TRAINING DELIVERY SUPPORT GRANT
2021 GUIDELINES FOR PURCHASING

**Introduction and Eligibility of Funds available**

The Training Delivery Support Grant (TDSG) provides funds to Learn Local providers, AMES Australia and CAE, that are contracted to deliver pre-accredited training. The purpose of this grant is to support the purchase of equipment and resources to facilitate the delivery and reporting of quality programs and services to learners experiencing educational disadvantage. An annual grant of $5,500.00 (excluding GST) will be paid to providers that have a contract with the ACFE Board to deliver government subsidised pre-accredited training in 2021.

**Use of Grant**

**Funds can be used** to buy (or contribute to buying) equipment and essential resources that improve delivery and reporting of pre-accredited training. This includes items such as:

* AVETMISS-compliant Student Management System (SMS) and training in its use
* Required software
* Classroom IT equipment – touch screen monitors, laptops, netbooks, tablets (e.g. iPad), headsets for conferencing, interactive whiteboards, printers or scanners
* Audio equipment, digital cameras
* Adaptive technologies or software for use by people with disabilities
* Pre-accredited course promotion materials e.g. website development, brochures

**Funds cannot be used** to pay for day-to-day operating expenses such as wages, travel, office supplies and stationery, furniture and fittings or repairs and maintenance.

**Conditions**

* TDSG funds will be released once a Training Delivery Support Grant Purchase Plan has been approved by your Regional Manager. Please return the Purchase Plan to your Regional Manager.
* TDSG funds must be fully spent by 31 December 2021**.** 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 and your organisation is the legal owner of those goods.
* You are responsible for payment of all equipment costs that exceed the TDSG for your organisation.

**Contact details**

If you wish to check whether a proposed purchase meets the conditions, please contact your regional office. Contact details are available on the Department of Education and Training’s website, see: [Regions](https://www.education.vic.gov.au/about/department/structure/Pages/regions.aspx)