

SKILLS DEVELOPMENT PROGRAM REQUEST FOR FUNDING SUPPORT

Details requested					
Employer details: • Name & address • Contact person • Email/phone/mobile					
Industry/sector:					
Total workforce: How many Pacific Labour Scheme (PLS) and/or Seasonal Worker Programme (SWP) workers do you employ?	PLS	SWP	Total:		
Justification: <i>Please provide justification for the type of training and for the number of requested participants. If available, attach the relevant section of your workforce development plan with your application.</i>					
Details of participants to undertake training: <i>(add lines as required)</i>	Name	PLS/SWP	Gender	Country of origin	New/returning
Training details (please tick those that apply and complete - consult your training provider)					
<input type="checkbox"/> Accredited Qualification title & code: Unit of competency (UOC) title & code: <i>(Please attach course outline and/or UOC to your application)</i>			<input type="checkbox"/> Non-accredited/other Title: <i>(Please attach program outline, e.g., driving lessons to help obtain driver's licence)</i>		
Language literacy & numeracy (LLN): How does the registered training organisation (RTO) intend to address the LLN requirements of the identified group?					

Cultural context: Please consult your training provider and explain how they intend to contextualise delivery to ensure it is culturally appropriate and meets the learning needs of the Pacific and/or Timor-Leste workers?		
Date & time for training: <i>(Training must be undertaken within 4 weeks of the date of approval)</i>		
Registered training organisation		
Name & RTO number:		
Address:		
Contact:		Email:
Phone:		Mobile:
Training provider details (if not an RTO)		
Name:		
Address:		
Contact:		Email:
Phone:		Mobile:
Cost for training payable by employer (please attach quote from the training provider):	\$	
	\$	(per worker)
Funding reimbursement		
<p>Employer agrees to cover cost of training and be reimbursed by the PLF. The following documents are to be submitted within 4 weeks upon completion of training for reimbursement:</p> <ul style="list-style-type: none"> • Copy of invoice from training provider outlining training listed in the approved request for funding support. • A receipt/remittance for payment for training/course listed in the approved request for funding support. • An invoice from the employer for the total amount listed on the receipt. The invoice should include the following: <ul style="list-style-type: none"> ○ account name including contact details ○ BSB number/account number. • Copy of certificates/tickets for each worker provided to the PLF (after training is completed). • Evidence of participation (e.g., attendance records) will be required for all PLF reimbursements regardless of result. • For participants who do not achieve competency, or pass the training course, applications for reimbursement will only be considered where evidence supports at least 75% attendance. <p>Please note: The PLF requires ALL of the above documentation before proceeding to payment.</p>		
Employer name	Signature	Date
<input type="checkbox"/> I hereby declare that all information provided in this application is accurate and true. I understand that providing false or misleading information could impact on the funding reimbursement process and future request for funding applications.		



Skills development program objectives

To increase the skills and capacity of PLS and SWP workers in Australia by providing culturally sensitive and appropriate opportunities for quality education and training. The program also supports PALM scheme employers' business goals by addressing existing and emerging skills and knowledge needs of staff.

Criteria for approval

Please complete the following questions to confirm the stated training is relevant to the worker/s current role and future skills and development.

Training objective	Expected training outcomes <i>(Please tick all that apply, or add additional relevant outcomes in the blank rows)</i>	Explanation <i>(Please explain why the expected training outcomes will meet the training objective)</i>
1. The training delivers benefits for your business	<input type="checkbox"/> Addresses identified skills shortages	<i>E.g., workers on both packing lines require good communication skills and a good understanding of all roles to ensure breakdowns don't occur and efficiencies are maintained. Breakdowns are very expensive.</i>
	<input type="checkbox"/> Better workplace health and safety	
	<input type="checkbox"/> Increased worker motivation	
	<input type="checkbox"/> Improved workforce sustainability	
	<input type="checkbox"/> Increased efficiencies	
	<input type="checkbox"/> Development of a multi-skilled workforce	
	<input type="checkbox"/> Better collaboration within your business	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

2. The training delivers benefits for PLS/SWP workers	<input type="checkbox"/> Potential increase in wages for workers	
	<input type="checkbox"/> Potential promotion for workers	
	<input type="checkbox"/> Increased responsibilities/competencies	
	<input type="checkbox"/> Skills that are transferrable to a workers' host country and supports reintegration	
	<input type="checkbox"/> Potential pathway to further skills and training development	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
3. The training demonstrates value for money	<i>Please note, if making a tier 3 application you are not required to demonstrate value for money.</i>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Assessment of application: Overview of rating scale

Your application will be assessed against the following rating scale. You should make every attempt to articulate:

- how the training in your application aligns to your workforce development needs
- how the training identified will address these needs
- how the training will support the worker in their current role, and just as importantly, how it will assist the worker upon reintegration to their home country.

For programs in tier 3 and above, careful consideration should be given to the value for money the training provides.

1 – Very poor	2 – Poor	3 – Adequate	4 – Good	5 – Excellent	Not applicable
Employer provides little to no evidence that the training expectation will be met. Much more information is required.	Employer provides some evidence that the training expectation will be met. Some further information is required.	Employer provides evidence that the training expectation will be met. Further information would be beneficial.	Employer provides detailed evidence that the training expectation will be met. Minimal further information is required.	Employer provides an exceptional level of evidence demonstrating that the training expectation will be fully met. No further information is required.	Only applicable for training expectation 3, if the employer is making a tier 3 funding application.
<ul style="list-style-type: none"> • the training program does not relate to expected outcomes • expected outcomes do not address justification • there are no benefits to the worker undertaking the training. 	<ul style="list-style-type: none"> • the training program only addresses some of the expected training outcomes • limited benefits apply to the worker/s • value for money is questionable - comparable options should be investigated. 	<ul style="list-style-type: none"> • all training meets the identified expected outcomes and justifications • the training is clearly beneficial to the worker • the training demonstrates value for money. 	<ul style="list-style-type: none"> • the training program provides outcomes that exceed the identified expected training outcomes. • the worker clearly benefits from participating in the training • the training costs are comparable but clearly demonstrate value for money, e.g., provides over and above requirements of expected training outcomes 	<ul style="list-style-type: none"> • the training program provides outcomes that exceed the identified expected training outcomes and is contextualised appropriately for the audience • the worker clearly benefits from participating in the training which provides pathways to future training opportunities/qualifications • the training provides excellent value for money and service delivery exceeds expectations 	

Program evaluation

- Successful applications may be subject to an evaluation process conducted by the PLF at the conclusion of the training program.
- Program evaluation sampling will be undertaken on a quarterly basis.