

# Workforce Training Innovation Fund (WTIF) Guidelines to Grant Funding

## 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 in [this link](#).

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.

## 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.
- The training and TAFE system is equipped with the evidence, knowledge and support to drive innovation and realise the Education State Agenda.

## INNOVATION

### Definition:

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; that disrupts, challenges, and advances existing practices for our future workforces, and enriches the learner experience.

### Types:

#### Incremental

Minor changes to existing services, products, concepts and/or models that have significant impacts.

#### Radical

Major changes to existing/ or creates new services, products, concepts and/or models that have significant impacts.

#### Systemic

Major new creations that have significant and far-reaching impacts.

## 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

## FUNDING TYPES

Two types of funding are available across four categories. Applicants can elect to apply for seed funding in advance of grant funding or directly apply for grant funding. For more information, visit [this link](#).

### SEED FUNDING

Funding up to \$50,000 for a project idea that is responding to an identified and defined problem and requires 'seeding activity' (*duration of up to four (4) months*) to support the preparation of a complete application for grant funding.

### GRANT FUNDING

Funding up to \$5 million for collaboration between industry and training providers to deliver innovation in training, workforce development and applied research (*duration of up to two (2) years*).

# What does the WTIF program fund?

## WTIF CATEGORIES

Project activities across four categories:

### *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 GRANT FUNDING

Project activities that will be considered for grant funding under the WTIF program include:

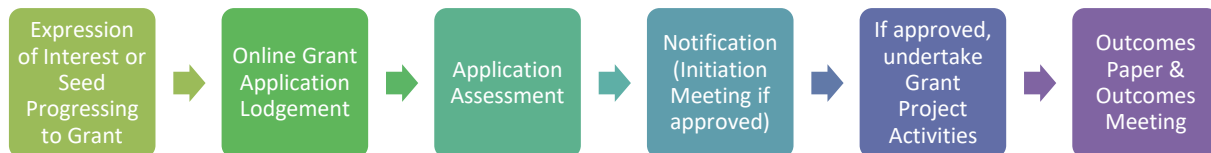
- Innovative delivery models
- Enterprise delivery models
- Innovative learning models
- Innovative approaches to development of course material, class resources and curriculum
- New sectors and/or learner cohorts entering the training and TAFE system
- System level change
- Other innovative approaches to skills development
- Other innovation in new training programs and methods
- Research
- New training or related technologies
- New or revised accredited training product
- New asset projects, redevelopments and refurbishments
- Training pilot

Project activities that will generally, not be considered for grant funding under the WTIF program include:

- Ongoing funding
- Existing initiatives
- Construction/capital works
- Ongoing training delivery
- Business as usual activity, Inc. business development activity
- Travel and accommodation

# How do you apply for WTIF Grant funding?

## WTIF GRANT FUNDING APPLICATION PROCESS



## WTIF FUNDING ROUNDS

1. When a WTIF funding round is open, submit your Expression of Interest.
2. Expression of Interest - Lodge your interest in developing a Grant funding application [here](#). Include in your email primary contact, partnership members, organisation details, phone number, address and a four-line statement of your Grant funding idea.
3. A Principal Regional Advisor (PRA) from the Department will contact you within 5 (five) business days to discuss your proposed application and suitability for the fund.
4. Should your Expression of Interest be deemed appropriate, the PRA will send you a link to an online Grant Funding application form.
- OR**
5. Seed progressing to Grant - Submit WTIF Grant application directly following completion of seed project. Applications will only be assessed during WTIF Funding Round periods.

## ONLINE GRANT APPLICATION LODGEMENT

6. Complete the online WTIF Funding application form and submit to the Department's online portal.
7. On submission of your online form, you will receive an automated response to acknowledge receipt of your application.
8. PRAs are available to provide advice during the development of applications for grant funding.

## APPLICATION ASSESSMENT

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

## NOTIFICATION

11. Notification of the outcome of your application will be a minimum of 20 working days from the date of your submission.
12. Once the Department's Delegate has made a decision on the outcome of your application, you will be formally notified of the outcome through a letter from the Department.
13. Should you be successful, you will receive a draft Common Funding Agreement (CFA). You will also be required to attend a Grant Funding Initiation Meeting.
14. PRA advice will be available throughout the life of your Grant Funding project.

## GRANT PROJECT DELIVERY & NEXT STEPS

15. Quarterly Progress Reports and lodgement of an Evaluation Report are required in accordance with the dates set out in the CFA, and you are required to attend a Project Closure Meeting to discuss the next steps.

# What is the assessment criteria for WTIF grant applications?

## WTIF GRANT ASSESSMENT CRITERIA

Applications will be assessed against the following criteria:

1. Innovation– 35%
2. Governance - 20%
3. Evaluation Plan – 25%
4. Capability and Capacity – 15%
5. Sharing Best Practice– 5%

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

In the event that 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.

Applications for grant funding will be assessed against the eligibility and assessment criteria. The Department may seek further information, clarification or evidence as required.

## WTIF GRANT ASSESSMENT CRITERIA CHECKLIST

### Grant Criteria 1: Innovation

CRITERIA QUESTIONS		CHECKLIST OF INFORMATION TO INCLUDE
1.1	What is the current situation/problem that your project responds to?	<input type="checkbox"/> Include a statement that explains the nature and scale of the problem. <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.
1.2	<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> <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>	<input type="checkbox"/> Include a statement that explains how your project idea responds to the problem/opportunity you have identified in 1.1 <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. <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 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?
1.3	What consultation have you undertaken in the development of the project to ensure it does not duplicate funding or efforts and/ or overlap current/ existing activity?	<input type="checkbox"/> Provide evidence of consultation with: <ul style="list-style-type: none"> <li>○ Industry, including business, relevant Unions, Associations and Peak Bodies</li> <li>○ training and TAFE Sector, including public and private providers, or relevant vocational education and training (VET) registration bodies</li> <li>○ relevant government departments (for example, the Department of Jobs, Precincts and Regions).</li> </ul>

### Grant Criteria 2: Governance

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 WTIF funding?</i> on the WTIF internet portal)
2.2	What are the roles and responsibilities of all partners and key stakeholders (if applicable) in your governance structure?	<input type="checkbox"/> Explain the relevance, commitment, roles and responsibilities of all partners/ and key stakeholders 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.

### Grant Criteria 3: Evaluation

CRITERIA QUESTIONS		CHECKLIST OF INFORMATION TO INCLUDE
3.1	What is the economic and/or social impact and value of your project?	<input type="checkbox"/> Explain the economic and/or social impact and value of your project by completing the Evaluation and Return on Investment Template. <input type="checkbox"/> Ensure that all sections of the Evaluation and Return on Investment Template are complete.
3.2	How are you going to measure the economic and/ or social impact of your project?	<input type="checkbox"/> Explain how the project, taken as a whole, will be evaluated, including the measures of success and outcomes by completing the Evaluation Plan Template. <input type="checkbox"/> Ensure that all sections of the Evaluation Plan are complete.

### Grant Criteria 4: Capability and Capacity

CRITERIA QUESTIONS		CHECKLIST OF INFORMATION TO INCLUDE
4.1	What is 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 Implementation Plan template. <input type="checkbox"/> Ensure that all sections of the Project Implementation Plan are complete
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: Sharing Best Practice

CRITERIA QUESTIONS		CHECKLIST OF INFORMATION TO INCLUDE
5.1	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.