty in filling vacancies for an occupation, or if there are specialised skills needs in the occupation, at current levels of remuneration and conditions of employment.
Skills Gap	A skills gap is the difference between the workforce required to perform a current or prospective operation and the workforce available. Skills gaps may include the number of qualified workers available to perform particular job roles, or the specific skills that workers need to perform a job role.

Attachment A: Additional Governance Information

<p>Conflicts Of Interest</p>	<p>An Application will not be considered if, in its preparation, any person misuses any position(s) of knowledge or opportunity they have (or have had) which relate to any other dealings with the Department or any other Australian Government agency.</p> <p>Applicants need to ensure that they do not have any conflict of interest that would prevent their organisation (or a Partner Organisation) from proceeding with an Application or in performing the duties of their Funding Agreement.</p> <p>The Applicant must immediately notify the Department if any conflict of interest arises. If this happens, the Department may:</p> <ul style="list-style-type: none"> • Enter into discussions to try and resolve the conflict of interest; • Disregard the Application; or • Take any other action that it considers appropriate. <p>If a Conflict of Interest cannot be resolved, the Application will not be considered further.</p>
<p>Freedom Of Information</p>	<p>All documents in the possession of the Department including those in relation to the Mentoring Package funding recipients are subject to the <i>Freedom of Information Act 1982</i> (FOI Act). Unless a document falls under an exemption provision, it will be made available to the general public if requested under the FOI Act.</p> <p>All FOI requests are to be referred to the FOI Coordinator in the Department's national office. By post:</p> <p style="padding-left: 40px;">FOI Coordinator Administrative Law Team Legal and Investigations Group Department of Education, Employment and Workplace Relations GPO Box 9880 CANBERRA ACT 2601</p> <p>By email: foi@deewr.gov.au</p> <p>Decisions regarding requests for access under the FOI Act will be made by an authorised decision maker in accordance with the requirements of the FOI Act. For information on making a request for access to documents in the possession of the Department under the FOI Act visit: http://www.deewr.gov.au/Department/Pages/FreedomofInformation.aspx</p>
<p>Goods And Services Tax (GST)</p>	<p>The total funding payable to the Lead Organisation by the Australian Government may include an amount to cover GST. Applicants are advised to consider the likely implications of the <i>A New Tax System (Goods and Services Tax) Act 1999</i> on the funding provided by the Australian Government. Applicants are encouraged to seek their own advice on the treatment of funding under the agreement.</p>

<p>Insurance</p>	<p>Lead and Partner Organisations are required to maintain insurance coverage and provide information regarding this coverage on request. Insurance must be valid for the full period of the Funding Agreement.</p> <p>Lead and Partner Organisations must maintain:</p> <ul style="list-style-type: none"> • Workers' compensation insurance for an amount required by the relevant state or territory legislation; • Public liability insurance for \$10,000,000 (ten million) or more per claim; and • Professional indemnity insurance for \$1,000,000 (one million) or more per claim.
<p>Liability Issues</p>	<p>The Department is not liable to the Applicant in relation to the Funding, including without limitation, when the Department:</p> <ul style="list-style-type: none"> • Varies or terminates all or any part of the Funding Round or any negotiations with the Applicant; • Decides not to proceed with any or all of the Program deliverables sought through a Funding Round; or • Exercises or fails to exercise any of its other rights under or in relation to the Guidelines.
<p>Privacy Act</p>	<p>The Department is bound, in administering the Mentoring Package, by the provisions of the <i>Privacy Act 1988</i> (the Privacy Act). Section 14 of the Privacy Act contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information.</p> <p>Funded organisations under the Mentoring Package must abide by the IPPs and the Privacy Act when handling personal information collected for the purposes of the Mentoring Package.</p> <p>Lead Organisations must ensure that:</p> <ul style="list-style-type: none"> • Personal information is collected in accordance with IPPs 1-3; • Suitable storage arrangements, including appropriate filing procedures are in place; • Suitable security arrangements exist for all records containing personal information; • Access to a person's own personal information held by the organisation is made available to the person at no charge; • Records are accurate, up-to-date, complete and not misleading; • Where a record is found to be inaccurate, the correction is made; • Where a person requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment are noted on the record; • The personal information is only to be used for the purposes for which it was collected, or for other purposes where expressly allowed by IPP 10; and • Personal information is only disclosed in accordance with IPP 11. <p>Lead Organisations must also ensure that Partner Organisations abide by the IPPs and the Privacy Act when handling personal information for the purpose of the Mentoring Package.</p> <p>Lead Organisations must further ensure that IPP2 notices in the form specified by the Department are used by the Partner Organisations when collecting personal information so that the Department can have access to that information and use it for the purposes intended by the Department. The Department will</p>

	<p>notify Lead Organisations of the required form for the IPP2 notice.</p> <p>Complaints about breaches of privacy should be referred by post to:</p> <p style="padding-left: 40px;">Privacy Contact Officer Administrative Law Team, Legal and Investigations Group Department of Education, Employment and Workplace Relations GPO Box 9880 CANBERRA ACT 2601</p> <p>Privacy complaints can be made directly to the Federal Privacy Commissioner however the Federal Privacy Commissioner will generally prefer that the Department be given an opportunity to deal with the complaint in the first instance.</p> <p>Lead Organisations and Partner Organisations should seek their own independent advice regarding queries about the application of the Privacy Act to their activities.</p>
Record Keeping	<p>Lead Organisations are required to maintain accurate records of the execution of the Project.</p> <p>Lead Organisations must comply with reasonable requests for information and monitoring requirements by the Department. The Funding Agreement requires Lead Organisations to give to the Fund Delegate, an officer of the Department's Investigations Branch, or any person authorised in writing by the Department's Secretary reasonable access to its records, premises and employees upon provision of reasonable notice.</p>
Subcontracting Arrangements	<p>Lead Organisations must identify the names and roles of subcontractors in the Funding Agreement. Further, to manage potential conflict of interest, information needs to be updated and kept current as projects are delivered.</p> <p>Successful applicants under the Advisers Program will be expected to develop a plan that will include all details of the partnership arrangements (including subcontracting arrangements) for the project and the manner in which they implement the project. These details will be incorporated into the Funding Agreement through a Project Plan.</p> <p>Lead Organisations must enter into a legally binding agreement with Partner Organisations delivering the projects under the Advisers Program, and report data as required in accordance with their Funding Agreement with the Department.</p> <p>Lead Organisations must not without the Department's prior written approval subcontract any obligation under the Funding Agreement, and will remain fully responsible for the performance of their obligations under the Funding Agreement.</p>