# **JUST-IN-TIME INDUSTRY PARTNERSHIPS**

# **PROJECT SUMMARY**

**CONTEXT**

The Ministerial Statement on Adult Community Education and the ACFEB Strategy 2020 -2025 identify partnerships with industry as a way to support workers vulnerable to unemployment or to support arrangements with employers that lead to direct pathways to real employment opportunities. Key to achieving this goal is effective Learn Local partnerships with industry that deliver training solutions meeting a business(es) need along with improved skill and employment outcomes for job seekers or existing vulnerable workers.

Establishing partnerships between Learn Local providers and industry requires, in many cases, considerable effort and costs in administration, marketing or curriculum development. These associated costs are some of the barriers that the Just in Time initiative is trying to address.

**OBJECTIVES**

The Just in Time initiative **contributes to the cost of finalising an emerging industry partnership project**.

As a result, this initiative is designed to cover the cost of services such as:

* administration (it does not include operational costs)
* industry brokerage
* legal advice
* initial assessment and placement tools to assess employees and business needs
* teaching and learning resources and program overview
* other (Learn Local to identify).

It will not cover the full cost of establishing a partnership from the beginning or costs associated with day-to-day operating expenses such as wages, travel, office supplies and stationery, furniture and fittings or repairs and maintenance.

**Expected outcomes**

The Department expects that the projects will:

* ensure learners undertake bespoke pre-accredited training for that business,
* support vulnerable workers’ core skills (such as English Language and Literacy Numeracy Employability and Digital (LLNED) skills), so they can retain jobs or to assist employers to attract them to a job; increase their confidence and productivity; and support community workforce needs,
* create contextualised teaching and learning resources for a business or industry focused learning cohort that are fit for purpose and better meet learner needs,
* develop Learn Local industry relationships and models that can be used in the future without additional funding support,
* increase the number of learners engaged in industry related courses,
* provide a shared understanding of what works.

Expected **outputs** are:

* bespoke and high-quality teaching and learning resources for an identified business need
* business feedback about the benefits of training and a business commitment to offering employment opportunities for learners
* a final report on the process, outcomes and lessons learnt, for sharing with the sector
* better employment outcomes (staff retention, confidence, etc.) if learners are also employees and where the initiative enables the business to attract employees.

**PROJECT requirements**

Specific criteria for assessment of applications will form part of the EOI documentation. As a guide, applications will need to cover the following elements:

* Evidence that the Learn Local has started or has an established relationship with a business or cluster of businesses.
* An outline of what their project will develop or produce and how the requested funding will be spent based on the above objectives and outcomes.
* A description of how the funding will support learners to engage in training and meet their educational needs.
* Evidence that there is an **emerging** existing worker or new entrant skill need.
* A description of how the project addresses the specific workforce needs of the business/cluster of businesses.
* Identification of the **core skills** (LLNED) and related soft skills that the course will address and any supporting materials– i.e. A-frame, learning resources, etc to be developed with the funding.
* Expected learner benefits of training, particularly around employment outcomes or other pathways.
* Expected number of learners, place and mode of delivery (e.g. at the workplace, face to face, blended, online).
* Identification of evidence or indicators to be used to assess whether project objectives have been achieved.
* The ACFEB may assess its right to ownership of IP of teaching and learning resources produced if a component of the grant is development of resources that would be totally ACFEB funded.
* Training will be approximately 20 to 60 hours to ensure both a timely response and just-in-time work readiness. Further training can occur once candidates are in employment, but only if required.

Successful applicants must be willing to participate in the evaluation of the initiative.

The ACFE Board may invite applicants with similar projects to work together.

Please note that there is **limited funding** allocated for this initiative. If the Department receives more applications that funding is available, the Department will prioritise those applications that offer better learner outcomes and value for money.

## **FUNDING**

Providers can apply for **no more than $75,000 (excl. GST)** per expression of interest (EOI).

The Department will assess each application individually. Providers can contribute to more than one application in the case of submissions where multiple Learn Locals are involved. The application will however need to specify which Learn Local is the lead. The lead will receive the funding allocation and be responsible for meeting contractual obligations. Also, one single EOI may include multiple enterprises.

## **OUT OF SCOPE- Curriculum delivery**

The ‘Just in Time‘ Learn Local-Industry Initiative does not include funding for training delivery. The Department expects Learn Locals to use their allocated SCH hours in 2021 to deliver the program unless already fully expended. If the Learn Local provider does not have sufficient contracted student contact hours in 2021 to meet pre-accredited training requirements in 2021, the Department will revise their allocation and individually assess with the provider the need for additional hours. There will also be additional funding available in 2022 should the project require this – this can be applied for during the September 2021 EOI process.

**Timelines**

| Deliverable/Milestone | Time |
| --- | --- |
| EOI opens | 7 September 2021 |
| EOI closes | 21 September 2021 |
| Grants allocation and contracts approved | 4 October 2021 |
| Project reports received | 27 May 2022 |
| **End of initiative** | 30 June 2022 |

**How to apply**

1. Complete the attached Application Form (EOI)
2. Submit documents to [training.participation@education.vic.gov.au](mailto:training.participation@education.vic.gov.au) by **COB 21 September** 2021 with the title **Just in Time** and name of the organisation.

**NEXT STEPS**

* All the applications will be assessed by the Department.
* A Service Plan will be sent to your organisation’s signatory via SAMS2 once all steps have been completed for execution. Please note, your signatory will have a five-day window to review and accept the Service Plan, after which SAMS2 will automatically accept on behalf of your signatory.

## **Contact details**

If you have any questions, please contact Kaye Bowman [Kaye.Bowman@education.vic.gov.au](mailto:Kaye.Bowman@educaTION.VOC.GOV.AU) or your regional office.

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