

## Skills development program

### Funding application guide

If you are an employer in the Seasonal Worker Programme (SWP) or the Pacific Labour Scheme (PLS), you can apply for funding support for worker skills development.

The following information can be used to help you complete the application form found on the [Pacific Australia Labour Mobility \(PALM\) scheme website](#). You can also request an application form by emailing [training@pacificlabourfacility.com.au](mailto:training@pacificlabourfacility.com.au).

Once completed, please send your application form back to [training@pacificlabourfacility.com.au](mailto:training@pacificlabourfacility.com.au).

For more detailed information on the skills development program, visit the [skills development page](#) on the PALM scheme website, or read the [FAQs](#).

### How does the training help your business and workers?

Completed applications will be processed and assessed against the following 3 training objectives:

- the training delivers benefits for your business
- the training delivers benefits for PLS/SWP workers
- the training demonstrates value for money.

The application form is designed to show how the identified training aligns with and addresses your workforce development needs. If your business has a workforce development plan, you may wish to include the relevant sections with your application.

You will also need to show how the training will support the worker in their current role and how it will assist them upon return to their home country.

Finally, you will need to demonstrate the value-for-money proposition for training at tier 3 and above.

Please see below some examples of how to fill out the relevant sections of the funding application form. If you require further assistance, contact.

The section shown below requires your employer details, number of workers being trained, and the program they are in (SWP or PLS).

#### Details requested

<b>Employer details:</b>	<i>Bob's Apples, 12 Range Road Bob Farmer 0412 3456 7890</i>		
<b>Industry/sector:</b>	<i>Agriculture</i>		
<b>Total workforce: How many Pacific Labour Scheme (PLS) and/or Seasonal Worker Programme (SWP) workers do you employ?</b>	PLS <i>35</i>	SWP <i>127</i>	Total: <i>167</i>

See below an example of how justification for training can be provided.

**Justification:** Please provide justification for the type of training, and, for the number of participants undertaking the training – if available attach the relevant section of your Workforce Development Plan.

*All the workers on our site need to handle chemicals at some stage and we need them be able to do this safely. This will meet our commitment to maintaining a safe and healthy work environment. The five workers identified are new workers and have not done this training previously*

Ensure to provide correct names as they will be recorded on the certificates of completion. Incorrect or missing names may impact on your funding reimbursement.

Details of participants to undertake training:	Name	PLS/SWP	Gender	Country of Origin	New / returning
(add lines as required)	<i>Kevin Hart</i>	<i>PLS</i>	<i>M</i>	<i>Vanuatu</i>	<i>New</i>
	<i>Samson Tabi</i>	<i>PLS</i>	<i>M</i>	<i>Vanuatu</i>	<i>Returning worker</i>
	<i>Andre</i>	<i>PLS</i>	<i>M</i>	<i>Vanuatu</i>	<i>New</i>
	<i>John</i>	<i>PLS</i>	<i>M</i>	<i>Vanuatu</i>	<i>New</i>
	<i>George Bong</i>	<i>PLS</i>	<i>M</i>	<i>Vanuatu</i>	<i>New</i>



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If you have engaged a registered training organisation, they should be able to provide you with the required information on unit/s of competency, as well as language, literacy and numeracy requirements, and cultural context.

Training details (please tick those that apply and complete - consult your training provider)	
<input checked="" type="checkbox"/> <b>Accredited</b> Qualification title & code: <i>Follow basic chemical safety rules AHCCCHM101</i> Unit of competency (UOC) title & code: <i>(Please attach course outline and/or UOC to your application)</i> <i>The UOC can be obtained from www.Training.gov.au</i>	<input type="checkbox"/> <b>Non-accredited</b> Title:  <i>(Please attach program outline)</i>
<b>Language literacy &amp; numeracy (LLN):</b> How does the registered training organisation (RTO) intend to address the LLN requirements of the identified group?	<i>Ask your RTO to provide evidence of how they are identifying and addressing the LLN needs of the group.</i>
<b>Cultural context:</b> 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?	<i>Ask your RTO to provide evidence of how they intend to contextualise the training to ensure nit is culturally appropriate for the audience</i>

To help your application to be considered favorably, you should articulate a clear link between the identified training program and the expected outcomes the training will provide.

Training objective	Expected training outcomes (Please tick all that apply, or add additional relevant outcomes in the blank rows)	Explanation (Please explain why the expected training outcomes will meet the training objective)
1. The training delivers benefits for your business	<input type="checkbox"/> Addresses identified skills shortages	<i>Consider the reason you are implementing the training and select the most appropriate "Expected Outcomes". There should be a clear link between the outcomes and the training. For example, there is no link between Forklift Licencing and Better collaboration within the business. However, there is a strong link between Forklift Licencing and a multi skilled workforce. Similarly, there is a strong link between Leadership training and "Better collaboration with the business".</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	<p><i>The program intent is to increase PLS and SWP worker skills and capacity to support current and emerging skills shortages. However, the skills and abilities developed by workers should also be transferrable to their country of origin upon their return.</i></p> <p><i>In this section you should articulate how the training will support these intentions.</i></p>
	<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	Please note, if making a tier 3 application you are not required to demonstrate value for money.	<p><i>For Tier 4 applications, you are required to demonstrate that there is clear value for money when selecting the program.</i></p> <p><i>This could be based on "economy" (e.g., comparative costs from RTO's), "efficiency" (e.g., time = delivery strategy), "effectiveness" (e.g., the expected impact of the training and how this will be measured)</i></p>
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

