Business case for the inclusion of programs on Victoria’s Training Needs List

## Overview

# Victoria’s Training Needs List (TNL) is the list of programs that are subsidised by the Victorian Government under *Skills First*, and the expected training needs for funded qualifications across the state and in each region.

# Its primary objective is to better align government training expenditure with industry and social needs to ensure the Victorian training system supports the State’s employment, productivity and human capital. It lists all programs, including qualifications and skill sets, that are eligible for government subsidy for new commencements, as well as Victoria’s anticipated training needs by program and region.

# The TNL is designed to adapt to changing industry and community needs and will therefore be subject to minor updates on a regular basis, and a full update annually.

## Purpose

# This Business Case template is designed to capture any further feedback on programs which are deemed valuable to Victorian industry and/or community and should therefore be considered for inclusion on the TNL.

## Process for submitting a business case

# To submit a business case to the Department of Jobs, Skills, Industry and Regions, you must fully complete the six sections in this template and return it to funded.programs@djsir.vic.gov.au

Note that [Section F](#_Section_F_–) requires input from the relevant Industry Advisory Group prior to submission to the department.

# Submissions will need to provide robust evidence, and this, combined with other quantitative and qualitative evidence captured to date, will be assessed by the department to determine final program eligibility.

## Framework for considering business cases

# In assessing a business case for inclusion of programs on the TNL, the department will consider the following which may or may not be included in your business case:

* **Program’s funding history and performance:** the department’s assessment of the program’s funding history and its outcomes where applicable.
* **Market demand and supply (both current and historic):** whether there is a demonstrable and genuine need for the program to be included.
* **Support for inclusion:** the department’s assessment of the adequacy and sufficiency of the evidence provided in the form of letters of support and details of consultation with relevant Industry Advisory Groups, peak bodies, the Victorian Skills Authority and the Office of TAFE Coordination and Delivery where applicable.
* **Capacity and capability of available market**: the department’s view of the current market’s capacity and capability of delivering the requested program in line with the objectives of the TNL.
* **Interdependencies and wider benefits:** the department’s consideration of the details provided in the business case, and its view on whether the benefits the requested program will bring align with the objectives of the TNL.

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| **Section A – Contact details** |

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| **Organisation name** |  | **TAFE** |[ ]
|  |  | **RTO** |[ ]
|  |  | **Other** |[ ]
| **Address** |  |
| **Contact name** |  |
| **Job title** |  |
| **Email** |  |
| **Telephone Number** |  |

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| **Section B – Program details** |

Please provide details of the proposed program for inclusion.

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|  **Program code** |  |
| **Program name** |  |
| **What date is funding for new students being sought from?** |  |
| **Occupation(s) directly linked to program** |  |
| **Is the program required through:*** **occupational licensing or regulation, or**
* **an industry arrangement or scheme (e.g. membership of association)?**

If yes, please provide details. |  |
| **Is the program intended to upskill or reskill the student?** |  |

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| **Has a business case for the program been submitted in the last 24 months?** If yes, use dot points to describe what has changed since the last submission including if previous concerns have been addressed. | **Yes** |[ ]
|  | **No** |[ ]
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| **Section C - Rationale and evidence for inclusion** |

## Summary statement (max 500 words)

Please provide a short summary statement as to the **purpose** of the program and why you believe it should be included on Victoria’s Training Needs List. You should include references to the information you will provide in the subsequent sections regarding industry, student, and regional demand, as well as the wider benefits of the program, and any interdependencies.

Note: If the program is private copyright, please indicate whether it should be made available to other training providers.

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## Evidence of demand and supply (limit each response to a maximum of 500 words)

In this subsection you should:

* set out the findings of any quantifiable evidence and market testing that has been undertaken with target end users (industry, employers, students)
* consider both current and future demand requirements by industry, students and regions, including identifying where there may be local / region-specific demand for the program
* demonstrate that there is sufficient demand to ensure that the program will be financially sustainable, or identify if the program is likely to be delivered in an area of thin market(s), and if so, why
* outline the capacity of the applicant or training organisations to meet demand and deliver to a high quality.

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| **Expected outputs** | Number of students expected in the first year of funding. | Annual average number of students expected in future years. | Number of businesses expected to benefit from program being funded. |
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| 1. **Evidence of demand from industry and employers –** including any local or regional demand, specifying localities/regions and the respective demand in each
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| 1. **Evidence of demand from students –** including details of cohorts that are being targeted by or expected to use the program
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| 1. **Evidence that training organisations (or applicant if TAFE or RTO) will be able to supply program, and to high quality**

If the program will be delivered wholly, or partially, by a third party please provide details |
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| **Financial Viability:***How robust is the viability of the program, and to what extent are viability and delivery dependent on subsidised funding?* |  |
| **Other Risks to Demand and Supply/Delivery** if the program was funded |  |

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| **Section D – Impact and interdependencies**  |

## Wider benefits (maximum 500 words)

Please describe any other wider economic and social benefits that would be associated with the program proposed for inclusion on the TNL. For example: any positive impacts on vulnerable or disadvantaged groups of students; positive environmental impacts, etc.

This includes benefits to students undertaking the program, and benefits to the community as a whole.

Questions to consider:

 Does the program:

* grow employment
* improve further education outcomes (e.g. does the program help graduates pursue higher education?)
* promote equity and address disadvantage – for students and/or the wider community?

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## Impact on student fees (maximum 500 words)

Use dots points to describe the extent to which subsidised funding is expected to affect student fees, and therefore enrolments.

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## Interdependencies (maximum 500 words per response)

Describe any interdependencies between the content of the proposed programs for consideration, and other programs within the same / other Training Packages.

Provide information on whether the program is a pathway from or to, or provide credit for, another program.

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Are there any comparable programs currently on the TNL? If yes, describe how this program differs from those already funded.

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## Other benefits (maximum 500 words)

Describe any additional benefits to including the proposed program on the TNL that have not been addressed elsewhere on this form.

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| **Section E – Conflict of Interest Declaration** |

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| Is there any actual, potential, or perceived personal or financial interest associated with the proposed program or its inclusion on the TNL. If yes, please provide details of the nature and extent of the conflict of interest | **Yes** |[ ]
|  | **No** |[ ]
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| **Section F – Consultation details**  |

## Stakeholder consultation (for applicant to complete)

Please provide details of any support or prior discussions with the Victorian Skills Authority and the Office of TAFE Coordination and Delivery (OTCD) where applicable.

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| **Stakeholder** | **Details of consultation** |
| **Victorian Skills Authority** |  |
| **If applicant is TAFE – the Office of TAFE Coordination and Delivery** |  |

## Feedback from Industry Advisory Group (for IAG to complete)

You should contact the relevant IAG and request them to fill out this section before submitting the business case to the department for its review and consideration.

To see the training packages that each IAG covers head to [Connecting industry with skills | Victorian Government (www.vic.gov.au)](https://www.vic.gov.au/connecting-industry-skills)

Industry Advisory Groups are a part of the Industry Engagement Framework and provide knowledge and insights about the associated industries they represent. Feedback from IAGs allows us to better understand the priority growth sectors as well as the current needs of the industry. It also allows us to understand any issues impacting training.

This section aims to document the relevant IAG’s feedback on your business case to support the request for inclusion of programs to the TNL.

### IAG contact details

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| --- | --- |
| Industry Group:  |  |
| Name: |  |
| Email: |  |
| Telephone number: |  |

### IAG’s feedback (max 500 words)

Please provide a short summary statement as to the **purpose** of the program and why you support its inclusion on Victoria’s Training Needs List.

Questions to consider:

* What is the workforce need this program will meet?
* Are there upcoming changes to relevant training packages or the proposed program?
* Does the IAG have any views on any other relevant matters related to the delivery of the proposed program, e.g. changes to licensing and or other requirements?

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