2018 TRAINING DELIVERY SUPPORT GRANT
GUIDELINES FOR PURCHASING

**Introduction**

The Training Delivery Support Grant (TDSG) provides funds to eligible Learn Local organisations to purchase equipment and resources that will support delivery of quality programs and services to learners facing barriers to participation and attainment in education and training. The TDSG can be used to purchase **teaching and learning equipment and resources to support eLearning and/or classroom delivery of training**.

**Eligibility and Funds available**

A grant of $5500.00 (excluding GST) will be paid to ACFE Board registered Learn Local organisations and Adult Education Institutions that have a current contract with the ACFE Board to deliver government subsidised pre-accredited training in 2018.

**Use of Grant**

Funds **can** be used to buy (or contribute to buying) equipment and resources to improve delivery of training either in the classroom or through eLearning. This includes items such as:

* Student Management System (SMS) licence fees
* Digital cameras
* Headsets for conferencing
* Software to support eLearning (including training in its use)
* Interactive whiteboards
* Classroom IT equipment - touch screen monitors, laptops, netbooks, tablets (e.g. iPad)
* Printers or scanners
* Audio equipment
* Adaptive technologies or software for use by people with disabilities
* Pre-Accredited course promotion materials e.g. website development, brochures

Funds **must not** be used to

* Pay wages
* Pay for travel
* Buy office supplies or stationery
* Buy text books
* Buy furniture or fittings
* Pay for repairs or maintenance

**Conditions**

* TDSG funds must be fully spent by 31 December 2018**.** Unspent funds must be returned to the ACFE Board.
* TDSG funds must be recorded as a discrete item in financial statements. Invoices and payment details relating to purchases must be retained for auditing purposes.
* You are responsible for the purchase of all goods your organisation is the legal owner of the goods.
* You are responsible for payment of all equipment costs that exceed the TDSG for your organisation.
* You may seek approval from your regional office to have the grant applied to expenditure on equipment already incurred in 2018 that meets the guideline criteria.

**Further Information**

For further information on the grant conditions, including checking whether a proposed purchase meets the conditions, please contact your regional office. Contact details are available at <http://www.education.vic.gov.au/about/contact/Pages/acfe.aspx>