

Clean Economy Workforce Capacity Building Fund (CEWCBF) - Fund Guidelines

What is CEWCBF?

The Clean Economy Workforce Capacity Building Fund (CEWCBF) creates opportunities for partnerships between the Victorian TAFE and training sector and industry to build workforce capacity, and to develop and deliver training that supports the Victorian Government's commitment to decarbonise the economy and achieve net zero emissions by 2050.

Developing the skills needed for the clean economy requires innovative thinking and approaches. The CEWCBF enables training providers and industry to work together to develop new training methods and products, and support collaborative learning platforms, focused on progressing clean economy workforce skills opportunities. This will improve the relevance of training for students, generate outcomes for employees and industry, and support economic growth and jobs in emerging clean economy sectors.

A key focus of CEWCBF is supporting the Victorian TAFE and training sector to better respond and adapt training courses and resources for existing, new and emerging clean economy sectors. The fund will improve the flexibility and responsiveness of the TAFE and training system, align training with emerging industry and workforce needs, ensuring students develop the high-quality skills needed by industry and the Victorian economy as we achieve net zero emissions by 2050.

The Victorian Government is also developing a Clean Economy Workforce Development Strategy. While the Strategy will have a long-term focus, there are current and emerging skills and workforce needs resulting from the increasing government and private sector investment in areas including new energy production, technologies, and changing business processes and practices. The Fund is an opportunity to respond to these needs, and develop, test and pilot new approaches to upskilling, reskilling and cross-skilling our workforce. These initiatives may feed into or inform the broader Strategy.

Objectives

- Improve the efficiency, flexibility and responsiveness of the training and TAFE system to meet clean economy industry skill needs and business training requirements.
- Encourage partnerships between industry bodies, businesses, TAFEs and training organisations to improve workforce productivity in the clean economy through innovative training programs and modes of delivery.
- Build industry productivity and contribute to broader environmental, social and economic gains in the clean economy.
- Provide opportunities to transfer and scale deliverables to support the design, adoption and implementation of clean economy workforce skills across the wider training and TAFE system.
- Provide investment support to areas of focus and opportunity in clean economy workforce sectors delivering on the Victorian Government's commitment to achieve net zero emissions by 2050.

Outcomes

Short to medium term

- Deliver innovation in course development, product design and training delivery through the TAFE and training system for the clean economy.
- Deliver improved access and relevant clean economy workforce skills, to support business productivity and learner employability.
- Design new skills development approaches for emerging clean economy sectors.

Long term

- Deliver high-quality skills training through the TAFE and training system, that is relevant and responsive to evolving clean economy industry needs and business training requirements.
- Achieve workforce training innovation through sustainable collaboration between training providers and industry.

- Equip existing and emerging clean economy focused workforces with the skills needed, to improve industry productivity through collaboration with the TAFE and training system.
- Create and deliver skills pathways through a TAFE and training system that is equipped with evidence, knowledge and support, that will contribute to the Victorian Government’s commitment to achieving net zero emissions by 2050.

Clean Economy Definition

- The sectors of the Victorian economy that directly contribute to climate change adaptation and mitigation and include, but not limited to:
 - renewable energy (such as solar, wind, hydroelectricity, bioenergy and green hydrogen), energy efficiency and demand management, energy transmission and storage technologies;
 - the use of circular economy practices (particularly in material usage and material efficiency including waste management);
 - other zero emission economic activity (e.g. transport and agriculture); and
 - other climate change adaptation and mitigation activity (e.g. carbon capture and storage, hydrogen).
- Key sectors of the Victorian economy impacted by climate change and the transition towards a clean economy such as construction, manufacturing, agriculture, forestry, food and fibre, tourism.
- Key sectors of the Victorian economy that will be drivers of the transition towards a clean economy and in addressing climate change (e.g. design and innovation).

Figure 1: Framing the Clean Economy

	Renewable Energy			Circular Economy			Climate Change Mitigation & Adaptation		
Sectors	Agriculture	Construction & Infrastructure	Hospitality	Design, Fashion and textiles	Renewable Energy & Energy Efficiency	Land Use and Emergency Management	Manufacturing & Remanufacturing	Transport	Building Design & Management
Themes	Social Inclusion	Youth and Career Pathways	Regional, Rural and place-based	Innovation and R&D	Small Business	Trades	Legislation and Regulation		

Eligibility

Applications are considered from a range of organisations including TAFE and Registered Training Organisations (RTOs), industry, employers, unions, peak bodies and industry associations.

There are two potential roles an organisation may have in a CEWCBF project – lead or partner. Conditions may apply. Please refer to Appendix 1 of these guidelines, or the CEWCBF [website](#).

Applicants can only submit **one application** to the Fund.

What does the CEWCBF program fund?

Funding of up to \$1 million is available for collaboration between industry and training providers to deliver innovation in clean economy training and workforce development. Funding can be used for:

- New training, products and methods**
Innovation in course development, product design and training delivery, supporting training and TAFE system improvements that deliver clean economy workforce skills.
- Workforce training and skills development**
Improving accessibility, relevance and delivery of clean economy workforce skills to support business productivity and learner employability.
- Clean Economy sectors**
Design of skills development approaches for new and emerging clean economy sectors that will develop the skills needed by industry to deliver on the Victorian Government’s commitment to decarbonise the economy and achieve net zero emissions by 2050.

CEWCBF is an innovation fund. The Department is open to project activities that may be funded under the three categories of the program as described above.

Innovation in CEWCBF is defined as change that adds value, and contributes to clean economy workforce skills development, through:

- introducing new or diverse concepts, models, services and products
- disrupting, challenging, and advancing existing practices for our future clean economy workforces
- enriching the learner experience.

Project activities that will be considered for grant funding under the CEWCBF program must have a focus on clean economy workforce skills development (see the definition and Figure 1 above), and include:

- innovative delivery models
- enterprise delivery models
- innovative learning models
- innovative approaches to development of course material, class resources and curriculum
- new sectors and/or learner cohorts entering the training and TAFE system
- other innovative approaches to skills development
- other innovation in new training programs and methods
- new training or related technologies
- new or revised accredited training products
- training pilots.

Project activities that will **NOT** be considered for grant funding under the CEWCBF program include:

- ongoing funding
- existing initiatives
- ongoing training delivery
- business as usual activity
- travel and accommodation
- capital works
- research.

Duration

Funded projects are expected to be completed within 18 months of a grant being awarded, so on or before 31 December 2023.

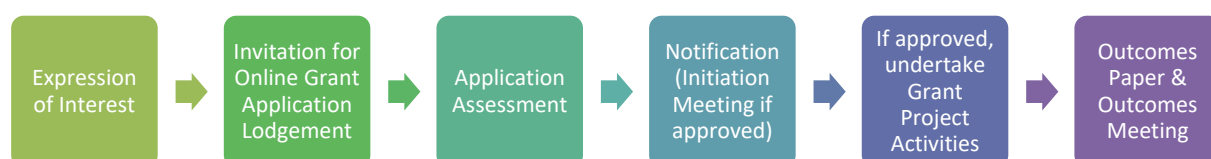
Key dates

Expressions of Interest (EOI) open on **Monday, 25 October 2021**.

EOIs must be completed and submitted before **Midnight, Friday, 19 November 2021**.

Those invited to submit a full application online, must complete this by Midnight, Friday, 3 December 2021.

Applying for a CEWCBF Grant



Expression of Interest (EOI) Lodgement

1. As a first step you need to complete an [EOI](#).
2. The Department encourages early submission of EOIs to allow those invited to proceed to a full application, to have ample time to complete their applications.
3. Lodge your EOI as soon as possible at this [link](#).
4. A representative from the Department may contact you within 5 (five) business days to discuss your proposal and suitability for the fund.
5. If your EOI is deemed eligible, you will be **invited** to complete a full application, and a link to the online application form will be sent to you.
6. EOIs open on **Monday, 25 October 2021** and close **Midnight, Friday, 19 November 2021**.

Online Grant Application Lodgement

7. If you have been **invited** to prepare a full application, please complete the online Fund application in the link that has been sent to you.
8. On submission of your online application, you will receive an automated response to acknowledge receipt of your application.
9. **Online Applications must be completed and submitted by Midnight, Friday, 3 December 2021.**
10. If you have questions while completing your application, please contact:
clean.economy.workforce.fund@education.vic.gov.au

Application Assessment

11. The Department will review and undertake an initial assessment of your application, and you may receive requests for further information.
12. Applications will be assessed by the Department's CEWCBF Review Panel.

Notification

13. Notification of the outcome of your application will be a minimum of 30 working days from the date of your submission.
14. Once the Department's Delegate decides on the outcome of your application, you will be notified.
15. If you are successful, you will receive an electronic draft Common Funding Agreement (CFA). You will also be required to attend a Grant Funding Initiation Meeting and complete Project Initiation Planning documents.

Grant Project Delivery and Next Steps

16. Regular progress reports and lodgement of an Evaluation Report are required in accordance with the dates set out in the CFA.
17. On completion of the project, you are required to attend a Project Outcomes Meeting to discuss sustainability of the project and next steps.

What are the assessment criteria for CEWCBF grant applications?

Applications for grant funding will be assessed against the eligibility and assessment criteria.

1. Clean Economy Workforce Skills Impact and Innovation - 45%
2. Governance - 10%
3. Partnerships – 10%
4. Capability and Capacity – 25%
5. Sustainability, transferability, and sharing of best practice – 10%

The Department will also consider the geographic spread, mix of project types and sizes, and clean economy sectors covered by grants funded under CEWCBF.

The Department reserves the right to consult with other Victorian Government organisations to ensure applications do not duplicate existing programs and/or funding and other investments made in the clean economy sector.

If the Department receives an application that has the potential to duplicate an existing submission or project, the Department may recommend that applicants collaborate on the project/idea to obtain the best outcome for the project.

The Department may seek further information, clarification or evidence as required.

CEWCBF Grant Assessment Criteria Checklist

Background and context

<p>What is the current Clean Economy workforce skills challenge / opportunity your project addresses?</p> <p>What consultation have you undertaken in the development of the project to ensure it will deliver on the expected outcomes?</p> <p>Have you had facilitation support from the Department?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Include a statement that explains the nature and impact of the Clean Economy workforce skills challenge / opportunity your project will address. <input type="checkbox"/> Reference the relevant Victorian Government Clean Economy commitments related specifically to the challenge your project is responding to. <input type="checkbox"/> Evidence should include relevant references/ citations. <input type="checkbox"/> Evidence needs to include explanation of any trends, barriers and previously tested solutions. <p>Provide evidence of consultation with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> industry including businesses, relevant unions, peak bodies etc. <input type="checkbox"/> TAFE and training system, including public and private registered training organisations. <input type="checkbox"/> relevant government departments and agencies (for example, the Department of Jobs, Precincts and Regions; Department of Environment, Land, Water and Planning; Sustainability Victoria; Solar Victoria; etc). <ul style="list-style-type: none"> <input type="checkbox"/> If yes, include a statement that explains the extent and nature of this support.
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Grant Criteria 1: Clean Economy Workforce Skills Impact and Innovation - 45%

	Criteria questions	Checklist of information to include
1.1	<p>What is your project/idea? How does your project respond to the Clean Economy workforce skills challenge / opportunity?</p> <p>What is the scope of your project? Clearly define the objectives and proposed outcomes.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Include a statement that explains how your project idea responds to the challenge/opportunity you have identified in the 'Background and context' above <input type="checkbox"/> Outline the scope of your project including objectives and proposed outcomes with reference to the overall objectives and intended outcomes of CEWCBF. Refer Guidelines for CEWCBF Grant Funding.
1.2	<p>How is your project innovative? What evidence do you have to support that it is innovative?</p> <p>Of the range of potential Clean Economy workforce skills solutions, why would your project be the most suitable choice? Provide a statement that compares your response to other potential options/solutions. If you believe there are no alternatives, provide evidence to support this.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Describe how your project is innovative and provide evidence to support this. Evidence should include relevant references, citations, of reports, papers studies, etc. <input type="checkbox"/> Provide a rationale as to why your proposed project is the most suitable Clean Economy workforce skills solution with reference to other possible options/solutions. <input type="checkbox"/> Describe how your project differs from work that has previously been undertaken, clearly articulating what makes it innovative. <input type="checkbox"/> How does your project differ from normal business development activities?

Grant Criteria 2: Governance - 10%

Criteria questions		Checklist of information to include
2.1	What is the governance framework/structure for your project?	<input type="checkbox"/> Provide a rationale for the chosen governance framework/structure for your project. <input type="checkbox"/> Ensure that your project structure is eligible (refer to <i>Who can apply for CEWCBF funding?</i> on the CEWCBF internet portal)
2.2	What are the roles and responsibilities of all partners in your governance structure?	<input type="checkbox"/> Explain the relevance, commitment, roles and responsibilities of all partners in your governance structure. <input type="checkbox"/> How will your partnership arrangements benefit and strengthen your project governance? <input type="checkbox"/> Provide Memorandums of Understanding
2.3	How are you going to measure the impact of your project?	<input type="checkbox"/> Explain the economic and/or social impact and value of your project by completing the relevant sections in the Evaluation Plan template

Grant Criteria 3: Partnerships – 10%

Criteria questions		Checklist of information to include
3.1	Who are your project partners? What are the roles and responsibilities of all partners and key stakeholders (if applicable) in the delivery of your project?	<input type="checkbox"/> Explain the relevance, commitment, roles and responsibilities of all partners/ and key stakeholders in the delivery of your project. <input type="checkbox"/> Explain how your project partners are engaged in the Clean Economy space in Victoria & / or in the delivery / uplift of workforce skills to support a defined Clean Economy workforce. <input type="checkbox"/> Explain how your partnership arrangements benefit and strengthen your project delivery. The explanation may capture alignment with strategic direction, compacts, expertise in area etc.

Grant Criteria 4: Capability and Capacity – 25%

Criteria questions		Checklist of information to include
4.1	What is the timeline of the project	<input type="checkbox"/> Complete the Project on Page outlining major activities/deliverables
4.2	Describe your capability / capacity to manage the project, the project partnership/s and project risks?	<input type="checkbox"/> Explain how the project will be managed by completing the Project on a Page template. <input type="checkbox"/> Ensure that all sections of the Project on a Page are complete including the timeframe for recruiting staff to undertake the project if this is required. <input type="checkbox"/> NOTE: If an application is approved a detailed Project Initiation Plan is a requirement/deliverable of the first milestone of the Common Funding Agreement.
4.2	What is your project budget?	<input type="checkbox"/> Complete the Grant Budget Template <input type="checkbox"/> Ensure that all sections of the Grant Budget Template are complete

Grant Criteria 5: Sustainability, Transferability, and Sharing Best Practice – 10%

Criteria questions		Checklist of information to include
5.1	Describe how you plan for this project to remain sustainable without continued CEWCBF funding	<input type="checkbox"/> Provide evidence that consideration has been given to how the activities could continue and be sustainable post project and funding.

Criteria questions		Checklist of information to include
5.2	Describe how the outcomes of the project could be scaled up or mainstreamed within the training and TAFE system	<input type="checkbox"/> Explain how the project offers the ability to transfer, scale up and / or mainstream new learnings and outcomes for the training and TAFE system
5.3	Describe how you will share the lessons learnt from the project with the training and TAFE system, industry and government to improve knowledge and understanding of best practice in clean economy workforce skills development	<input type="checkbox"/> Explain how the project provides new learnings for the training and TAFE system, industry and the government for clean economy workforce skills development <input type="checkbox"/> Explain how you will share this information

Appendix 1

Who can apply?

Applicant Eligibility Requirement		Eligibility	
		Lead	Partner
TRAINING PROVIDER			
Skills First Contract holders including	TAFEs, dual sector (vocational arm only), Learn Locals and Registered Training Providers delivering in Victoria	✓	✓
Training providers without a Skills First Contract	Learn Locals with ACFE Board Registration and Registered Training Providers registered with the Australian Skills Quality Authority or the Victorian Registration and Qualifications authority delivering in Victoria	X	✓
INDUSTRY			
Union, Peak Body and Industry Association	Current operation and member interests in Victoria ¹ Related to the clean economy local industry/ sector identified	✓	✓
Individual business	Have an Australian Business Number (ABN); and Registered for Goods and Services Tax (GST); and Have main operations in Victoria; and Related to the clean economy local industry/ sector identified	✓ Conditional ²	✓
OTHER			
Tertiary education providers	Victorian based universities including the tertiary arm of dual sectors.	X	✓
Local Government	Provide goods and services to local community members in the clean economy sector identified	✓ Conditional ³	✓
Regional Body	Formal alliance of government, business and community representatives working together to address local clean economy issues	✓ Conditional ⁴	✓
State Government	N/A	X	✓

¹ Where a Union, Industry Association or Peak Body is the lead or partner, there is a requirement to have a minimum of one financial employer group on the projects' steering committee.

² Individual businesses (including not-for-profit organisations) able to demonstrate ongoing trading in Victoria for at least three consecutive years can be a Project lead. In addition, those not-for-profit organisations that have an ABN but are not registered for GST can also be a Project Lead.

³ Local Government (service delivery arm only) is eligible to be the lead. Where the service delivery arm of Local Government is the lead, the partnership may be required to include additional industry representation.

⁴ Where a Regional Body is the lead the partnership must include at least one Victorian TAFE Institute.