

# Workforce Training and Innovation Fund (WTIF)

## Application Guidelines

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### What is WTIF?

The Workforce Training Innovation Fund (WTIF) is a targeted, *Skills First* funding stream. WTIF creates opportunities for the joint exploration of new ideas and solutions to enhance workplace productivity.

Innovative thinking and approaches will allow industry and training providers to challenge existing practices in skills development, training methods and product design. This will result in the improved relevance of training for students, generate outcomes for employees and industry and support economic growth.

A key focus of WTIF is strengthening partnerships between industry and the training and TAFE system to better respond and adapt training courses and materials for existing, new and emerging industries and the Victorian Government priority sectors found [here](#).

The fund will improve the flexibility and responsiveness of the training and TAFE system to strengthen the relevance of training to industry and workforce needs; ensuring students develop the high-quality skills that are crucial to industry and Victoria's economic recovery.

### Objectives

- Improve the efficiency, flexibility and responsiveness of the training and TAFE system in meeting industry skill needs and business training requirements
- Encourage partnerships between industry bodies, businesses, TAFEs and training organisations to improve workforce productivity through innovative training programs and modes of delivery
- Build industry productivity and contributing to broader social and economic gains in Government priority sectors
- Build new insights and evidence to support the design, adoption and implementation of sustainable innovation across the wider training and TAFE system.

### Outcomes

- The training and TAFE system delivers high-quality skills training that is relevant and responsive to evolving industry needs and business training requirements
- Workforce training innovation is achieved through sustainable collaboration between training providers and industry
- Workforces are equipped with the skills needed for identified priority sectors and industry productivity is improved through collaboration with the training and TAFE system
- The training and TAFE system is equipped with the evidence, knowledge and support to drive innovation and realise the Education State Agenda.

### Eligibility

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

There are two potential roles an organisation may have in a WTIF project – lead or partner. Conditions may apply. Refer to Appendix 1 or the WTIF website [here](#)

### What does the WTIF program fund?

Funding up to \$5 million across four categories is available for collaboration between industry and training providers to deliver innovation in training, workforce development and applied research. 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 drive social, economic and global success.

- **Applied research**

Research solving 'real world' industry and business productivity challenges and the study of innovation in training design and delivery and product development.

- **Workforce training and skills development**

Improving accessibility, relevance and delivery of workplace skills to support business productivity and learner employability.

- **Priority sectors**

Design of skills development approaches for new and emerging industries, key priority growth industries, and the Victorian Government priority sectors.

WTIF is an innovation fund and therefore the Department is open to a wide range of project activities that may be funded under the four categories of the program as described above.

Innovation in WTIF is defined as change that adds value, transforming the lives of Victorians and drives economic growth, through:

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

However, project activities that generally will **NOT** be considered for grant funding under the WTIF program include:

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

## Duration

Funded projects are expected to be completed within 24 months of a grant being awarded.

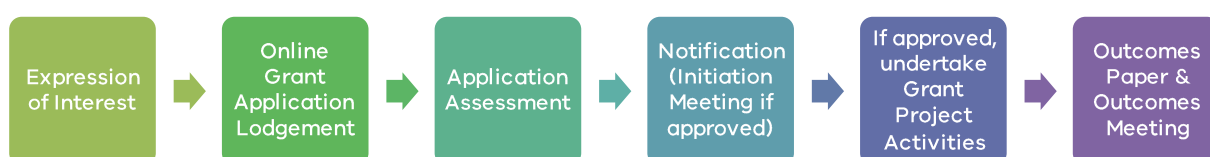
## Key dates

Expressions of Interest (EOI) open on **Monday, 16 August 2021**.

EOI's must be completed and submitted before COB **Friday, 1 October 2021**.

**Online Applications must be completed by COB 1 October 2021.**

## Applying for a WTIF Grant



## Expression of Interest (EOI)

1. When a WTIF funding round is open, you need to prepare an EOI as a first step.
2. Lodge your interest in developing a Grant funding application by completing the [EOI form](#) and emailing the completed form to [wtif@education.vic.gov.au](mailto:wtif@education.vic.gov.au)
3. A representative from the Department may contact you within 5 (five) business days to discuss your proposal and suitability for the fund.
4. Should the EOI be deemed appropriate, **a link to the online Grant application form will be sent to you.**
5. Note: Applications will only be assessed during WTIF Funding Round periods.
6. Round One opens **16 August 2021** and closes (COB) **1 October 2021**
7. EOIs received **after COB 1 October 2021** will be considered in Round Two: **February 2022**

## Online Grant Application Lodgement

8. Complete the online WTIF Funding application form and submit to the Department's online portal.
9. On submission of your online form, you will receive an automated response to acknowledge receipt of your application.
10. You will be contacted by a Department representative who will be available to provide advice during the development of your application as required.
11. **Online Applications must be completed by COB 1 October 2021.**

## Application Assessment

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

## Notification

14. Notification of the outcome of your application will be a minimum of 30 working days from the date of your submission.
15. Once the Department's Delegate decides on the outcome of your application, you will be notified.
16. 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.

## Grant Project Delivery and Next Steps

17. Regular progress reports and lodgement of an Evaluation Report are required in accordance with the dates set out in the CFA.
18. 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 WTIF grant applications?

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

1. Innovation– 35%
2. Governance - 10%
3. Evaluation – 20%
4. Capability and Capacity – 25%
5. Sustainability and Sharing Best Practice– 10%

The Department will also consider the geographic spread, mix of project types and sizes, and sectors covered of grants already funded under WTIF.

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.

## WTIF Grant Assessment Criteria Checklist

### Background and context

	<p>What is the current situation/opportunity that your project responds to?</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"> <li><input type="checkbox"/> Include a statement that explains the nature and scale of the problem.</li> <li><input type="checkbox"/> Evidence should include relevant references/ citations.</li> <li><input type="checkbox"/> Evidence needs to include explanation of any trends, barriers and previously tested solutions.</li> </ul> <p>Provide evidence of consultation with:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> industry including businesses, relevant unions, peak bodies etc.</li> <li><input type="checkbox"/> TAFE and training system, including public and private registered training organisations.</li> <li><input type="checkbox"/> relevant Government departments</li> <li><input type="checkbox"/> If yes, include a statement that explains the extent and nature of this support.</li> </ul>
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### Grant Criteria 1: Innovation – 35%

Criteria questions		Checklist of information to include
1.1	<p>What is your project/idea? How does your project respond to the problem/opportunity?</p> <p>What is the scope of your project? Clearly define the objectives and proposed outcomes.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Include a statement that explains how your project idea responds to the problem/opportunity you have identified in 1.1</li> <li><input type="checkbox"/> Outline the scope of your project including objectives and proposed outcomes with reference to the overall objectives and intended outcomes of WTIF. Refer Guidelines for WTIF Grant Funding.</li> </ul>
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 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"> <li><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.</li> <li><input type="checkbox"/> Provide a rationale as to why your proposed project is the most suitable solution with reference to other possible options/solutions.</li> <li><input type="checkbox"/> Describe how your project differs from work that has previously been undertaken, clearly articulating what makes it innovative.</li> <li><input type="checkbox"/> How does your project differ from normal business development activities?</li> </ul>

### Grant Criteria 2: Governance - 10%

Criteria questions		Checklist of information to include
2.1	<p>What is the governance framework/structure for your project?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a rationale for the chosen governance framework/structure for your project.</li> <li><input type="checkbox"/> Ensure that your project structure is eligible (refer to <i>Who can apply for WTIF funding?</i> on the WTIF internet portal)</li> </ul>

Criteria questions		Checklist of information to include
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? Explanation may capture alignment with strategic direction, compacts, expertise in area etc. <input type="checkbox"/> Provide Memorandums of Understanding

### Grant Criteria 3: Evaluation – 20%

Criteria questions		Checklist of information to include
3.1	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 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 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 WTIF funding	<input type="checkbox"/> Provide evidence that consideration has been given to how the activities could continue and be sustainable post project and funding.
5.2	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	<input type="checkbox"/> Explain how the project provides new learnings for the training and TAFE system, industry and the government <input type="checkbox"/> Explain how you will share this information

## Appendix 1

### Who can apply

Applicant Eligibility Requirement		Eligibility	
		Lead	Partner
<b>TRAINING PROVIDER</b>			
Skills First Contract holders including	TAFEs, dual sector (vocational arm only), Learn Locals and Registered Training Providers delivering in Victoria	✓	✓
Training providers <b>without</b> 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	✓
<b>INDUSTRY</b>			
Union, Peak Body and Industry Association	Current operation and member interests in Victoria <sup>1</sup> Related to the local industry/ sector	✓	✓
Individual business	Have an Australian Business Number (ABN); and Registered for Goods and Services Tax (GST); and Have main operations in Victoria	✓ Conditional <sup>2</sup>	✓
<b>OTHER</b>			
Tertiary education providers	Victorian based universities including the tertiary arm of dual sectors.	X	✓
Research centres and other academic institutes	Currently deliver research and other academic activity in Victoria	X	✓
Local Government	Provide goods and services to local community members	✓ Conditional <sup>3</sup>	✓
Regional Body	Formal alliance of government, business and community representatives working together to address local issues	✓ Conditional <sup>4</sup>	✓
State Government	N/A	X	✓

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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.

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