Local Skills Solutions
Application form

Before completing this application form, please read *the Local Skills Solutions funding and application guide*.

If you have any questions regarding this form, or the application process, please contact VET Review, Department of Trade, Employment and Training at VETreview@desbt.qld.gov.au.

1. Organisation details

Legal name of organisation	
Trading name of organisation	
Australian Business Number (ABN)	
A.C.N (if applicable)	
Incorporation Number (if applicable)	
GST registered	Yes / No

2. Organisation Type

☐ Industry Peak Body
☐ Regional Industry Body
☐ Community Based Organisation
☐ Economic Development Organisation
☐ Group Training Organisation

3. Authorised contact details

Title	
First name	
Last name	
Position	
Phone	
Email	

Queensland Government

4. Postal address details

Postal address	
Town/suburb	
Postcode	

5. Street address details

Queensland street address	
Town/suburb	
Postcode	

6. 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 Statement 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

7. Authorised contact details – project partners (stakeholder organisations)

If more than four partners, provide additional information as an attachment.

Organisation	
Title	
First name	
Last name	
Position	
Phone	
Email	

Organisation	
Title	
First name	
Last name	
Position	
Phone	
Email	

Organisation	
Title	
First name	
Last name	
Position	
Phone	
Email	

Organisation	
Title	
First name	
Last name	
Position	
Phone	
Email	

Project overview

8. **Project name** *10-word limit*	
9. **Project summary** (Please note, this could be published by the department) *300-word limit*	
10. **Why is the project needed?** • What is the local skills gap and/or workforce challenge? • Is there any evidence you can provide? • What are the barriers to entry? • Who will the training target? *400-word limit*	

11. Primary delivery location

This is the predominant delivery location for this project.

Street address	
Town/suburb	
Postcode	
Local Government Area	

12. Other project locations (if applicable)

Other project locations, i.e. towns or suburbs that will benefit from the project should be detailed below.

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13. Indicate the primary industry area which best describes the employers involved in the project (select one box)

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

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

14. Other industry areas, if applicable (multiple boxes can be selected)

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

15. What are 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 September 2025 and within 3 months of executing a service agreement with the department.

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

Project plan

16. What are the objectives and planned outcomes for the project?

Specifically, respond to the following:

- What is the intended employment and/or career progression benefits for participants? How will these be measured and reported?
- What are the expected productivity benefits for local industry/business?
- Demonstrate alignment between the industry skill need and outcomes from this project.
- How will the identified skill need continue to be addressed after the completion of the project?
- How will the completed project and its outputs continue to benefit local industry/business?

500-word limit

Question 16 continued

17. Project stages and timeline

For each stage, note the relevant activities, milestones and deliverables. Attach a separate document if more space is required.

Project stages	Duration (e.g., 2 months)

18. **Describe how the project supports other Queensland Government priorities.**

For example: Addressing skills shortages in Queensland with a focus on traditional trades (electrical, plumbing, carpentry, construction; Building a safe and inclusive workplace; and Strengthening support for apprentices, trainees and employers.

200-word limit

19. **Outline the industry consultation process informing the project.**

List local employers or industry groups consulted and their relevant contact details. Detail contact with Regional Jobs Committees (RJCs) and/or departmental Industry Skills and Jobs Advisors. Attach relevant research, data, or other evidence to support your response.

300-word limit.

20. List the local employers validating the skills need, participating in training and/or committing to employ participants. Please include relevant contact details. *

Provide at least industry letters of support as attachments to your application.

200-word limit.

21. How many participants will the project assist and who will they be? Will the project focus on an equity cohort?

Number of training participants	
Participant employment status Select one or both	☐ Existing workers (i.e. upskilling) ☐ Jobseekers
Equity group focus? Select one or more if the project is focussing on an equity group/s.	☐ First Nations ☐ Women ☐ People with a disability ☐ Mature Aged ☐ Youth ☐ Culturally & Linguistically Diverse ☐ Other (e.g. Veterans); please specify: _____

22. What mechanisms (wrap - around support) will be put in place to support successful outcomes?

Specifically, respond to the following:

- 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 mechanisms will be put in place or sourced to address the target participants' learning needs (e.g. wraparound support services such as mentoring, digital literacy, assistance sourcing childcare or transport)?
- 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 with these types of assistance.

500-word limit

23. Has the organisation applied for, or received, funding from any other agencies for this project or components of this project?

☐   No – go to the next question

☐   Yes – provide details of sources and funding received below

300-word limit

Training solution

24. **List the qualification/s, skill set/s or units of competency and outline any modification/s required to meet local demand and address existing barriers for prospective students.**

- If the qualification or skill set attracts a Queensland Government subsidy (i.e. it's on the Priority Skills List), the total cost is only the student co-contribution fees. Non-subsidised qualifications, skill sets or units of competency are fee-for-service.

- Skills Assure Suppliers (SAS) are Registered Training Organisations (RTOs) pre-approved for the delivery of training and assessment services subsidised by the Department of Trade, Employment and Training.

- Modification examples: eligibility (including student eligibility restrictions to undertake identified qualification), location, alternative exit outcomes, delivery requirements etc.

- *Note:* Certificate III and above qualifications are eligible (exception: Certificate II in Skills for Work and Vocational Pathways FSK20119, and selected units of competency within).

- Provide an attachment for additional training.

Qualification or skill set			
Code		Title	
Priority Skills List		SAS RTO code	
Participant places		SAS trading name	
AHC per place		Cost per place	$
Total AHCs		Total cost	$
Modifications			
Reason for SAS selection			

Qualification or skill set			
Code		Title	
Priority Skills List		SAS RTO code	
Participant places		SAS trading name	
AHC per place		Cost per place	$
Total AHCs		Total cost	$
Modifications			
Reason for SAS selection			

Unit of competency

Code		**Title**	
Priority Skills List		**SAS RTO code**	
Participant places		**SAS trading name**	
AHC per place		**Cost per place**	$
Total AHCs		**Total cost**	$
Modifications			
Reason for SAS selection			

Unit of competency

Code		**Title**	
Priority Skills List		**SAS RTO code**	
Participant places		**SAS trading name**	
AHC per place		**Cost per place**	$
Total AHCs		**Total cost**	$
Modifications			
Reason for SAS selection			

Unit of competency

Code		**Title**	
Priority Skills List		**SAS RTO code**	
Participant places		**SAS trading name**	
AHC per place		**Cost per place**	$
Total AHCs		**Total cost**	$
Modifications			
Reason for SAS selection			

Accredited training summary	
Total number of participants	
Total AHCs to be delivered	
Total accredited training costs	$

25. If selected accredited training is not on the *Priority Skills List*, identify training on the list that is being accessed by industry even though it does not fully meet their skilling requirements.

Please include details regarding why it does not meet requirements.

300-word limit

26. Proposed non-accredited training or micro-credential/s to supplement accredited training.

(If applicable) Explain how this training will augment the accredited training.

300-word limit

27. Proposed percentage of training and assessment services provided through face-to-face delivery in the identified location.

Explain the need for any alternate delivery methods.

Minimum 60 per cent

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 Local Skills Solutions Project Budget tool located under Related documents on the [Local Skills Solutions Program](#) webpage.

- Attach the completed Local Skills Solutions Project Budget to the application.

- Ensure the total listed at Item (A) on the Local Skills Solutions Project Budget is entered in the Funds Sought box below.

   Notes:
Funding maximum of $250,000 (GST exclusive) per project.

(A) Total of Local Skills Solutions project funds sought from the department

Total entered in this section must match the 5(A) Total Funds Sought in the *Local Skills Solutions Project Budget.*

$

(B) Co-contribution

Co-contribution is mandatory for this program. Amount entered in this section must match the 5(B) Co-contribution in the *Local Skills Solutions Project Budget*.

$

(C) Total project cost = (A) funding sought from the department + (B) Co-contribution

Amount entered in this section must match the 5(C) Total Project Cost in the *Local Skills Solutions 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	
Organisation	

Submit

To submit your Local Skills Solutions application, please email this completed form along with your supporting evidence to VETreview@desbt.qld.gov.au

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 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 Local Skills Solutions Project Budget (Excel) (mandatory)

☐ Attached training quote/s from Skills Assure Supplier/s (SAS) and any suppliers of non-accredited training (mandatory)

☐ Attached letters of support for the project from industry/employers confirming genuine skills need and job prospects (mandatory)

☐ Attached research findings and other evidence as required and relevant to the project application (highly recommended)