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**Micro-credentialing Program 2024 (Round 3)**

Application Form

**PLEASE NOTE: This document is not the official application form and will not be accepted by the department.**

**You cannot partially complete your application in JIRA, save it and go back to it later. For this reason, we have provided a list of the application questions in this document to help you prepare the content for your application before you officially submit it in JIRA.**

## ORGANISATION DETAILS

1. **Organisation Details**
* Legal name of organisation
* Trading name of organisation
* Australian Business Number (ABN)
* A.C.N (if applicable)
* Incorporation Number (if applicable)

###  Organisation Type

* Queensland public VET provider
* Industry peak body
* Regional industry body
* Union
* Employer on behalf of their industry
* Industry Skills Advisor (approved by DESBT)

### Authorised contact details

* Title
* First name
* Last name
* Position
* Phone
* Email

### Postal address details

* Postal address
* Town/suburb
* Postcode

### Street address details

* Street address
* Town/suburb
* Postcode

### Provide details of your organisation’s capacity to manage

The following section relates to your organisation’s experience in managing government grant funding related to training delivery or industry engagement. Include the following in your response:

* Describe your organisation’s experience in managing government funding and coordinating projects to deliver skills development or other similar services.
* Demonstrate the financial viability of your organisation (Income and Expenditure statements for the past two (2) financial years must be provided to support your statement)
* Describe your staff’s experience and qualifications to manage programs and demonstrated ability to utilise networks to achieve outcomes. (Resumes or background information or position descriptions for staff involved in delivery of project to be attached to support your statement.)

*400-word limit*

## PROJECT OVERVIEW

1. **Project name** (*10-word limit*)
2. **Project summary** (Please note, this could be published by DESBT) *200-word limit*
3. **Why is the project needed?** *200-word limit*

###  Delivery method

* Face-to-face (workshops/classroom)
* Online
* Combination (includes online and face-to-face delivery)
* Other (if other, please explain below)

### Primary delivery location

This is the predominant delivery location with which this project will be delivered in. Projects that are 100% online should list the office address where the project will be delivered from.

* Street address
* Town/suburb
* Postcode

### Other delivery locations (if applicable)

Specific delivery locations i.e., towns or suburbs (if known), statewide etc should be detailed below.

### Indicate the primary industry area which best describes the employers involved in the project

Example - If the employer produces cattle for live export, select Primary Industry, or if the employer turns engine parts select Engineering.

* Arts & Entertainment
* Automotive
* Business
* Communications
* Community Services
* Construction
* Engineering
* Food Processing
* Furnishing
* General Education & Training
* Government
* Health
* Hospitality
* Laboratory Operations
* Mining
* Primary Industry
* Process Manufacturing
* Retail
* Sports & Recreation
* Textile, Clothing & Footwear
* Tourism
* Transport and Distribution
* Utilities

###  Other industry areas, if applicable (Multiple boxes can be selected)

* Arts & Entertainment
* Automotive
* Business
* Communications
* Community Services
* Construction
* Engineering
* Food Processing
* Furnishing
* General Education & Training
* Government
* Health
* Hospitality
* Laboratory Operations
* Mining
* Primary Industry
* Process Manufacturing
* Retail
* Sports & Recreation
* Textile, Clothing & Footwear
* Tourism
* Transport and Distribution
* Utilities

###  Number of enterprises and participants

Please note that information provided below will be incorporated into the Services Agreement as Key Performance Indicators if your application is successful. Please provide **achievable** and **realistic** figures for this section.

* Total number of enterprises
* Total number of participants

###  What is the proposed commencement and completion dates for the project?

In general, projects will be funded for a duration of up to 12 months. Projects must commence prior to 30 April 2025 and within 3 months of executing a service agreement with the department.

* Project commencement date (Projects must commence prior to 30 April 2025)
* Project completion date (In general, project duration should not exceed 12 months)

###  Please list all micro-credential titles you wish to add to this application

|  |  |  |  |
| --- | --- | --- | --- |
|  | Micro-credential title*Add additional lines if needed* | Micro-credential typeIndicate one of the following options for each row added: (link to guidelines)* Digital Technology
* Regulatory
* Health & Safety
* Other (Specify)
 | DescriptionDescribe briefly what the Micro-Credential is about*50-word limit per micro-credential*  |
| MC1 |  |  |  |
| MC2 |  |  |  |
| MC3 |  |  |  |
| MC4 |  |  |  |
| MC5 |  |  |  |
| MC6 |  |  |  |
| MC7 |  |  |  |
| MC8 |  |  |  |
| MC9 |  |  |  |
| MC10 |  |  |  |

### Is there existing training products available?

Have you conducted research to ensure the above content is not already available in national training packages, accredited courses or other training products?

* No, I have not conducted any research to determine if similar training products already exist.
* Yes, I have conducted research and can confirm the proposed resources are not currently available.
* Yes, I have conducted research and can confirm similar training products are currently available.
* Please provide additional information to support your answer in the box below, including why this current material cannot be used to address current industry requirements.

300-word limit

### Will you be using a third party to develop and/or deliver the micro-credentials? \*

* No – go to next question
* Yes – provide additional details below

Specifically, respond to the following:

* identify the preferred provider/s who will be associated with this micro-credential skills project and the role they will be undertaking (for example, technical expertise related to MC development or training delivery)
* outline why they were selected
* outlined their previous performance (for example, evidence of them meeting industry needs)

300-word limit

###  How does the project align to current or emerging workforce skills needs? \*

Specifically, respond to the following:

* What are the current and/or emerging workforce challenges that you wish to address with this project?
* How will this project address current and/or emerging industry needs?
* What factors prevent industry from accessing subsidised training for existing workers through existing VET products?
* Who will the training target i.e., existing workers, business owners, jobseekers?
* How does the project’s implementation timeframes provide a timely solution for industry.

*500-word limit*

###  What are the objectives and planned outcomes for the project? \*

Specifically, respond to the following:

* What are the intended employment or other benefits for participants?
* What are the expected benefits of the project for industry?
* Demonstrate alignment between the industry skill need and outcomes from this project.
* How will the micro-credentials:
	+ improve productivity
	+ support workforce develop needs
	+ minimise current and potential skill shortages
* How does this project complement existing government priorities?
* How will the identified skill need continue to be addressed after the completion of the project?

*500-word limit*

###  Describe how the project is industry driven \*

Specifically, respond to the following:

* Detail the consultation that has occurred with industry, employers, and other relevant stakeholders.
* What is industry and employers saying about this workforce issue?
* Include relevant research, data, or other evidence to support your response.

*500-word limit*

###  What mechanisms will be put in place to ensure accessibility for participants \*

Specifically, respond to the following:

* What challenges does industry face in the take up of training and how will the project overcome these challenges?
* What are the proposed delivery arrangements and how will they support participants within the targeted industry sector/s? For example, method/location/timing.
* How will participant support needs be identified? What support mechanism will be put in place or sourced to address the target participant’s learning needs?
* Are there any current barriers which limit access to training for example shift work, time constraints, low engagement with formal training etc? Explain how this project will address these.
* Include any relevant details of experience and success in this area.

*500-word limit*

###  Describe how the micro-credentials will be portable and recognisable \*

Specifically, respond to the following:

* How will the project demonstrate:
	+ level of endorsement and recognition of the skill outcome by industry
	+ portability of the credential for participants
* What mechanisms will be put in place to:
	+ - verify achievement of learning outcomes
		- verify learners identify
		- track outcomes
		- provide participants ongoing access to electronic credential.

*500-word limit*

### Has the organisation applied for, or received, funding from any other agencies for this project or components of this project? \*

* No – go to next question
* Yes – provide details of sources and funding received below

 *300-word limit*

## PROJECT BUDGET

**MANDATORY REQUIREMENTS:**

* **Full disclosure of costings.** Detail provided in the project budget should provide sufficient justification of associated costs, to allow assessors to determine eligibility of inclusions and value for money.
* **Itemise all costs** within the Micro-credential Project Budget tool located under Related documents on the Micro-credentialing Program page ([Funding and incentives | Department of Employment, Small Business and Training (desbt.qld.gov.au)](https://desbt.qld.gov.au/training/employers/funding))
* **Attach** the completed Micro-credential Project Budget to the application at the top of the page.
* **Ensure the total listed at Item (A) on the Micro-credential Project Budget is entered in the Funds Sought box below.**

**Notes:**

* Funding maximum of $250,000 (GST exclusive) per project.
* Note at least 50% of the Total Funds Sought (A), should be for Micro-credential Delivery Costs, outlined in the Micro-credential Project Budget attachment.

### 26(A) Total of Micro-credentialing Program project funds sought from DESBT\*

Total entered in this section must match the 4(A) Total Funds Sought in the *Micro-credential Project Budget.*

|  |
| --- |
| $ |

### 26(B) Co-contribution cost

Co-contribution is mandatory for this program. Amount entered in this section must match the 4(B) Co-contribution in the *Micro-Credentialing Project Budget*.

|  |
| --- |
| $ |

**26(C) Total project funding (27(A) funding sought from DESBT + 27(B) Co-contribution)**

Amount entered in this section must match the 4(C) Total Project Funding in the *Micro-Credentialing Project Budget*.

|  |
| --- |
| $ |

## DECLARATION

By submitting this form, I certify that I am an authorised officer of this organisation and that I have signed and attached the letter of endorsement.

* Yes, I agree.
* Name
* Position

## APPLICANT CHECKLIST

Please check that you have included the following documents/evidence with your application. \*

* Attached Income and Expenditure Statements for the past two financial years (mandatory)
* Attached a letter of endorsement signed by applying organisation’s legally responsible officer (mandatory)
* Attached resumes, qualifications or position descriptions for staff involved in delivery of project (mandatory)
* Attached Micro-credential Project Budget (Excel) (mandatory)
* Attached letters of support for the project from industry/employers (mandatory)
* Attached research findings and other evidence as required relevant to the project application (highly recommended)