

Skilling Queenslanders for Work

# Community Foundation Skills

## What is Community Foundation Skills?

Community Foundation Skills is one of eight programs that make up the Queensland Government's successful *Skilling Queenslanders for Work* initiative. The initiative has become permanent with \$80 million each year ongoing to support up to 15,000 Queenslanders into work.

In 2022-23, up to \$5 million in funding is available through Community Foundation Skills to assist up to 1400 disadvantaged Queenslanders with low level language, literacy, numeracy and digital (LLND) skills develop the foundation skills required to pursue their career aspirations and support transitions to further training, employment or improved job roles.

Community Foundation Skills is administered by the Department of Employment, Small Business and Training (DESBT).

## What are Foundation Skills?

Foundation skills are fundamental skills that support participation in the workplace, community and adult education and training. They are a broad set of enabling skills on a continuum from basic to highly proficient that includes LLND and employability skills. More information is available in the Community Foundation Skills Guidelines for funding 2022-23.

## Who does it support?

Community Foundation Skills primarily targets Queensland residents who either:

- are ineligible for Australian Government employment services or assistance
- require complementary services because they have significant barriers to learning and employment
- have accessed Australian Government services for more than six months and remain unemployed.

Eligible participants must also have Australian Core Skills Framework (ACSF) level 1 or 2 foundation skills and be seeking to expand their career aspirations by

entering vocational education and training (VET) or the workforce.

## Who can apply for funding?

Non-profit community-based organisations, registered for GST, are eligible for funding.

Applicant organisations must have experience in delivering foundation skills support to the specific cohort in the location for which they are applying.

If the Foundation Skills Training Package is to be offered to participants, the training and assessment services component of the funded project must be delivered by a registered training organisation (RTO) that has Queensland Government Skills Assure supplier ([SAS](#)) status.

If an applicant organisation is not a SAS, they will need to partner with one for the project. To search for RTOs with SAS status, visit the [Queensland Skills Gateway](#).

Applicant organisations can also offer stand-alone non-accredited foundation skills preparatory courses on projects. DESBT acknowledges that non-accredited training, mentoring and support can also be highly effective in developing enabling level foundation skills, particularly for those marginalised from the more formal education system.

## What is funded?

Community Foundation Skills funds organisations to deliver customised foundation skills training to people with low level LLND skills.

Participants under Community Foundation Skills can be enrolled in nationally recognised foundation skills qualifications, or appropriate non-accredited foundation skills preparatory courses that provide an essential pathway to further education and work.

Community Foundation Skills will fund the tailored support that must accompany the delivery of training within a community-based setting, as well as the student co-contribution fees.

Training and assessment services under Community Foundation Skills are funded under the [Certificate 3 Guarantee](#).

Non-accredited foundation skills training is funded on a fee-for-service basis under this program.

## Training and support plans

A foundation skills training plan is to be developed with each participant before the commencement of any training. The plan must be developed based on an upfront foundation skills assessment to identify their current foundation skills capability.

## What level of funding is available?

The funding available is for a maximum 12 month term. The level of funding is dependent on the type of project and nature of the training and assistance to be provided, as well as the number of participants targeted by the project.

## What is the application process?

Funding for Community Foundation Skills is available through an open and transparent application process.

There are two funding rounds each financial year.

Details of the opening and closing dates for funding rounds, as well as program guidelines and online application details, can be found at [training.qld.gov.au/communityfoundationskills](http://training.qld.gov.au/communityfoundationskills).

Applicant organisations are encouraged to contact their local DESBT regional office to discuss their project proposals.

## How are applications assessed?

Applications are assessed against set assessment criteria, including the applicant organisation's capacity to manage the proposed project, and the extent to which the project will service community needs. Information on the assessment criteria is available in the Community Foundation Skills Guidelines for funding 2022-23.

Applications will be assessed by locally-based SQW Advisory Committees, comprising of representatives from the community, industry, government and unions.

## What can project funds be used for?

Project funds can only be expended on costs directly associated with the delivery of the project. More information is available in the Community Foundation Skills Guidelines for funding 2022-23.

## Ineligible costs

Some costs such as the purchase of assets, interstate travel and recurrent organisation costs are not eligible for funding under the program. More information is available in the Community Foundation Skills Guidelines for funding 2022-23.

## What outcomes are expected?

Funded organisations will be required to identify what employment, further education and/or training targets will be achieved throughout the project.

Success will also be measured by pre and post foundation skills assessment for participants benchmarked against the Australian Core Skills Framework (ACSF) and the Core Skills for Work developmental framework (CSfW).

It is expected that Community Foundation Skills providers will design services to provide a continuum of support to participants across all learning and work pathways so they can achieve their learning goals and transition to work or further education.

## What are the funding conditions?

Successful applicants must enter into a formal services agreement with DESBT, which will include standard key performance indicators.

A copy of the services agreement, which is performance based and outlines the standard terms and conditions of funding, can be found at [training.qld.gov.au/communityfoundationskills](http://training.qld.gov.au/communityfoundationskills).

All projects must be fully acquitted after completion and any unexpended or surplus funds returned to DESBT.

## More information

For more information about Community Foundation Skills:

Phone: 1300 369 935

Email: [training@desbt.qld.gov.au](mailto:training@desbt.qld.gov.au)

Visit: [training.qld.gov.au/communityfoundationskills](http://training.qld.gov.au/communityfoundationskills)