

# Skills development program: frequently asked questions

## How do I apply for skills development funding?

Pacific Australia Labour Mobility (PALM) scheme employers and host employers (those who recruit PALM scheme workers through a labour hire company) can access information on how to apply for funding by visiting the [PALM scheme website](#) and downloading the application form. Employers can email ([PALMcapability@dewr.gov.au](mailto:PALMcapability@dewr.gov.au)) for further information.

## When do I need to submit my application?

Applications should be submitted at least 2 weeks before the training commences.

## When will my application be approved?

Applications will be assessed within 5 working days, and the employer will be informed of the decision via email.

## How much funding support can we apply for?

The amount of funding that can be accessed depends on the type of training and its funding tier. The funding and cost-sharing parameters are outlined on the [PALM scheme website](#). For further information please email ([PALMcapability@dewr.gov.au](mailto:PALMcapability@dewr.gov.au)).

## Who will cover the cost for training?

The Department of Employment and Workplace Relations (DEWR) will cover the cost of training as per the cost-sharing parameters outlined in the PALM scheme website. Funding is provided on a reimbursement model. Employers initially fund the cost of training and will be reimbursed upon submission of relevant documents.

## When will I be reimbursed?

When the stated training is completed, employers must submit relevant documents as per the reimbursement process outlined in the skills development program application. The reimbursement process begins once all documentation is received.

## What types of training can we apply for?

Training can be formal accredited programs or non-accredited activities. The type of training is dependent on the employer's skilling needs. The skills development program funding model outlines a suggested list of training options within each tier. These are only suggestions, and employers are encouraged to engage with training providers to develop programs to meet their needs. The type of training can address specific skills shortages or support the development of life skills to help workers integrate into the Australian workplace and culture.

## Will workers be paid for time spent training?

This will depend on the type of training and its tier. For example:

- If the training falls within tier 2, is considered a life skill and is not essential for the worker's job (e.g. first aid, general health and hygiene, English language skills), then it is reasonable but not compulsory for the worker to do this unpaid in their own time. Where training programs are only available during normal working hours, workers should not be financially disadvantaged for attending training.
- If the training falls within tier 3 and is considered a work skill, then it is part of the employer's obligation to train and remunerate the worker accordingly.

## Can I train my entire workforce?

The PALM scheme has limited funds for workplace skills development. Consequently, the skills development program should not be considered an option for funding full qualifications for an entire workforce.

The intent of the skills development program is to:

- fund activities to support workers to develop life skills necessary for living and working successfully in Australia
- help employers to meet the costs of training that support workers in their workplace tasks
- support workers who employers consider having demonstrated aptitude in their specific field, could be enhanced with further qualifications and skills development.

The level of engagement in the scheme will determine the availability of funds. Employers will be notified of their application status as per the assessment process.

## How do I source a training provider?

Please google 'registered training providers' or 'training providers' in your area for the stated training. You can also visit <http://www.training.gov.au/> which is the national register for registered training organisations or <http://www.myskills.gov.au/>.

## What if I can't find a training provider?

If you find it difficult to source a training provider, please email ([PALMcapability@dewr.gov.au](mailto:PALMcapability@dewr.gov.au)) to request assistance.