

Skilling Queenslanders for Work

Ready for Work

What is Ready for Work?

Ready for Work 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 2021-22, up to \$4 million in funding is available to assist up to 5000 disadvantaged job seekers to get ready for work.

The program assists disadvantaged Queenslanders to transition into the workforce by providing them with the practical skills they need to successfully find work. Ready for Work is a short program (up to 6–8 weeks duration) targeting job seekers that lack the skills and/or knowledge to find employment.

The program will continue to support young people but is also being expanded to target older job seekers who may benefit from specific job preparation and employment activities to get back to work sooner.

Ready for Work is administered by the Department of Employment, Small Business and Training (DESBT).

Who does it support?

Ready for Work primarily targets Queensland residents who identify with any of the following circumstances:

- 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.

Participants with very low foundation skills, for example, literacy and numeracy, should be referred to other *Skilling Queenslanders for Work* training projects that focus on the delivery of foundation skills courses and qualifications.

Who can apply for funding?

Community-based not-for-profit organisations and school Parents and Citizens' and Parents and Friends' associations are eligible for funding. Applicant organisations must be registered for GST.

Where required, applicants can partner with other organisations that specialise in providing job search assistance to help deliver the Ready for Work project.

Applicant organisations must be able to demonstrate a commitment to access and equity principles, as well as an ability to provide appropriate support services to participants.

What is funded?

Ready for Work will provide job search assistance and training, including:

- resume preparation and writing
- job interview skills
- job search advice, including where to look for work, how to apply for work, and understanding employer expectations
- networking opportunities with local businesses and employers to share their experiences and industry knowledge
- employability skills, such as communication in the workplace, working in a team, problem solving, planning and organising, and self-management.

The delivery of projects should be tailored to participants' circumstances.

What level of funding is available?

The funding available is for a maximum 12 month term, based on rolling intakes of part-time duration for 6–8 weeks (or full-time equivalent) in a variety of locations.

What is the application process?

Funding for Ready for Work is available through an open and transparent application process.

One funding round is available in 2021-22.

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/readyforwork.

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 and industry needs. Information on the assessment criteria is available in the Ready for Work Guidelines for funding 2021-22.

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 Ready for Work Guidelines for funding 2021-22.

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 Ready for Work Guidelines for funding 2021-22.

What outcomes are expected?

Funded organisations will provide participants with skills and knowledge to enable them to successfully seek employment.

Ready for Work has standard key performance indicators which organisations are expected to meet or exceed on employment outcomes.

It is expected that funded organisations will work with local businesses and employers to develop employment links/pathways for program participants, and that local businesses and employers will share their experiences and knowledge with program participants.

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/readyforwork.

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

More information

For more information about Ready for Work:

Phone: 1300 369 935

Email: training@desbt.qld.gov.au

Visit: training.qld.gov.au/readyforwork