![PALM - Pacific Australia Labour Mobility]

SKILLS DEVELOPMENT PROGRAM FUNDING APPLICATION

Pacific Labour Facility (PLF) use only	
Application number:	

Recipient details				
Business name and address:				
Contact person:				
Email and phone number:				
Industry/sector:				
How many Pacific Australia Labour Mobility (PALM) scheme workers workers do you employ?				
Justification for type of training and the number of requested participants: **If available, please attached the relevant section of your workforce development plan with your application.**				
Details of participants to undertake training *(add lines as required)*	Name	Gender	Country of origin	New/returning

Training details (please tick those that apply and complete – consult your training provider)

☐ **Accredited**	☐ **Non-accredited/other**
Qualification title and code: Unit of competency (UOC) title and code:	Title:

Australian Government

Australian Aid

palmscheme.gov.au

Language literacy and numeracy (LLN):	
Ask your registered training organisation (RTO) how they intend to address the LLN requirements of the identified group and record the response here.	
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.	
Planned training date:	
Short courses should be undertaken within 4 weeks of the date of approval. Please inform PLF if this is not achieveable. *Full certificate courses should commence within 4 weeks of the date of approval - completion date to be noted on the application.*	

Registered training organisation

Name and 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)	Total cost:	
	Cost per worker:	

Funding reimbursement

The employer agrees to cover cost of training and be reimbursed by the Pacific Labour Facility (PLF). The following documents should be submitted **within 4 weeks** upon completion of training for reimbursement:

- 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 amount to be reimbursed by PLF as stated in the approval email.
  The invoice should include the following:
    - account name including contact details.
    - BSB number/account number.
- Copy of certificates/tickets for each worker provided to the PLF (after training is completed).
- 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.

Please note: the PLF requires ALL of the above documentation before proceeding to payment.

Employer name	Signature	Date

☐ 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 PALM scheme 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.

Approval criteria

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 *(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.	☐ Addresses identified skills shortages	*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.*
	☐ Better workplace health and safety	
	☐ Increased worker motivation	
	☐ Improved workforce sustainability	
	☐ Increased efficiencies	
	☐ Development of a multi-skilled workforce	
	☐ Better collaboration within your business	
	☐	
	☐	

2. The training delivers benefits for PLS/SWP workers.	☐ Potential increase in wages for workers	*E.g., Training will increase worker skills and capacity to support current and emerging skills shortages. In addition to this we expect over time as the working group develop skills and abilities this will lead to increased responsibilities and potentially wage increases.*
	☐ Potential promotion for workers	
	☐ Increased responsibilities/competencies	
	☐ Skills that are transferrable to a workers' host country and supports reintegration	
	☐ Potential pathway to further skills and training development	
	☐	
	☐	
3. The training demonstrates value for money.	*Careful consideration should be given to the costings of training programs to ensure they represent value for money.*	*E.g., The cost of the training reflects domestic rates taking into consideration any specific requirements of your organisation.*
	☐ The cost of the program meets market expectations	
	☐	
	☐	
	☐	

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.
- 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.	- 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.	- All training meets the identified expected outcomes and justifications. - The training is clearly beneficial to the worker. - The training demonstrates value for money.	- 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.	- 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.