



Skills for Education and Employment (SEE) Program Stream 2 – First Nations Delivery Grant Opportunity

Opening date:	xx xxxxx 2024
Closing date and time:	17.00 AEST on xx xxxxx 2024 (2 months after opening)
Commonwealth policy entity:	Department of Employment and Workplace Relations
Enquiries:	If you have any questions, contact SEEfuture@dewr.gov.au Questions must be sent no later than xx xxxxx 2024 (1 week before closing date)
Date guidelines released:	xx xxxxx 2024
Type of grant opportunity:	Open competitive

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SEE Program Stream 2 – First Nations Delivery Grant processes

The SEE Program Stream 2 – First Nations Delivery Grant is designed to achieve Australian Government objectives

This grant opportunity supports Skills for Education and Employment (SEE) Program Stream 2 – First Nations Delivery which contributes to the Department of Employment and Workplace Relations (DEWR) Outcome 2¹. DEWR works with stakeholders to plan and design the grant program requirements, in accordance with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#).



You complete and submit a grant application

You complete the application form and address all the eligibility and scored assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. We assess your eligible application against the scored assessment criteria including an overall consideration of value with money and compare it to other applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each eligible application.



Grant decisions are made

The decision maker (Deputy Secretary, Skills and Training) decides which applications are successful.



We notify you of the outcome

We write to you to advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with you if your application is successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the Delivery Grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the SEE Program Stream 2: First Nations Delivery Grant

We evaluate SEE Stream 2: First Nations Delivery as a whole. We base this on information you provide to us and that we collect from various sources.

¹ Outcome 2: Promote growth in economic productivity and social wellbeing through access to quality skills and training (Portfolio Budget Statements 2023-24 Employment and Workplace relations Portfolio, p37)

1.1 Purpose of these guidelines

These guidelines contain information for the **SEE Program Stream 2 – First Nations Delivery Grant** opportunity.

You should read the guidelines in conjunction with the DRAFT grant agreement (Attachment A) and any additional instructions issued by the Department of Employment and Workplace Relations (department).

You must read these guidelines before filling out an application.

These guidelines set out:

- the purpose of the grant opportunity
- the eligibility and scored assessment criteria
- how grant applications are considered and selected
- what will be considered in determining whether an application offers value with money
- how we notify you of the outcome of your application
- how we pay you if you are awarded a grant
- how we monitor and evaluate your project
- responsibilities and expectations in relation to the opportunity.

Any alterations and addenda² to these guidelines will be published on GrantConnect.

Key terms used in these guidelines are defined in the Glossary at Section 15.

² Alterations and addenda include but are not limited to: corrections to currently published documents, changes to closing times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

2. About the SEE Program

The Australian Government provides free English language, literacy, numeracy and digital literacy (LLND) skills training through the SEE Program. The SEE Program has been operating since 2002. Until 2013, it was known as the Language, Literacy and Numeracy Program or LLNP. The SEE Program provides training to help individuals improve their LLND skills, enabling them to undertake further training and actively participate in the economy and in society.

At the September 2022 Jobs and Skills Summit, the government committed to redesigning its foundation skills program delivery. In the 2023–24 Federal Budget, the government announced it is investing \$436.4 million over 4 years in a redesigned SEE Program. The SEE Program aims to improve access to foundation skills training, focusing on building LLND skills, for around 27,000 Australians. The redesigned SEE Program will commence from 1 July 2024.

The government has engaged with a range of organisations and key stakeholders to inform the development of the redesigned SEE Program. In October 2022 the government set up the Foundation Skills Advisory Group (Advisory Group) to ensure stakeholder views are properly understood and considered during the development and redesign of foundation skills policy and programs, and to support broader work to build the evidence base on levels of these foundation skills among Australian adults. The Advisory Group brings together individual experts and representatives from a range of organisations, including foundation skills peak bodies, industry, employers, unions, First Nations people, and state and territory governments.

The SEE Program includes two distinct but complementary streams to support LLND skills training in metropolitan, regional, and remote areas:

- **Stream 1:** LLND skills training delivery to individuals by SEE providers, contracted by the department, including through place-based project delivery.
- **Stream 2:** whole of community LLND skills training delivery to First Nations people by First Nations community organisations in partnership with registered training organisations (RTOs) or Adult and Community Education (ACE) providers through place-based grants.

SEE Program Stream 2 specifically targets First Nations people and community organisations. However, First Nations individuals are also able and welcome to access services through SEE Stream 1 if eligible (i.e. over 15 years of age and no longer at school).

While this grant opportunity is available nation-wide, the department will preference applications from areas with greater need for English LLND training, including remote and very remote locations (Attachment B) where access to training and related services may be limited by a lack of availability. Need and location will be considered by the department as part of its assessment of value with money (see section 8.1 of these guidelines).

We administer the program according to the [Commonwealth Grants Rules and Guidelines](https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf) (CGRGs)³.

2.1 About this SEE Program Stream 2 – First Nations Delivery grant opportunity

SEE Program Stream 2 – First Nations Delivery grants will fund place-based, whole of community projects designed to meet community English LLND skills training needs. These projects will be delivered by First Nations organisations, being Aboriginal Community Controlled Organisations

³ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

(ACCOs), in partnership with RTOs (which may include technical and further education institutes (TAFEs)) or ACE providers (which may or may not be RTOs).

Key changes to the redesigned SEE Program through Stream 2 – First Nations Delivery, are:

- expanding participant eligibility to all First Nations people over the age of 15 who have left school (individual exceptions to the age limit may be made at the discretion of the department). Participants can include job seekers, employees, and those not in education, employment or training. The requirement to be a registered job seeker is no longer part of the eligibility criteria.
- introducing grants for up to 5 years to ACCOs to work in partnership with training providers to deliver the training the community needs
- allowing both accredited and non-accredited training to better support participant training needs
- introducing Adult Literacy Brokers employed by the department to work with ACCOs to develop grant proposals that will meet community and participant needs and the department's requirements.

There are two grant opportunities for SEE Program Stream 2 – First Nations Delivery:

- *SEE Program Stream 2 – First Nations Scoping Grants (**Scoping Grants**)*
Small grants of up to \$50,000 (GST exclusive) to help eligible organisations develop a SEE Program Stream 2 – First Nations Delivery Grant application.
There are separate guidelines for the Scoping Grants.
- *SEE Program Stream 2 – First Nations Delivery Grants (**Delivery Grants**)*
Grants to eligible organisations to co-design and deliver English LLND skills training to First Nations people across Australia. This is the major SEE Program Stream 2 component.
This guidelines document is for the Delivery Grants only.

2.2 Program objectives and outcomes

The objectives of the SEE Program Stream 2 – First Nations Delivery are to:

- deliver English LLND skills training that is community-based
- deliver training through First Nations organisations, being ACCOs, in partnership with RTOs or ACE providers supported through place-based grants
- support work towards Closing the Gap by removing barriers to accessing education and training for First Nations people.

The intended outcomes of the program are:

- **Outcome 1:** To support around 2,200 First Nations people across Australia each year with culturally appropriate and community co-designed English LLND skills training in their communities.
- **Outcome 2:** The training meets community and individual needs.
- **Outcome 3:** First Nations people who undertake this training demonstrate measurable improvement in their English LLND skills.

2.3 Key Performance Indicators

We will use Key Performance Indicators (KPIs) to measure the achievement of Delivery Grant project outcomes. These KPIs will represent the department's expectations of the performance of you and your project and will be set out in your grant agreement.

KPIs include:

- common KPIs that apply across all SEE Program Stream 2 – First Nations Delivery Grant projects and
- specific KPIs relating to your individual project and its outcomes.

The common KPIs relate to:

- participant numbers (commencements)
- valid and reliable pre-training assessment of each participant's English LLND skills levels against the Australian Core Skills Framework (ACSF) and/or Digital Literacy Skills Framework (DLSF)
- participant placement in training
- participant engagement
- participant outcomes (the extent to which participants' English LLND improve over the course of the project as measured against ACSF/DLSF performance measures).

Your project-specific KPIs will be based on your grant application and information we collect from you. They may relate to:

- quality of service (the extent to which participants are satisfied with the English LLND skills training services received)
- the specific outcomes your community identified for the project
- the achievement of participants' individual goals.

3. Grant amount and grant period

3.1 Grants available

The Australian Government has allocated \$46 million (excluding GST) for SEE Program Stream 2 – First Nations Scoping and Delivery Grants across the first 3 years of operation, including up to \$10 million (excluding GST) total in grant funding in the first year (1 July 2024 to 30 June 2025). SEE Program Stream 2 – First Nations Delivery is an ongoing program.

Each Delivery Grant will be for activities in one community, or a group of adjacent and connected communities. This aligns with the place-based and community driven nature of SEE Program Stream 2 – First Nations Delivery.

Where multiple eligible organisations operate in a community, or group of adjacent and connected communities, and wish to apply for a Delivery Grant, the department suggests they consider consolidating their efforts on a single application with one of them nominated as the lead or coordinating organisation (Section 7.2 of these guidelines). Projects running within the same community risk competing for participants, potentially making all the projects unviable. However, the department recognises that where the projects plan to work with different target groups, separate projects may be appropriate. The department also reserves the right to provide a Delivery Grant in respect of all or part of an application.

You need to consider other activities within your community when providing evidence that your project is feasible (Criterion 1, Section 6 of these guidelines).

As well as making your own investigations in your community, we strongly recommend that you check the lists of Delivery Grants awarded that are published on GrantConnect and if there is an existing Delivery Grant in your geographic area, contact an Adult Literacy Broker to determine potential overlap between the existing Delivery Grant project and your proposed project. More information about Adult Literacy Brokers, including how to contact them, is included at Attachment C to these guidelines.

A peak body may apply on behalf of community based eligible organisation/s they represent. A peak may apply on your behalf whether you are applying to run a project on your own, or as a lead or coordinating organisation. However, the department will make offers to and enter into agreements with each eligible organisation represented rather than with the peak body. This is to ensure that the funded activities are truly local in their focus.

It is anticipated that most grants will be between \$100,000 and \$450,000 over a typical 2 to 3 year period, noting that funding allocation decisions will be at the discretion of the department.

The department expects to fund multiple grants with the available funds. The funding allocated to any single grant will consider the value with money of the proposal and will depend on several factors including location, complexity and duration of the project. The total number of applicants funded under the program may in part determine the funding available to any one project. The total amount of funding allocated to any applicant will be at the discretion of the department's decision maker.

If the funding for the financial year has been fully allocated:

- then no more grants will be available in that financial year
- no further grant rounds will be published on GrantConnect until funding is available.

3.2 Grants period

The Delivery Grant opportunity will open on XX XXXX 2024 and close on XX XXXX 2024.

Grant periods are expected to be 2 to 3 years with a maximum grant period of up to 5 years. This reflects feedback from stakeholders which suggests projects may take time to develop and gain traction, particularly in very remote communities, where the establishment of trust and connections with communities is vital to the success of projects. Longer grants may take the form of a 2 or 3 year agreement with options to extend for a maximum grant period of up to 5 years.

3.3 Grants rounds

Delivery Grants will be subject to specific grant rounds, with the number of rounds determined by the funding available in that financial year. The **first round** will open on xx xxxx 2024 and close on xx xxxx 2024 (2 months after opening).

Table 1: Planned Dates for Delivery Grant rounds for 2024-25⁴

Round	Round 1	Round 2	Round 3
Open date	31 May 2024	1 November 2024	28 February 2025
Close date	26 July 2024	10 January 2025	28 April 2025

The opening and closing dates for all Delivery Grant rounds will be published on the department's website www.dewr.gov.au.

In the first funding round, no more than \$4,000,000 of the 2024-25 funding will be allocated to projects to ensure funding remains available for later rounds.

If the funding for the financial year has been fully allocated, then no more grants will be available in that financial year. In any given year, further grant rounds will only be published on GrantConnect if funding is still available in that financial year.

⁴ Dates are subject to change between these draft guidelines and the final version that will be published later in the year.

4. Eligibility criteria

4.1 Who is eligible to apply for a grant?

To be eligible to apply for a Delivery Grant under the SEE Program Stream 2 – First Nations Delivery, your organisation must be:

- a legal entity and have the legal capacity to enter into a grant agreement with the Commonwealth; and
- an Aboriginal Community Controlled Organisation (ACCO) as defined by Clause 44 of the *National Agreement on Closing the Gap* i.e. an organisation that delivers services, including land and resource management, that builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people and is:
 - incorporated under relevant legislation and not-for-profit
 - controlled and operated by Aboriginal and/or Torres Strait Islander people
 - connected to the community, or communities, in which they deliver the services
 - governed by a majority Aboriginal and/or Torres Strait Islander governing body, and
- the ACCO must be affiliated with the community on whose behalf they apply. (You can demonstrate this by showing us evidence such as annual reports, that you have local community involvement at a board/employment level etc.).

The SEE Program Stream 2 – First Nations Delivery supports subcontracting and joint delivery.

If two or more organisations want to jointly deliver a project, they need to nominate one of them as the lead organisation for their Delivery Grant application. The lead organisation has the responsibility of managing the grant and the reporting obligations to the department on behalf of the group. For joint delivery projects the lead organisation must meet the eligibility criteria above.

If a peak body applies on behalf of an organisation they represent, the organisation on whose behalf the application is being made must meet the eligibility criteria above.

Note: While a Scoping Grant can help you prepare your Delivery Grant application, you do not need to have had a Scoping Grant to apply for, or be considered for, a Delivery Grant. Similarly, if you are successful in getting a Scoping Grant, this does not guarantee that your Delivery Grant application will be approved and funded. Recipients of any Scoping Grants will not be provided any unfair or preferential consideration should they apply for a Delivery Grant.

Also, if you receive support in preparing your Delivery Grant Application from an Adult Literacy Broker, this does not guarantee that your application will be approved and funded.

We will not consider your application if you do not satisfy all the eligibility criteria.

We will not provide a grant if you receive funding from another government source for the same purpose.

4.2 Eligibility of Training Partner organisations

An eligible training partner is an organisation that can deliver LLND training and assessment on your behalf. A training partner can develop or customise training resources for your community's needs and may develop or customise the training course itself.

If your organisation is eligible to apply for a Delivery Grant and can meet in house all the requirements of an eligible training partner outlined below, then you may choose to be wholly responsible for all the training aspects of your proposed project. Otherwise, and in most cases:

- as part of your Delivery Grant application, you will need to identify an eligible training partner with appropriate qualifications and experience in delivering foundation skills programs
- and *if* your Delivery Grant application is successful, you will subcontract training activities to your eligible training partner.

Your eligible training partner must:

- be an RTO and/or an ACE provider
- be endorsed or invited by the community for whom the project is being delivered.

You can determine the relationship you have with your training partner.

- If you are clear on the type of project you want to do, you can ask a training partner to make your vision happen.
- If you know there are needs in your community, but you need some help to identify these needs and propose an appropriate project to meet them, then you can engage with your training partner early and work through creating your Delivery Grant application together. You might consider applying for a Scoping Grant which can be used to help you to identify a training partner and develop your Delivery Grant application.

Either way, the relationship your community has with your training partner is vital to the success of your Delivery Grant project.

RTOs must maintain their registration

For the life of the project, eligible training partners that are RTOs must maintain registration with one of the following training regulators:

- Australian Skills Quality Authority (ASQA)
- Victorian Registration and Qualifications Authority (VRQA) (where relevant)
- Training Accreditation Council (TAC) (where relevant).

ACE providers

ACE providers, for the purposes of this grant, refers to the sector of diverse, not-for-profit organisations that deliver training and/or similar community services in an informal, local community-based setting. ACE provider services are learner-centred and tailored to the needs of the individual. An ACE provider may, or may not, also be an RTO.

Training Products

Accredited training products that are included in your Delivery Grant project proposal must be within your training partner's scope of delivery as listed in the national register (training.gov.au). Accredited training can only be delivered by an RTO.

In some cases, non-accredited training may better meet participant training needs and goals by filling a gap not met by the available accredited training options. To ensure non-accredited training delivers high-quality outcomes for SEE participants, non-accredited training courses will:

- clearly articulate the learning outcomes that will be demonstrated by the end of the training
- include the nominal hours required to achieve these outcomes
- outline the planned teaching and assessment strategies including ACSF and/or DLSF indicators or performance features that the training will address.

Non-accredited training must be developed using the Commonwealth non-accredited framework (Attachment D). Non-accredited training courses can be designed during the co-design phase of the grant activity and must be approved by the department before they can be delivered.

Non-accredited training can be delivered by an RTO or ACE provider.

Trainer and Assessor qualifications

Your training partner must meet trainer and assessor qualification requirements.

For both accredited and non-accredited training, trainers and assessors must have the minimum training and assessment credentials specified in Item 2 or Item 3 of Schedule 1 of the Standards for Registered Training Organisations 2015 whether or not the training partner is an RTO.

Trainers and assessors must also meet any qualification requirements of accredited training products being delivered. This requirement applies only to RTOs as only RTOs can deliver accredited training.

If non-accredited training is being used, the person developing the non-accredited training must have at a minimum:

- either:
 - TAE50122 - Diploma of Vocational Education and Training with a specialisation in Design and Development, or
 - an equivalent Adult LLND qualification with relevant specialisation in design and development, and
- demonstrated experience in design and development of LLND courses.

The department recognises the issues facing the LLND workforce, particularly in regional and remote Australia. To address this, the department may choose to issue, on a case-by-case basis, a **waiver** to these qualifications **for non-accredited training delivery**. Where a waiver is issued, the department will require you to demonstrate that your training partner:

- has sufficient and ongoing professional development processes in place, and
- provides mentoring to delivery staff/training developers to whom the waiver applies.

In addition, trainers, assessors and mentors are required to comply with Section 4.3 of these guidelines.

Mentors

Delivery Grant projects are encouraged to use community mentors to support LLND delivery. Mentors are additional to the trainers and assessors, and unlike trainers and assessors do not need specific qualifications.

You can include training to prepare/support mentors in their role as an activity funded by either a Scoping or a Delivery Grant.

4.3 What qualifications, skills or checks are required?

If successful, eligible organisations must ensure that their and their eligible training partners' relevant personnel working on the project hold and maintain the following registration and checks:

- Working with Vulnerable People registration
- Working with Children check.

Relevant personnel include any person performing work on any part of the Delivery project that involves working or contact with a Vulnerable Person as well as Child-Related Personnel.

4.4 Information security

The department has a check called Right Fit for Risk (RFFR) to make sure that organisations we provide with funding can keep people's data and personal information safe. Achieving this accreditation is evidence that your organisation and your IT system meet our information security requirements.

It is important that sensitive information is collected, stored, and managed securely. The department requires all contracted service providers, grant-recipient providers of services, and vendors of external IT systems that interact with the department's IT systems to have this accreditation.

Organisations applying for a Delivery Grant will need to either indicate they are currently accredited or start working towards meeting these requirements by satisfactorily completing an Information Security Questionnaire provided by department. This is included in the Delivery Grant application form.

If you do not already have RFFR accreditation from the department, you might consider applying for a Scoping Grant. As well as helping you scope your project and identify a training partner, you can use Scoping Grant funds towards completing the Information Security Questionnaire and showing you can look after participant data and keep it secure.

Whether or not you use a Scoping Grant, the department can help you complete the Information Security Questionnaire before you submit your Delivery Grant application. For help with the Information Security Questionnaire contact (name of section and contact method to be included in the final version of these guidelines).

The (section named above) may contact you after you submit your application form to obtain additional information solely for the purposes of the Information Security Questionnaire.

Based on the responses you provide the department may ask you to change how you handle information to meet our information security requirements. This could involve changes to processes or to the email addresses and apps that you use.

It is a requirement for continued grant funding that you have 9 months from the start of the grant agreement to fully comply with the department's information security requirements.

4.5 Financial Checks

All applicants must provide details of their finances using the Financial and Credentials Information Form that is included in the Delivery Grant application form. You will need to provide information, including financial statements for your organisation, that will be used to assess that the organisation has the financial capacity and credentials to administer the proposed project.

You must complete the Financial and Credentials Information Form even if you have completed it before for another assessment. This is to make sure the information we use to assess your organisation is current.

You also need to sign an Authorisation to undertake Credentials Assessment from and provide it as an attachment to your application.

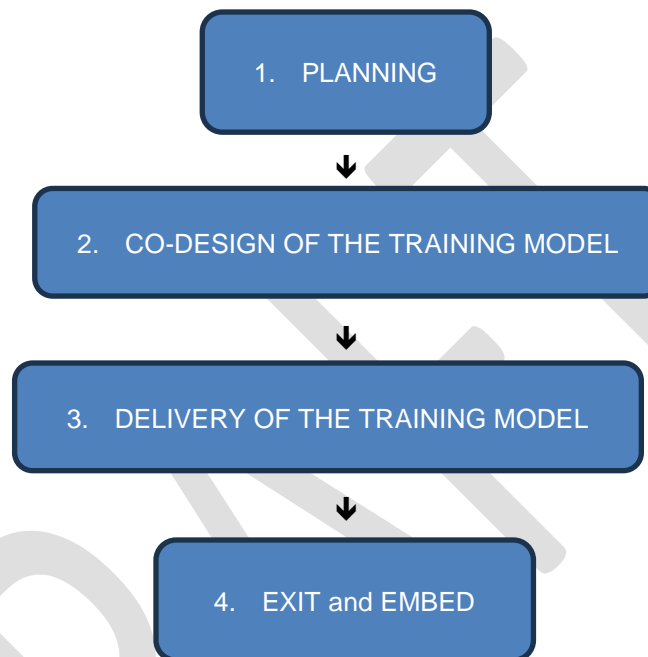
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5. What you can use the grant money for

5.1 Delivery project phases

These grants seek to be flexible to support the needs of individual communities. We expect that projects in different locations will look very different. Your proposed activities should be tailored and targeted to address what matters to your community.

While the activities within each project will vary, projects funded by Delivery Grants will have 4 distinct phases:



Each of the phases may vary in cost and duration depending on your project. For example, the co-design phase would take longer in a project developing its own non-accredited training that needs to be approved, than in a project using existing accredited training and customising existing resources; and a project selecting from off-the-shelf resources would take less time again.

You must involve the community in the co-design of the training model.

You can see some of the activities that could come under each of these phases in Section 5.3 Eligible expenditure.

5.2 Eligible grant activities

Your proposed Delivery Grant project *must*:

- have an English LLND skills project plan based on:
 - accredited English LLND training (that is training made up of components from the Foundation Skills Training Package, other foundation skills courses accredited by a VET Regulator and/or VET contextualised courses)
 - non-accredited training based on the Commonwealth's non-accredited framework (Attachment D)
 - or a combination of both
- be co-designed with key First Nations community members to ensure the proposed project is tailored to the needs of project participants in the specified community
- assess each participant's relevant LLND skills early and late in the project
- deliver LLND training that is meaningful, flexible and tailored to meet the diverse learning and cultural needs of project participants in the local community
- develop or customise learning resources for use in the delivery phase of the project
- raise community awareness of the benefits of English LLND skills training
- include a mechanism to build English LLND skills capacity within the community e.g. engaging community adults to mentor and support others
- consolidate English LLND skills training by providing post-training support
- be free of charge to any eligible community member who wants to participate.

To be eligible to participate as a recipient of services, an individual needs to be:

- a First Nations person
- aged over 15 years and have left school (exceptions to the minimum age may be made at the discretion of the department)
- assessed as having LLND skill levels below ACSF/DLSF exit Level 3.

The project *may* also:

- include professional development for staff of the lead organisation and/or training partner (although if you received a Scoping Grant you cannot use grant funding for the same people to undergo the same professional development more than once)
- develop non-accredited training for use in the delivery phase of the project
- include a transition plan indicating what is expected to happen at the end of the project, including activities that may be handed over to the community to continue in some form
- include wrap around services such as childcare and transport if there is evidence these will facilitate community members' participation in training. These services may be provided on an in-kind basis.

We encourage you to build relationships and leverage other programs operating in the community. You can provide an overview of these relationships to meet assessment criterion 1 in Section 6. As an example, where the Community Development Program (CDP) operates, we expect you to work with the local CDP provider so that training undertaken through your project is an approved activity under the CDP.

5.3 Eligible expenditure

You can only spend the Delivery Grant on eligible project activities stated in your grant agreement.

Table 2 lists eligible expenditure that might be included in your agreement. This list is not exhaustive. The department reserves the right to determine if individual expenditure items are eligible or ineligible.

Table 2: Examples of eligible expenditure for each project phase

Project phase	Eligible expenditure may include
Planning	<p>Start up or establishment costs such as:</p> <ul style="list-style-type: none"> recruitment costs or wages insurance including workers compensation materials <p>Training for community mentors</p> <p>Cultural safety training for your training partner.</p>
Co-Design of the Training Model	<p>Engaging a training partner</p> <p>Travel and accommodation within Australia</p> <p>Community meetings or workshops which may include catering to encourage attendance</p> <p>Developing discovery tools including surveys or other feedback mechanisms</p> <p>Supports, such as transport or childcare, for community engagement participants</p> <p>Non-accredited course development (in accordance with the Commonwealth non-accredited framework – Attachment D)</p> <p>Learning resource development/customisation.</p>
Delivery of the Training Model	<p>Delivery costs including:</p> <ul style="list-style-type: none"> pre-training assessments developing customised training plans for each participant training delivery mentoring assessments <p>Self-evaluation and action learning</p> <p>Lease of equipment or venue to implement the project where this is not your premises or that of the training partner</p> <p>Supports, such as transport or childcare for training participants.</p>
Exit and Embed	<p>Accountancy services to prepare acquittal</p> <p>Develop an exit and transition-out strategy to maximise the chance of maintaining elements of LLND training delivered under the project once the project has ended.</p>

We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your grant activity.

We may ask you to verify project costs, particularly establishment costs, that you provided in your application. You may need to provide evidence such as quotes.

You must incur the expenditure on your grant activity between the start date and end date of your grant agreement for the expenses to be eligible.

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5.4 What the grant money cannot be used for

You cannot use the grant for any activity or purpose not related to your agreed Delivery Grant activity. Expenditure you cannot use Delivery Grant funds for includes but is not limited to:

Table 3: Examples of ineligible grant expenditure

Ineligible Grant Expenditure	Examples
Buying, leasing or maintaining a vehicle	
Buying land	
Capital works	Buildings, weather sheds, erecting shade sails.
Staff salaries for activities not related to the grant activity	Employing an administrative officer or receptionist to work across everything you do.
Subsidy of your general ongoing administration costs	Electricity, phone and rent not related to the delivery of the grant activity which you would need to pay anyway.
Costs that occurred before the start of your grant agreement	
Expenditure of a party political or religious nature	Donations to churches and political parties or electoral candidates.
Activities funded from other sources	Work that you were funded for under a Scoping Grant (if you received one) Work for which you have already received funding from a Commonwealth, state, territory or local government body, or another sponsor.
IT software, systems, and equipment	Computers New software Office equipment
Ongoing expenses even if these result from purchases that were eligible expenditure – i.e. no contingent liabilities	Repairs and maintenance Future license fees
Professional development in LLND for training partner personnel (it is expected that training partners already have this expertise and are responsible for their ongoing professional development in this area)	A trainer working for your training partner wants to upgrade their LLND teaching qualification.
Overseas travel	
Activities for which other Commonwealth, state, territory, or local government bodies have primary responsibility	Health care staff

6. The scored assessment criteria

Organisations seeking Delivery Grant funding for a project will be required to:

- meet the eligibility criteria (in Section 4 of these guidelines)
- demonstrate the strengths of their proposal against the scored assessment criteria in this section (Section 6)
- provide value with money as assessed by the department (Section 8)
- provide referees (for your organisation, other organisations in joint applications and your training partner organisations).

You must address all 4 scored assessment criteria in your application. They will each be scored on a scale of 1 to 10 and have equal weighting. Applications must meet a minimum standard against each of the assessment criteria to be considered for funding. The department will use the assessment criteria to assess the merits of each proposal and rank the applications.

The amount of detail and supporting evidence you need to provide in your application will depend on the size and complexity of your project and the amount of grant funding you are requesting.

The application form includes text limits of 1000 words per criterion. Attachments to your application are uploaded separately and are in addition to this word count.

We reserve the right to contact other government organisations about you, your application, other organisations in joint applications and partner training organisations.

Criterion 1 – Community support

To demonstrate community support, you must provide evidence that your proposed English LLND skills training project is supported by the target community and endorsed by community leaders.

Evidence should include:

- a description of the geographic region you intend to service
- identifying who in that region are the target recipients of the service (e.g. everyone/whole of community, parents of school aged children, older adults, traditional owners, people living off country)
- details of the role your organisation plays in your community i.e. the work of your organisation and the formal and informal linkages your organisation has with your community and the specified target group
- identification of the need for the proposed activity
- evidence the target community has participated in the planning and design of the proposed activity
- description of engagement including feasibility of attracting and retaining participants, taking account of any other programs available in the community that may affect your project positively or negatively
- overview of the relationship between your project and any other projects/programs in the community
- evidence that the proposed activity is a priority to the target community
- statements of support from local community leaders.

Criterion 2 – Appropriateness of Proposed Training Model and Training Partner

To demonstrate the appropriateness of your training model and training partner, you must describe the English LLND skills training model you are proposing to deliver e.g. accredited training, non-accredited training or a combination of both. You also need to provide a picture of the context of your project to show how your approach is appropriate to the situation.

Note that your training model will only be fully developed once you have completed the co-design phase of your project. For the Delivery Grant application process, you are only required to provide a broad proposal of your grant activity e.g. details of:

- the qualifications and experience of the proposed training partner in delivering English LLND skills training programs in a First Nations cultural context, including qualifications of English LLND skills training trainers and assessors
- the training partner's relationship with the community, including evidence of:
 - Has the training partner worked in the community before?
 - If so, have they been invited back?
 - Is the community asking to be trained by them?
- the training partner's experience in delivery to similar participants (e.g. similar age group, similar background, regional or remote communities, urban or suburban communities)
- aspects of the ACSF and/or DLSF to be addressed by the training
- the outline of the proposed training model:
 - the accredited training, non-accredited training or a combination of both
 - delivery mode and locations
 - any proposed training breaks when there would be no attendance and no claims for training delivery. Breaks may be aligned with local events or celebrations, school holidays (if that would prevent adults attending), wet season, etc.
- how the proposed training model is culturally appropriate and tailored to meet the specific needs of the target community
- how the training model will address a particular need or policy outcomes.

Criterion 3 – Delivering outcomes

These grants seek to be flexible to support the needs of individual communities. When you outline how your project will deliver outcomes, you need to describe how the context of your project and the approach you plan to take will contribute to your planned outcomes.

To demonstrate this, you must:

- provide details of how the proposed project activity will deliver the intended English LLND skills training outcomes for the community including:
 - detail on milestones to achieve those outcomes
 - how you will measure its effectiveness
- outline how the use of wrap around services and relationships with other services in the community will support the achievement of project outcomes
- describe any novel or innovative activities you will implement to support better program outcomes
- describe how outcomes of the proposed project activity will be achieved and sustained.

Criterion 4 – Organisational Capability and Governance

To demonstrate your organisational governance and capability to manage the Delivery Grant, you must describe how:

- your resources and capability will support you to deliver high quality activities
- you have delivered a similar activity that met community expectations
- you will manage and mitigate risks associated with the proposed activity
- you will measure the performance of the proposed activity
- you will effectively manage any subcontracting arrangement.

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7. How to apply

Before you apply, you must read and understand these guidelines, the sample application form (Attachment E) and the draft grant agreement (Attachment A).

These documents may be found at [GrantConnect](#). Any alterations and addenda⁵ will be published on GrantConnect and by registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

The application form is a template that will help you to structure your grant application.

For a joint application, the lead organisation should apply on behalf of the group (Section 7.2).

A peak body may apply on behalf of community based eligible organisation/s they represent. A peak body may apply on your behalf whether you are applying to run a project on your own, or as a lead or coordinating organisation. However, the department will make offers to and enter into agreements with each eligible organisation represented rather than with the peak body.

To apply you must:

- complete the grant opportunity application form on [insert website name and link] (the application form includes a Financial and Credentials Information Form and an Information Security Questionnaire)
- provide all the information requested
- address all eligibility criteria (Section 4) and scored assessment criteria (Section 6)
- provide enough context to inform the department's assessment of value with money (Section 8)
- include all necessary attachments
- submit your applications by 5.00pm AEST xx xxxx 2024.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#). We will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately on SEFuture@dewr.gov.au. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within 2 working days.

⁵ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

7.1 Attachments to the application

You must provide the following supporting documents with your application:

- evidence of your organisation's status as an ACCO, including your organisation's:
 - certificate of incorporation and details of how the organisation is incorporated (i.e. whether it is an incorporated association, a company incorporated under the *Corporations Act 2001* (Cth), a company incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) etc.)
 - registration with the Australian Charities and Not-for-profit Commission (ACNC) (if applicable)
 - evidence the organisation is an Aboriginal Land Council (if applicable)
 - Constitution, Articles or Memorandum of Association, or any other governing documents (as applicable) and confirmed majority Aboriginal membership
- an indicative budget using the template provided
- evidence that your organisation is affiliated with the community on whose behalf you are applying, such as annual reports, local community involvement at a board/employment level etc.
- letter of support from a leader/s of the community
- evidence of support from your organisation's board, CEO or equivalent
- for a joint application, a letter of support from each member organisation's board, CEO or equivalent and a copy of the formal instruments setting out the arrangements between the parties (deeds, memoranda of understanding etc.)
- a signed copy of the Authorisation to undertake Credentials Assessment
- any additional supporting documents required by the Financial and Credentials Information Form.

You must attach supporting documentation to the application in line with the instructions provided within the application form. Attachments are not included in the word count for your response. However, you should only attach requested documents. We may not consider information in attachments that we do not request.

7.2 Subcontracting and joint applications

The SEE Program Stream 2 – First Nations Delivery encourages cooperation between organisations that work in the same communities.

If you have not yet identified an eligible training partner or would like to make a joint application but still need to formalise your arrangement with the other partners, you might consider applying for a Scoping Grant to undertake this and other work you need to complete to be able to prepare your Delivery Grant application.

Subcontracting

Unless your organisation can meet the training partner requirements in house, you must subcontract relevant Delivery Grant activities to an eligible training partner.

Subcontracting is a commercial, transactional relationship where, if your application is successful, you subcontract to a third party (on commercial terms and conditions) requirements or functions that you cannot meet on your own.

You must make formal agreements with any person or organisation you subcontract, and you need to advise us when you enter into these agreements. These agreements can be put in place after you execute the grant agreement with us.

Joint applications

Two or more organisations may join to deliver grant activities. There is no limit on the number of organisations a group can include, but it should only include stakeholders that would have a significant impact on the delivery of the grant activities. A joint application indicates more of a partnered approach with partners working together and each providing certain skills, expertise or resources as appropriate.

If you want to make a joint application, you must appoint a 'lead organisation'. Only the lead organisation can enter into a grant agreement with the Commonwealth. When answering assessment criteria in the application, please be clear which organisation's experience and relationships you are describing.

Other than the lead organisations, members are not required to be an ACCO.

If you are making a joint application for a Delivery Grant, each partnering organisation needs to provide a letter of support which should include:

- details of the partnering organisation (including the percentages of Indigenous ownership, control and/or management)
- an overview of how each partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the grant activity
- an outline of the relevant experience and/or expertise each partner organisation will bring to the group
- the roles/responsibilities of each partner organisation and the resources they will co-contribute, either financially or in-kind (if any)
- details of a nominated management level contact officer at each partner organisation.

If your Delivery Grant application is a joint application, you must have a formal arrangement (such as a deed of agreement or memorandum of understanding) in place with all parties before you execute the grant agreement.

7.3 Timing of grant opportunity processes

You must submit your application between the published opening and closing dates. We cannot accept late applications.

If you are successful in Round 1, we expect you will be able to commence your grant activity around September 2024.

Table 4: Expected timing for the first round of this grant opportunity

Activity	Timing
Assessment of applications	6 weeks
Approval of outcomes of selection process	1 week
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	1 week
Earliest start date of grant activity or project	September 2024
End date of grant activity or agreement	Subject to each grant agreement, the grant may be for a period of up to 5 years.

Future grant rounds will be run, subject to sufficient remaining funding for the financial year. Future opportunities will be communicated through the publication of grant opportunity guidelines (similar to these guidelines) on GrantConnect.

7.4 Questions during the application process

If you have any questions during the application period, contact the department at SEFuture@dewr.gov.au.

The department will aim to respond to emailed questions within 3 working days. Answers to questions will be posted on [GrantConnect](#) or the department's website at [web address].

8. The grant selection process

8.1 Assessment of grant applications

Assessment of eligibility

First, we review your application against the eligibility criteria. Only eligible applications will move to the next stage.

We then consider eligible applications through an open competitive grant process.

Competitive process

If your application is eligible, we will assess it against the scored assessment criteria (in Section 6 of these guidelines). Applications must meet a minimum standard against each of the assessment criteria to be considered for funding. Those that do will then be assessed against other applications.

We will consider your application on its merits, based on:

- how well it meets the scored assessment criteria
- how it compares to other applications
- whether it provides value with money with regard to the overall objectives of the Delivery Grant.

Total funding allocations will be settled following the identification of the number of applications received and the assessment of the amounts of funding sought by each applicant.

8.2 Value with money

Value with money is the efficient, effective, economical and ethical use of public resources. However, this will look different for each application. What is good value in one situation or location may be poor value in another. So, the decision maker will take into account the context of an application when assessing whether or not it will achieve value with the grant funding. Value with money considers the non-financial costs and benefits of your proposal as well as the financial ones. It looks at the full lifecycle of the proposed grant activities.

When assessing the extent to which the application represents value with money, we will consider:

- that you have demonstrated a need for the grant funding
- that your proposed grant activities will contribute towards the SEE program objectives and policy outcomes (Section 2.1).
- the extent to which the evidence in your application demonstrates that your project will contribute to meeting the outcomes/objectives
- the relative value of the grant sought
- the financial viability risk rating of the organisation seeking the grant
- that you do not have another funding source that could pay for, or is paying for, the proposed activities
- that your costs are appropriate to the geographic location of the proposed project
- giving preference to locations where other training options are limited

- | |
|--|
| <ul style="list-style-type: none">▪ any innovative aspects of the proposal▪ how the activities you propose will target groups or individuals. |
|--|

The decision maker will take into account the factors above, and the scored assessment criteria, in assessing whether an application will achieve value with money.

As part of the assessment of value for money, the decision maker will give preference to applications from areas where other training options are limited i.e. areas with a greater apparent need for English LLND training. This includes remote and very remote locations (as defined in Attachment B) where access to training and related services is limited by a lack of availability.

The concept of value with money is explained in the Glossary (Section 15).

8.3 Who will assess applications?

Each application will be assessed on its merit and compared to other eligible applications. These assessments will be done by:

- an Assessment Committee made up of government officials. These may be officers from the department, but potentially also officers of other Commonwealth or state government departments. The Assessment Committee members will include First Nations officers and officers who have relevant experience working with First Nations programs and communities.
- a foundation skills expert (if required). This person will be provided by the department's Quality Assurance provider. The broader role of the Quality Assurance provider with regard to Delivery projects is described in Section 12.3 of these guidelines.

The foundation skills expert will inform the assessment Criterion 2 i.e. the technical aspects of the training model being proposed, and their views will be incorporated into the report made by the Assessment Committee.

A foundation skills expert who is not a Commonwealth Official will be required to perform their duties in accordance with the CGRGs, these guidelines and the probity plan in place for this grant opportunity.

The Assessment Committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The Assessment Committee may also consider information about you or your application that is available through the normal course of business.

The Assessment Committee will recommend applications to the decision maker to approve for a grant. Their recommendation will incorporate the advice of the foundation skills expert.

8.4 Who will approve grants?

The Deputy Secretary, Skills and Training (the decision maker) approves Delivery Grants based on the recommendations of the Assessment Committee and the availability of grant funds.

The decision maker's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

If you are unsuccessful, you can submit a new application for the same grant (or a similar grant) in any future grant round under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

If you are unsuccessful, you have 4 weeks from when you are advised of the outcome to ask for feedback. We will give you written feedback within one month of your request.

9.2 Further grant opportunities

As described in Section 4.3 of these guidelines, grant rounds will run throughout the year unless the funding has been fully allocated in the earlier rounds.

If there are not enough suitable applications to meet the program's objectives, we will consider delivering subsequent grant opportunities as targeted or closed non-competitive processes. If this occurs either these guidelines will be updated or new grant opportunity guidelines will be issued.

10. Successful grant applications

10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use the standard grant agreement for this grant opportunity. The agreement has general terms and conditions many of which cannot be changed. A sample grant agreement is available on [insert website name and link]. We will use a schedule to outline the specific grant requirements.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You must not start any Delivery Grant activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. We will identify these in the agreement.

You may request changes to the grant agreement. However, we will review any changes you request to ensure they do not impact the grant as approved by the decision maker.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2 How we pay the grant

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed.

The grant agreement will state the:

- maximum grant amount to be paid
- schedule of payments (according to progress or milestones)
- any financial or in-kind contribution agreed to be provided by you or a third party
- acquittal procedures.

We will not pay more than the maximum amount agreed in the grant agreement under any circumstances. If you incur extra costs, you must meet them yourself.

Table 5: Payment points for Delivery Grants

Payment	Timing
Establishment Payment	On execution of the grant agreement.
Payment at end of Co-Design Phase	On finalisation of proposed training model. Subject to the acceptance of your model by the department. If your proposed training model is not accepted by the department, no further payments will be made until you submit a revised training model that is accepted by the department. We will work with you to review or revise your training model for resubmission.
Delivery Phase payment/s	Payments in arrears based on eligible expenditure to meet milestones. Payments are: <ul style="list-style-type: none"> • typically quarterly • subject to satisfactory progress.
Final Payment	The final payment will be made after you have submitted your final report, and it has been approved by the department.

Any payment will only be made after you present a correctly rendered invoice and the department is satisfied you have properly completed the relevant requirements of the agreement including any specified tasks or milestones.

10.3 Grants Payments and GST

If you are registered for the [Goods and Services Tax \(GST\)](#), we will add GST to your grant payment. You will need to include GST on your invoices to the department.

Grants are assessable income for tax purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your tax obligations or seek assistance from the [Australian Taxation Office](#).⁶ We do not provide advice on your particular taxation circumstances.

⁶ <https://www.ato.gov.au/>

11. Announcement of grants

If successful, your grant will be listed on the [GrantConnect](#) website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

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12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your organisation's:

- name
- addresses
- nominated contact details
- bank account details
- ACCO status
- partnering arrangement with your training partner including any significant changes to your training partner's organisational structure which might impact on your project meeting its objectives.

If you become aware of a breach of terms and conditions under the grant agreement, you must notify us immediately.

You must notify us of any events relating to your grant and provide an opportunity for the Minister or their representative to attend.

Meetings

You must meet with us every 3 months to discuss your project, or as otherwise required by the grant agreement.

These meetings are an opportunity to discuss:

- the context of changes and events you have notified us of
- other things that are going on in the community
- changes from the department's side of things
- project progress including but not limited to what will be/has been reported in progress reports and the context around it
- any issues/problems/strategies/solutions related to the project.

Open discussions and reporting allow us to better work with you to improve performance, if necessary.

You need to keep us informed of changes and events as they occur even if we have a meeting scheduled for soon after. The meeting is a chance to talk about how and why things are happening.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. We will remind you before each report is due.

The amount of detail you provide in your reports should be relative to the size and complexity of your project and to the grant amount and meet any requirements set out in the grant agreement.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

Progress reports

Your grant agreement will indicate when project progress reports are due. Progress reports will relate to key milestones and will also be expected periodically during the delivery phase of the project. Progress reports must include:

- an update of activity
- evidence of your progress towards completing agreed activities and reaching milestones and outcomes
- any issues or developments that are likely to affect the project
- what you are doing about any difficulties
- expenditure of the grant.

The report template will include an option for you to add other material. This will let you share with us the story of your project and participants' journeys in other ways if you want to.

Progress reports must be submitted by the due date (you can submit reports ahead of time if you have completed the relevant activities).

You must discuss any reporting delays with us as soon as you become aware of them.

We will only make grant payments when we receive satisfactory progress reports.

Reporting on participant achievement

Once your project is in the delivery phase, you are required to report regularly on the English LLND skills progress of each participant.

Participant achievement must be reported against ACSF/DLSF performance features so that changes of less than a full ACSF level can be reflected and as many participants as possibly get to demonstrate progress against the frameworks. You will need to enter this information into the SEE system (Section 12.9 Record keeping).

Your training partner can advise you on a range of methods that can be used to assess participant achievement. A range of evidence of achievement can be used, including:

- individual assessment
- group assessment
- file notes in which an assessor has observed a participant complete a task that used a particular performance feature.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant activity at any time. For example, to update us on progress, or any significant delays or difficulties in completing the project.

Final report

At the end of your project, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted within 30 days of the end of project activities, or as otherwise set out in the grant agreement

- be in the format provided in the grant agreement.

You may add to the report additional material that shares the achievements of your project and demonstrates participants' journeys. Additional material is optional.

As stated in Table 5, we will not make the final payment to you until we have received and approved your final report.

12.3 Quality Assurance

Quality assurance (QA) provider(s) are contracted by the department to provide quality assurance and professional development services.

QA assessments will be conducted for all funded projects and will be based on:

- a sample of participant portfolios
- course information
- resource materials.

You will be given written notice of the intention to conduct a QA assessment. Before the QA assessment you will receive a schedule for the assessment and advice on how to prepare. You **must** show the QA provider evidence to enable them to understand how training led to the progress reported for each participant.

You will receive a report detailing the outcomes of your assessment. Your report may identify areas for improvement. You will need to take action towards improving these areas by an agreed date and the QA provider may schedule a follow up visit.

The department and the QA provider(s) will support your project with professional development workshops to help you and your training partner:

- improve your understanding of the ACSF and DLSF through moderation
- ensure quality of assessment through validation workshops
- develop and maintain best practice
- develop and deliver non-accredited training.

These workshops are important professional development opportunities for your trainers. You **must** send at least one trainer and one assessor to a workshop before training commences. Additional participation where possible is encouraged. Workshops may be available in person or online. Attendance at professional development workshops should be paid for from within your grant funds.

12.4 Annual project review

The department will review all projects at least annually. This review will consider:

- progress reports you have provided
- the findings of any quality assurance activities
- whether there is ongoing community support for the project
- other information the department is aware of.

The review may lead to the continuation, suspension or termination of the grant agreement.

12.5 Project termination

When problems are identified the department will work with you. We will give you sufficient opportunity to resolve any issues which may be contributing to poor project performance.

If a project in the delivery phase does not respond to attempts to resolve issues and remains persistently unable to meet key deliverables (e.g. significantly lower than anticipated participant

numbers or insufficient reasonable progress in participants' English LLND skills), the department reserves the right to terminate a grant agreement.

12.6 Financial declaration and audited financial acquittal report

We will ask you to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

We will also ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is attached to the sample grant agreement.

12.7 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting the department at SEFuture@dewr.gov.au.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

We may also seek to vary the grant agreement. Any variations must be made in writing and signed by both parties.

12.8 Compliance visits

We may visit you during or at the end of your grant activity to review your compliance with the grant agreement.

The department engages a QA provider to conduct quality assurance activities and professional development for training partners and organisations that receive grants. The QA provider may visit you in person or meet with you online to do the activities described in Section 12.3.

Departmental officers may also visit projects from time to time to see how things are going.

We will provide you with reasonable notice of any compliance visit.

12.9 Record keeping

You will be required to enter student records into the IT system the department uses for SEE participant data (the SEE System). You will use the SEE System to report information about participants including their customised training plans, pre-training assessments, progressive ACSF/DLSF results and attendance.

You must comply with the department's cyber security arrangements as detailed in the grant agreement.

You **must** maintain a Participant Portfolio, which **must** be made available to State Contract Managers and the QA provider(s) when requested.

Each Participant Portfolio **must** include:

- a signed Privacy Notice and Code of Conduct
- a signed Direct Registration form (if applicable)
- complaints and/or warning letters (if applicable)
- termination documentation (if applicable)
- original assessments used to collect ACSF/DLSF results
- any assessment and course material associated with Blended Learning.

You must retain all your project records for at least 7 years after they are created.

We may inspect the records you are required to keep under the grant agreement.

12.10 Evaluation

We will evaluate SEE Program Stream 2 – First Nations Delivery to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

12.11 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

‘The Skills for Education and Employment Program – an Australian Government initiative.’

If you make a public statement about the project activity, we require you to acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, conducted according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

These guidelines may be changed from time-to-time by the department. When this happens, we will publish the revised guidelines on [GrantConnect](#).

13.1 Enquiries and feedback

The department's complaints procedures apply to complaints about this Delivery Grant opportunity. All complaints about a grant process must be in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to SEFuture@dewr.gov.au.

If you do not agree with the way the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. A conflict of interest arises where you or any of your personnel have an interest, whether actual, potential or perceived, that conflicts with the interests of the department in respect of the program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent or perceived conflict of interest, you must inform the department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information is collected for the purposes of assessing your grant application. If you do not provide some or all of the personal information we have asked for, we may not be able to assess your application or allocate grant funding to your organisation.

Your personal information can only be given to someone else for the same purpose for which it was collected unless an exception applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on [GrantConnect](#) as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery according to Australian laws.

Your personal information will not be shared overseas.

The department's Privacy Policy, including information about how to make a complaint and access or correct your personal information, can be found at <https://www.dewr.gov.au/privacy> or you can request a copy by email from privacy@dewr.gov.au.

To contact the department about your personal information, email privacy@dewr.gov.au.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and that you will impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you handle in connection with your application or your project. In handling personal information in connection with your application or your project, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information you provide in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Assessment Committee and other Commonwealth employees and contractors to help us manage the program effectively (including the foundation skills expert referred to in Section 8.2)
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations

- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this Delivery Grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public right of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Team in writing by email to FOI@dewr.gov.au.

14. Consultation

In developing this grant opportunity, the department consulted with stakeholders via a number of mechanisms including the release of a consultation paper – the *Future delivery of foundation skills training in Remote Australia* – released by the department on 8 December 2022.

Description of further consultation on the guidelines to be developed and inserted once the process has been completed. This will include the role of the SEE Program Stream 2 – First Nations Delivery Working Group and public consultation on the guidelines.

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15. Glossary

Table 6: Terms and their definitions

Term	Definition
accredited English LLND training	nationally recognised English LLND training listed on the National Training Register (training.gov.au). It includes: <ul style="list-style-type: none"> training from the Foundation Skills Training Package other foundation skills courses accredited by a VET Regulator (e.g. nationally accredited courses) and/or VET contextualised courses.
adult community education (ACE) provider	one of a range of diverse not-for-profit organisations that deliver training and/or similar community services in an informal, local community-based setting. ACE provider services are learner-centred and tailored to the needs of the individual.
Adult Literacy Brokers	A new role within the department introduced as part of the SEE Program re-design. More information about Adult Literacy Brokers is included at Attachment C to these guidelines.
assessment criteria	the specified principles or standards, against which grant applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
child/children	individual/s under the age of 18 years
Child-Related Personnel	officers, employees, contractors, agents and volunteers of a grantee involved with grant activities who, as part of that involvement, may interact with Children
start date	the expected start date for the grant activity
end date	the expected date by which the grant activity must be completed, and the grant spent
date of effect	can be the date on which a grant agreement is signed or a specified starting date
decision maker	the person who decides to award a grant
department	the Department of Employment and Workplace Relations
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.

Term	Definition
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
execute the grant agreement	the Delivery Grant agreement is executed when both you and the Commonwealth have signed the agreement
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁷ or other Consolidated Revenue Fund (CRF) money⁸ is to be paid to a grantee other than the Commonwealth and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	the project/tasks/services that the grantee is required to undertake
grant agreement	the document that sets out the relationship between the parties to the agreement and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system. GrantConnect centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.

⁷ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁸ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
LLND skills	(English) language, literacy, numeracy and digital skills
non-accredited training	training that has not been accredited by a VET regulator and is not listed on the National Training Register (training.gov.au). In the SEE program all non-accredited training must be developed using the Commonwealth non-accredited framework (Attachment D).
PBS Program	PBS Programs are described in the department's Portfolio Budget Statement . Each PBS program links to a single departmental outcome and provides transparency for funding decisions. These high-level PBS programs often comprise a number of lower-level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
Relevant Legislation	legislation in force in any jurisdiction (state, territory or Commonwealth) where any part of the grant activities may be carried out
registered training organisation (RTO)	a training provider registered with one of the following VET regulators: <ul style="list-style-type: none"> ▪ Australian Skills Quality Authority (ASQA) ▪ Victorian Registration and Qualifications Authority (VRQA) ▪ Training Accreditation Council (TAC).
Right Fit for Risk (RFFR)	the department's information security accreditation scheme. For SEE Program Stream 2 this will be assessed via the Information Security Questionnaire.
SEE program	the Skills for Education and Employment Program administered by the department. The SEE Program provides training to help individuals improve their LLND skills, enabling them to undertake further training and actively participate in the economy and in society.
SEE system	the IT system the department uses for SEE participant data

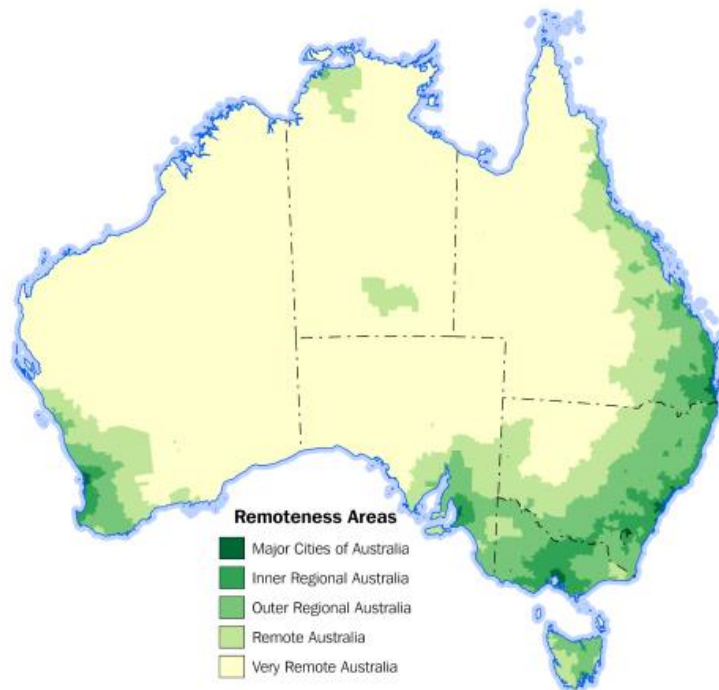
Term	Definition
selection process	the method used to select potential grantees. For Delivery Grants, this process involves the assessment of applications against the eligibility criteria and the assessment criteria as well as comparative assessment of applications.
value with money	<p>Value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities • fitness for purpose of the proposal in contributing to government objectives • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved and • the potential grantee's relevant experience and performance history.
VET	vocational education and training
VET regulator	<p>the independent body responsible for registering and auditing RTOs and accrediting VET courses. Depending on the jurisdiction this may be:</p> <ul style="list-style-type: none"> ▪ Australian Skills Quality Authority (ASQA) ▪ Victorian Registration and Qualifications Authority (VRQA) ▪ Training Accreditation Council (TAC).
Vulnerable Person	an individual aged 18 years and above who is or may be unable to take care of themselves or is unable to protect themselves against harm or exploitation for any reason, including age, physical or mental illness, trauma or disability, pregnancy, the influence, or past or existing use, of alcohol, drugs or substances or any other reason
Working with Children check	the process in place under Relevant Legislation to screen an individual for fitness to work with children
Working with Vulnerable Person registration	the process in place under Relevant Legislation to screen an individual for fitness to work with Vulnerable Persons

Attachment A. Draft Grant Agreement

Will be attached to final version of guidelines. Not available at the time of this draft version.

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Attachment B. Remoteness Areas



The Australian Statistical Geography Standard (ASGS) Remoteness Structure defines 5 classes of relative geographic remoteness across Australia:

- Major Cities of Australia
- Inner Regional Australia
- Outer Regional Australia
- Remote Australia
- Very Remote Australia

Source: Australian Bureau of Statistics (Jul2021-Jun2026), [Remoteness Areas](#), ABS Website, accessed 28 September 2023.

Attachment C. Adult Literacy Brokers

The redesigned Skills for Education and Employment (SEE) Program will see the introduction of Adult Literacy Brokers. The redesigned SEE Program has two Streams and Adult Literacy Brokers will work across both SEE Streams.

The department recognises there can be difficulty when navigating application processes and finding suitable training partners. This facilitated the decision to establish a small number of Adult Literacy Brokers. The role of Adult Literacy Brokers for the SEE Program Stream 2 – First Nations Delivery will be to assist Aboriginal Community Controlled Organisations (ACCOs) to develop scoping and/or delivery grant applications that meet community and participant needs and adhere to the department's requirements.

What Adult Literacy Brokers can do

The role of Adult Literacy Brokers for the SEE Program Stream 2 – First Nations Delivery may include:

- facilitating connections between ACCOs and Registered Training Organisations (RTOs) or Adult Community Education (ACE) providers
- working with other relevant organisations such as the Jobs and Skills Councils, and other government organisations, to leverage their role in identifying business needs and training requirements
- while Adult Literacy Brokers can assist an ACCO to prepare an application and interpret the guidelines, the Adult Literacy Brokers role is to help get ACCOs to the funding application stage.

These are just some examples of how Adult Literacy Brokers will work to assist with the grant application process.

What Adult Literacy Brokers cannot do

- assist in determining the LLND need/s in the community
 - the ACCO will be responsible for working with their community to determine the need for LLND training
- provide any assurance of funding
 - Adult Literacy Brokers will not be part of the grant approval process (as per the Commonwealth Grant Rules and Guidelines) to maintain transparency and fairness for all applicants
- be responsible for project outcomes
 - the ACCO is responsible for delivering the project, in conjunction with the training provider(s), community and other key stakeholders
 - this does not mean there will no longer be a contact person from the department. Once a project is up and running, there will be departmental officers managing the contracts, who will provide advice and assistance as needed.

How to contact an Adult Literacy Broker

The department is still fine tuning the exact nature of the role, and the location of Adult Literacy Brokers.

We will provide further information upon the finalisation of these guidelines and prior to program implementation. A list of Adult Literacy Brokers will be published on the Department's website.

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Attachment D. Commonwealth non-accredited framework

Framework to be inserted. Attach framework attached to SEE Stream 1 Procurement.

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Attachment E. Sample application form

This will be attached to final version of guidelines. Not available at the time of this draft version.

The guidelines will link to a grant opportunity application form. The application form includes FV and RFFR forms.

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