**Attachment 1**

# JUST-IN-TIME INDUSTRY PARTNERSHIPS

# PROJECT SUMMARY ROUND 2, 2022

## CONTEXT

The Ministerial Statement on Adult Community Education and the ACFEB Strategy 2020 -2025 identify partnerships with industry as a means of supporting workers vulnerable to unemployment or to support arrangements with employers that lead to direct pathways to real employment opportunities for job seekers. 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/businesses 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**. 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 development
* other (Learn Local to identify).

It will not cover the full cost of establishing a partnership from the beginning nor costs associated with day-to-day operating expenses such as wages, travel, office supplies and stationery, furniture and fittings or repairs and maintenance.

It will not cover funding for training delivery (see out of scope section below)

### EXPECTED OUTCOMES

The Department expects that Learn Local Just in Time Industry Partnership projects will:

* ensure learners undertake bespoke pre-accredited training for the partner business,
* support vulnerable workers’ core skills (such as English Language and Literacy Numeracy Employability and Digital (LLNED) skills)\ so they can retain jobs or assist employers to attract them into a job; increase their confidence and productivity; and support community workforce needs,
* create contextualized 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:

* bespoke and high-quality teaching and learning resources for an identified business need and the resources are copyright assigned to the ACFE Board
* business feedback about the benefits of training and a business commitment to offering employment opportunities for learners is captured in project reports
* better employment outcomes (staff retention, confidence, etc.) if learners are also employees and where the initiative enables the business to attract employees
* progress report midway through the project ( at 3 months)
* a final report on the process, outcomes and lessons learnt, for sharing with the Learn Local sector( at six months)

## 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 (bearing in mind current ACFE Board policy (<https://www.vic.gov.au/pre-accredited-work-experience-learn-local-providers>,) 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 where the ACFEB funds are used to develop resources. There are obligations for the Learn Locals in this instance, to pay due diligence about assignment and licences for third-party materials used in the teaching and other resources developed under ACFEB contract Copyright Instructions are available on the Learn Local Secure Portal or upon request). Learn Local providers and their business partners must be willing to give the ACFE Board a license to use the resources should copyright require it.
* 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 and potential case studies undertaken by the Department.

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

Please note that there is **limited funding** allocated for this initiative. Round 2 of the Learn Local Industry Just in Time initiative is open until October 2022 or until all available funds are exhausted.

Decision taking will be made on four occasions or as long as funds are still available and for applications received by each of these dates: COB Thursday 21 April 2022; COB Thursday 30 June COB; Tuesday 30 August; and COB Monday 31 October. 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 2022 to deliver the program unless already fully expended. If the Learn Local provider does not have sufficient contracted student contact hours in 2022 to meet pre-accredited training requirements in 2022, the Department will revise their allocation and individually assess with the provider the need for additional hours. There will also be additional funding for delivery available in 2023 should the project require this – this can be applied for during the September 2022 EOI process.

## EOI Timelines

| EOI | Time |
| --- | --- |
| EOI opens | 28 March 2022 |
| Selection from applications received by  | 21 April 2022 (to commence in May to November) Completed  |
|  Selection from applications received by (if funds still available) | 30 June 2022 (to commence in July to December  |
| Selection from applications received if funds still available by  | 30 August 2022 (to commence September to February 2023)  |
| Selection from applications received by if funds still available by | 31 October (to commence November 2022 to May 2023)  |
| **End of initiative** | 30 June 2023 |

## Project deliverables

| Deliverable/Milestone | Date |
| --- | --- |
| Interim project report | Three months following contract execution date |
| Final Report\* | Six months following contract execution date |
| Resources developed with ACFE Board project funding \*\* | Six months following contract execution date |

\* Progress and final reports will be delivered using a provided template to Dr Kaye Bowman, ACFE Division at kaye.bowman@education.vic.gov.au.

\*\* All teaching, learning and assessment and other resources developed as part of the Just in Time project will be copyright owned by the ACFE Board in accordance with clause 16 of the underlying contract to the Service Agreement and so that the Department can share the Just in Time project developed resources within the Learn Local sector and update them. The ACFE Board will continue to recognise the Moral Rights, as defined in section 189 of the Copyright Act 1968 (Cth), of the Learn Local provider and as the author and original designer of the Just in Time resources they develop.

All teaching, learning and assessment and other resources developed as part of the Just in Time project are to be made available in readily accessible electronic format and delivered to the ACFE Division via email Dr Kaye Bowman, ACFE Division at kaye.bowman@education.vic.gov.au.

## HOW TO APPLY

1. Complete the attached Application Form (EOI)
2. Please send your completed Expression of Interest to Kaye.Bowman@education.vic.gov.au and cc your regional office.

## NEXT STEPS

* All the applications will be assessed by the Department. And as received at the decision points outlined above.
* 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 or your regional office.

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| --- | --- | --- | --- |
| **North-Western Victoria Region** | **North-Eastern Victoria Region** | **South-Eastern Victoria Region** | **South-Western Victoria Region** |
| Kaye CallaghanTel: 4433 7582 | Cathy ClarkTel: 9084 8573  | Robyn DownieTel: 8904 2580 | Georgina RyderTel: 5215 5204 |

**JUST-IN-TIME iNDUSTRY PARTNERSHIPS**

**Expression of Interest**

**Instructions for completing the Expression of Interest form:**

1. This form is designed to be completed electronically.
2. You can only apply for one grant at a time.
3. All questions must be completed.
4. Please provide the industry letter of support or other supporting documents with this application as attachments.

**Program and contact details**

|  |  |
| --- | --- |
| **Name of Learn Local Provider or Adult Education Institution (Lead if part of a consortium)** |  |
| **TOID number** |  |
| **Contact person** |  |
| **Phone number** |  |
| **Email address** |  |
| **LGA/s where program will be delivered** |  |

**DECLARATION**

*I confirm that all requested documentation has been supplied and the information contained in this application is true and correct. I understand that the information provided in this application and any subsequent document may be used by DET for assessment and reporting purposes.*

Signature: ………………………………………………………

Position/Title: ……………………………………………………

Date: …………………………………………………………….

**Selection Criteria**

Please provide information in response to each of the following criteria (not more than **200 words** per item). Please note you may attach evidence to the application.

1. **Please circle the right option (s). You are applying for funds to cover the cost of:**
	1. administration
	2. marketing and promotion
	3. industry brokerage
	4. legal advice
	5. initial assessment and placement tools to assess learners and business needs
	6. development of teaching and learning resources
	7. other. Please specify: ……………………………………………..
2. **Please explain the need for this funding.**
3. **Please describe how this program will assist learners to succeed in employment or pathway into employment. You could also include potential number of learners, type of skills that intends to develop, etc.**
4. **Explain the role of and how the industry partner is committed to support the Learn Local. You may want to attach a letter of support, letter of intent or MOU.**

**Program Details**

1. **Have learner candidates already been identified or can be reliably sourced to commence training by the end of 2021?**
	1. Yes
	2. No

Provide evidence:

1. **Do training resources already exist or do they need to be developed or adapted as a bespoke business requirement?**

* 1. Yes
	2. No

Comments:

1. **Please include any other information useful to assess the application such as: when delivery of the training will start, timeframes, previous projects that include industry partnerships, etc.**

1. **Please include a proposed project budget breakdown, including against key project areas identified in selection criterion 1 above, along with a thorough rationale for requesting the selected amount.**

**SUBMISSION OF APPLICATION**

Your application should be emailed to Kaye.Bowman@education.vic.gov.au and copy to your regional ACFE Division office.

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| --- | --- | --- | --- |
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