Addendum

Skilling South Australia Workforce Projects

COVID-19 Response and Recovery Guidelines

May 2020
Workforce Projects COVID-19 Response and Recovery

Due to the current impacts of COVID-19, the Department for Innovation and Skills (the Department) is expanding the scope of Skilling South Australia (SSA) Projects to support the retention, transition and mobilisation of workers across industry sectors in need, and upskill and reskill displaced workers to find new work in areas of demand.

This expanded scope will run parallel to the current SSA Project Guidelines, which focus on pre-apprenticeships, apprenticeships and “like” projects, with the aim of increasing the uptake of training contracts in industries where there is still a need.

These SSA Workforce Projects Guidelines provide information on how the expanded scope of SSA Projects is being refocused.

Projects will be co-designed on a rolling basis until 30 June 2020 in the first instance and are subject to demand and budget availability. It is anticipated that all projects will complete by 30 June 2021.

Projects must demonstrate and support one or more of the following streams:

- workforce retention (including apprentices and trainees) and upskilling of an existing workforce
- support to transition or mobilise workers across industry sectors with need (for example in aged care, disability support, health care, early childhood education and defence) and/or
- new opportunities that upskill and reskill displaced workers to connect them to areas of skill demand.

All projects are required to deliver accredited training (i.e. a unit of competency, skill set, skills cluster, micro-credential or qualification).

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1. Apprenticeships is used throughout this document to refer to both apprenticeships and traineeships.
Who can receive funding?

Funding is available to organisations (with an ABN) impacted by COVID-19. Registered training organisations and group training organisations may apply where employer need is demonstrated.

What next?

Contact a Skills Adviser to seek advice and support to co-design your concept further:

- **call** 1800 673 097
- **email** DIS.skills@sa.gov.au
1. Workforce retention, transition and mobilisation

These projects centre on a combination of customised accredited and non-accredited training, including micro-credentials, that support the retention of workers.

**Projects can support:**

- an individual’s transition from one job or sector to another
- training to fill temporary skills shortages
- reskilling and upskilling of existing workers as businesses diversify
- mobilising an existing workforce to priority needs within the same business.

**Workforce transition project example:**
A health care employer has a significant need to deliver services in its residential care facilities as needs grow, while demand reduces for its community care services. A transition project provides support for the employer to cross-skill existing workers to meet increased needs.

2. New opportunities

These projects will focus on employment opportunities for displaced workers that meet the critical needs of industry sectors and employers, as a result of COVID-19. Projects are available to employers, businesses and industry experiencing demand for new positions and can support costs associated with:

- accredited training
- recruitment
- facilitating clearances
- engagement with training providers
- delivering workplace inductions
- post placement support for workers.

**New opportunity project example:**
Supporting job seekers who have recently exited the hospitality sector into health, disability and aged care roles (for example, chefs from hospitality being supported and upskilled/reskilled to take on roles in kitchens in the health and aged care sector).
Funding

What can be funded
Funding can be used for:
• supporting business in the recruitment, selection and retention of workers
• non-accredited and accredited training
• reskilling or upskilling workers and/or job seekers
• post placement and mentoring support for workers transitioning into new sectors.

What will not be funded
• wage subsidies
• activities targeting school enrolled students
• capital infrastructure and asset purchases
• broad based marketing and promotional strategies
• establishment costs to become a registered training organisation or a group training organisation
• accredited training delivered by TAFE SA

Contracting, reporting and payments
To receive payments, organisations will be offered a Funded Activities Agreement (FAA) or an Annexure to their existing FAA, that outlines the payment structure and agreed project milestones. Detailed information on reporting requirements and claims templates will be made available via the online Skilling South Australia Projects Provider Toolkit.

The Department will contract the registered training organisation directly for all accredited training delivered under the project.

2. Applicants can seek to partner with TAFE SA for the delivery of training, to be funded through TAFE SA’s existing funding arrangements and which would not result in TAFE SA seeking additional funds from the Department.
Funding considerations

The following will be considered prior to entering contractual arrangements:

- **Risk management approach** – to ensure risks are mitigated for all parties.

- **Employers, businesses, industry partnerships**
  - are a critical part of these projects in supporting the retention of workers, transitioning workers across industry sectors in need and upskilling and reskilling displaced workers for new job opportunities in areas of skill demand.

- **Value for money** – in accordance with government policies and directions on the responsible and appropriate use of public funds, budget availability and other available funding supports.

### Other references


3. The Commonwealth Government’s business Infoline is also available, call 13 28 46 or visit: [www.business.gov.au](http://www.business.gov.au)

### Further assistance

**Call the Skilling South Australia Infoline:**
1800 673 097

**Email:** skills@sa.gov.au

**Visit:** skills.sa.gov.au