##### WDC/TITO COVID-19 **Respo**nse Projects Fund - Application Form

Transitional Industry Training Organisations (TITOs) and Workforce Development Councils (WDCs) must use this form to apply for WDC/TITO Covid-19 Response Projects Funding

## Purpose of the funding

* The purpose of this funding is to support TITOs and WDCs to lead response projects that support the recovery of industry from the impacts of Covid-19.

## Use of the funding

* This funding will be used to support this purpose by enabling TITO and WDC projects in the following phases

|  |  |  |
| --- | --- | --- |
| Phase | | Details |
| P1 | **Plan, scope and ideate** | * + Project scoping and planning in collaboration with industry and providers to determine projects. |
| P2 | **Investigate skills responses** | * + Understand, determine and prioritise the necessary skills responses, training and pathways. This includes reviewing existing industry skills standards and programme components. |
| P3 | **Design skills responses** | * + Design work related to proposals determined through project scoping, planning and investigation phases. |

* This funding must **not** be used to fund the delivery of programmes and courses and skills responses.

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## Project objectives

Projects should be directed at achieving the following aims (the emphasis of any one project may be different).

|  |  |
| --- | --- |
| Objective | Details |
| Quality recommendations | Provide outputs that give industry, businesses, learners and providers confidence in the training and training pathways and that result in positive outcomes and best support the skill needs of industry. |
| Demonstrate buy-in | Involve industries, industry groups and providers to develop a common understanding of how industry sectors may recover from Covid-19 and how this recovery can be supported. This includes both regional and industry-wide training responses to support recovery from Covid-19. |
| Alternative learning options | Work with providers on how to implement alternative arrangements for apprentices who have lost jobs, for example, provision of interim learning solutions. |
| Pathways | Work with providers to design learner pathways, supported by industry, that support the likely recovery paths of industries. |
| Investment priorities | Provide clear priorities to inform the TEC’s investments in education and training, including priorities to fund products with industry endorsement. |
| Inform advice | Provide information to WDCs, at the appropriate time, to support their advice to the TEC. |
| RoVE outcomes | Contribute to the transition of TITO functions to WDCs and providers, including potential transfer of the projects to WDCs where appropriate. |

## How to complete the application form

Details of projects in the application form are split into three phases.

These are designed to help develop your projects from ideation through to the design of solutions.

Please note all three stages will be required for some projects, however, other projects may use different combinations of the phases depending on their size and activities. Please use your judgement and complete the phase/s that are sensible.

Please use the same application form and update it as you are ready to progress to the next phase. You maysubmit additional info outside the application form and your project scoping document, but our assessment will be based on the content in these two items.

Please summarise information in the descriptive questions. While we need sufficient information to make a decision, we do not expect pages of information to demonstrate your project meets the criteria. Longer, but summarised, answers are expected for questions relating to alignment of your project to the fund’s purpose as well as describing the project’s outputs and benefits.

### Phase 1 - Plan, scope and ideate

* Project scoping and planning in collaboration with industry and providers to determine projects. Funding requests should be seeking a small amount of money to scope up the project, including undertaking any ideation activities. If this aspect is not required and you already have a project scope you can skip this section and begin with phase 2.
* The completion of phase 1 will require the submission of a project scoping document.

#### Project scoping document

* The project scoping document should include the following information:
  + Purpose, justification, background and objectives
  + Scope, key deliverables, key milestones (including timeframes), and key outputs (if known)
  + Risks, constrains, assumptions and dependencies
  + Key partners and stakeholders
  + Key project roles and governance arrangements.

### Phase 2 - Investigate skills responses

Understanding, determining and prioritising the necessary skills responses, training and pathways. This will include looking at opportunities and options for design, and may include reviewing existing industry skills standards and programme components. If you have not applied for phase 1 funding, please submit your scoping document with your phase 2 application.

### Phase 3 - Design skills responses

Design work related to proposals determined through project scoping, planning and investigation phases. This is likely to be the main part of the project.

It is expected that projects will evolve as each phase is completed. As a project advances through each phase, you are required to build on the original application form by including information on the next phase.

You will need to update your project scoping document to include information on the activities in this phase, including more detailed information of the timeframes, costs and deliverables involved. This updated document must be submitted with your phase 3 application form.

If funding for an earlier phase is not required, for example where a project full scope has already been developed, then you may skip the earlier phase(s) and apply for funding appropriate to the stage of your project.

## Assessment criteria

The following criteria will be used to assess the submission for funding and will be scored on a scale of 0-4:

* 0 = Not acceptable
* 1 = Acceptable
* 2 = Sound, well thought-out
* 3 = Excellent, well described and clearly linked to purpose, use and objectives

|  |  |
| --- | --- |
| Phase 1 - Plan, scope and ideate | |
| P1 - Criteria 1 | How appropriate the proposed activities and costs are for developing a scoping document. |
| P1 - Criteria 2 | The extent to which the project proposal aligns to the project objectives, use and funding intent, as outlined on page 1 of this document. |

|  |  |
| --- | --- |
| Phase 2 - Investigate skills responses | |
| P2 - Criteria 1 | The scale of the potential benefits of the investigation activities.   * + For example, the number of people that will benefit, the transferability of the outputs, and the potential for market need. |
| P2 - Criteria 2 | The intent of the potential benefits of the investigation activities.   * + This will include assessment of the alignment to the objectives outlined on page 1 of this document for the funding’s intent, use and objectives. |
| P2 - Criteria 3 | The extent to which the investigation activities demonstrate collaboration with sector partners e.g. industry groups, education providers and learners. |
| P2 – Criteria 4 | The extent to which adequate project management and governance has been demonstrated. |

|  |  |
| --- | --- |
| Phase 3 - Design skills responses | |
| P3 - Criteria 1 | How well the options have been considered and prioritised, and the strength of the rationale for the chosen option(s).   * + For example, what positive impact will the option have in supporting industry to recover from the impacts of Covid-19? |
| P3 - Criteria 2 | The extent to which the preferred option(s) aligns and will deliver on the objectives, use and intent of the fund. |
| P3 - Criteria 3 | The extent to which the option for design has proven industry buy-in and market need. |
| P3 - Criteria 4 | The extent to which the sector will be able to deliver on the expected outputs of the project. |
| P3 - Criteria 5 | The extent to which project management and governance has been demonstrated. |

## Section 1 – Contact details

|  |  |
| --- | --- |
| Name of TITO  *If project is part of a partnership, then provide the lead agency details here.*  This will be published on TEC’s website. |  |
| EDUMIS no. |  |
| Relevant WDC sector area *(list all that apply)* |  |
| Contact person name |  |
| Telephone number |  |
| Email address |  |
| Joint project  *Complete this box if you are undertaking this project with other TITOs or WDCs. Detail TITOS and WDCs you are working in partnership with. You can describe the partnership in the next section (including where you are working in partnership with other organisation types).* |  |

## Section 2 – Project Proposal

Please provide the context and background of the project.

|  |  |  |
| --- | --- | --- |
| Ref. | Question | Response |
| WTPFA 1.1 | What is the title of your project proposal?  *This will be published on TEC’s website.* |  |
| WTPFA 1.2 | Please provide a brief description of your project.  Further details on the project can be provided in the sections for each phase below.  *This will be published on TEC’s website.* |  |
| WTPFA 1.3 | How does your project support your industry sector to recover from the impacts of Covid-19? e.g. what positive outcomes are expected from the project? |  |
| WTPFA 1.4 | Is this project part of a partnership or joint project (with other TITOs, WDCs or other organisations)? If so, please describe the nature of the partnership. |  |
| WTPFA 1.5 | How will the project connect and collaborate with industry, businesses, other TITOs, providers and learners? Who will you connect with?  *Key contributing industries, providers and other entities will be published on the TEC’s website.* |  |
| WTPFA 1.6 | What phase is your project at?  Phase 1 – Planning, scoping and ideation  Phase 2 – Investigation and further scoping  Phase 3 – Design |  |
| WTPFA 1.7 | How long do you expect to take to complete each phase? |  |

## Section 3 – What are the costs of the project?

* Use this table to indicate the likely costs of the project.
* Complete the phase or phases that are relevant for this application.
* Please update cost estimates for subsequent phases, as you are applying for funding in that particular phase.

|  |  |  |  |
| --- | --- | --- | --- |
| Ref: | Project phases | Description of activity ( activities and outputs) | Estimated cost |
| WTPFA 2.1 | Phase 1 – Planning, scoping and ideation |  |  |
| WTPFA 2.2 | Phase 2 – Investigation and further scoping |  |  |
| WTPFA 2.3 | Phase 3 – Design |  |  |
| WTPFA 2.4 | **Total costs** | **Total:** |  |

The intention is that assuming projects within each sector area meet the criteria in this form, for example projects:

• are managed effectively,

• show tangible benefits,

• are within the scope of the fund,

• demonstrate industry buy-in, and

• show effective prioritisation and use of effort and resources,

that funding throughout a project’s lifecycle should continue.

If you are able to complete estimate costings for all phases up front, even where you may not have applied for all phases up front, we may use this to inform our allocation process. You will not be held to these estimates if you later determine more or less funding is required.

The total government funding available for all projects is up to $16 million for projects through to the end of 2021/22 financial year. We anticipate the bulk of the funding to be allocated in 2020/21 financial year.

You, industry and others may contribute towards costs and in-kind expenses.

## Section 4 – Phase 1 – Planning, scoping and ideation

Answer these questions if you require funding for project scoping and design. Describe the outcome expectations and benefits of the investment.

|  |  |  |
| --- | --- | --- |
| Ref. | Question | Response |
| WTPFA 3.1 | Describe the planning, scoping and ideation activities you plan to undertake?  *e.g. run workshops, hire consultant, produce project scoping document* |  |
| WTPFA 3.2 | How does your project align to the intent, use and objectives of the fund?  *Please refer to the purpose, use and objectives at the start of this form.* |  |

Include the key milestones for payment.

|  |  |  |  |
| --- | --- | --- | --- |
| Ref. | Milestones *e.g. Hire consultant, engagement with stakeholders, project plan, etc.* | Estimated completion date | Proposed costs |
| WTPFA 3.3 | Phase 1: application (for phase 1) submitted and approved.  *We will pay 50% upon approval*. |  |  |
| WTPFA 3.4 | Phase 1: completion of [project scoping document](#_Project_scoping_document) (at the end of Phase 1).  *We will pay 50% on completion*. |  |  |
|  | *Space for other milestones* |  |  |

## Section 4 – Phase 2 – Investigation and further scoping

Only answer these questions, if and when, you require funding for investigation activities.

Where you have completed a form for phase 1, please use your completed phase 1 form and update it with your phase 2 content. If you did not complete Phase 1, please submit a [project scoping document](#_Project_scoping_document) with your phase 2 application.

This form will be read in conjunction with the project scoping document.

We expect that you will explore multiple options as part of your investigation.

|  |  |  |
| --- | --- | --- |
| Ref. | Question | Response |
| WTPFA 4.1 | What activities will you undertake and what will the investigation cover? |  |
| WTPFA 4.2 | What outputs will you deliver and what is the scale of the potential benefits from these outputs?   * For example the number of people that will benefit, the transferability, and demonstration of the potential market need. |  |
| WTPFA 4.3 | How will you involve industry / businesses / learners in the project activities? |  |
| WTPFA 4.4 | Describe how the project activities and outputs align to the purpose, use and objectives of the fund, including how it will support the post Covid-19 recovery.  *(Confirmation the project outputs are strategically linked)* |  |
| WTPFA 4.5 | How will you manage the project?  Please describe the project management practices you intend to use, including governance arrangements. |  |
| WTPFA 4.6 | Additional information |  |

Include the key milestones for payment.

|  |  |  |  |
| --- | --- | --- | --- |
| Ref. | Milestones *e.g. workshops, interviews, literature reviews, etc.* | Due date | Estimated cost |
| WTPFA 4.7 | Submission of phase 2 application for funding *– please list milestones and estimated costs for each* |  |  |
|  | Report containing investigation, options analysis and preferred option |  |  |
|  | *Space for other milestones* |  |  |

## Section 5 – Phase 3 – Design

Only answer these questions when you require funding for design activities.

Please use your completed phase 1 & 2 form and update it with your phase 3 responses. You must also submit an updated [project scoping document](#_Project_scoping_document) with this phase, which should contain information on updated timeframes, costs and deliverables.

This form will be read in conjunction with your updated project scoping document and your activity and outputs from phase 2.

Funding is specifically for design, not implementation (or delivery).

|  |  |  |
| --- | --- | --- |
| Ref. | Question | Response |
| WTPFA 5.1 | What output will the design phase deliver? |  |
| WTPFA 5.2 | Describe the rationale for the chosen option and how you prioritised this option for design activities i.e. describe your options analysis. |  |
| WTPFA 5.3 | How will you involve industry / businesses / learners in the design? |  |
| WTPFA 5.4 | Describe how the project activities and outputs align to the purpose, use and objectives of the fund, including how it will support the post Covid-19 recovery.  *(Confirmation the project outputs are strategically linked)* |  |
| WTPFA 5.5 | How will you manage the project?  *Please describe the project management practices you intend to use, including governance arrangements.* |  |
| WTPFA 5.6 | Please describe the industry buy-in and market need for the option. |  |
| WTPFA 5.7 | Please describe how the sector will implement and deliver your option once designed. |  |
| WTPFA 5.8 | Additional information. |  |

Include the key milestones for payment.

|  |  |  |  |
| --- | --- | --- | --- |
| Ref. | Milestones *e.g. workshops, interviews, literature reviews, etc.* | Due date | Estimated cost |
| WTPFA 5.7 | Submission of phase 3 application for funding *– please list milestones and estimated costs for each* |  |  |
|  | *Space for other milestones* |  |  |