

Koolin Balit Stronger Skilled Workforce Training Grants Program 2016-17

Application guidelines

Invitation to apply for training grants

The Victorian Government is committed to increasing the Aboriginal health workforce and improving health outcomes for Aboriginal people in Victoria. The Victorian Department of Health and Human Services (the department) is inviting applications from Aboriginal community controlled organisations and public health service providers in 2016-17 for the following training grants:

Aged care training - up to \$17,000 per trainee	Health promotion training - up to \$17,000 per trainee
Alcohol and other drugs training - up to \$17,000 per trainee	Management and leadership - up to \$17,000 <i>per organisation</i>
Allied health training - up to \$17,000 per trainee	Mental health training - up to \$17,000 per trainee
Dental training - up to \$17,000 per trainee	Nursing training - up to \$17,000 per trainee
Emergency health training - up to \$17,000 per trainee	Population health training - up to \$17,000 per trainee
Health administration training - up to \$17,000 per trainee	Primary health care training - up to \$17,000 per trainee
Health assistants training - up to \$17,000 per trainee	Operating theatre training - up to \$17,000 per trainee
Health support services training - up to \$17,000 per trainee	

Aims of the Koolin Balit Stronger Skilled Workforce Training Grants Program 2016-17

The Koolin Balit Stronger Skilled Workforce Training Grants Program 2016-17 aims to:

- Provide opportunities for formal skills development for existing staff and or new traineeships in a range of health fields.
- Position management training as an integral component of quality health and community services delivery.
- Assist health and community services to overcome financial burdens and barriers which prevent staff from taking up training.
- Enhance a multidisciplinary team approach in primary care settings servicing Aboriginal communities.
- Promote new trainee positions for Aboriginal people in the health sector.
- Provide a career pathway for Aboriginal health workers in health.

In the 2016-17 financial year, only one round of training grants will be offered.

It is recommended your organisation undertakes a work experience commitment with potential trainees prior to any traineeship. For further information contact your local learning and employment network: <http://www.education.vic.gov.au/about/programs/pathways/Pages/locatellens.aspx>.

Eligibility

- Training grants are available to:
 - Aboriginal community controlled organisations
 - Public health services¹
- Training grants are primarily for Aboriginal staff.
- Non-Aboriginal staff who work with high numbers of Aboriginal clients or who supervise Aboriginal staff will also be considered.
- Organisations must submit an application using the accompanying application form, completing all sections including Chief Executive Officer sign-off, otherwise the application will be ineligible.
- Organisations may only make a maximum of two submissions and these must be prioritised. If any more than two submissions are received, those additional submissions will be disregarded.
- In the budget section of the application form, organisations must show they have investigated whether the [Victorian Training Guarantee subsidy](#), and/or the [Health Care Card and Indigenous Completions Initiative concessions](#) are applicable, otherwise the application may be ineligible.
- Please also read the 'selection criteria' section of this document which provides further information to support your application.
- **Organisations that have not provided the department with the required reporting for prior years' training grants will not be eligible for these 2016-17 training grants.**

How can funds be used?

- Course/training fees
- Course/training materials and study resources
- Either paid study leave OR backfill to cover staff attending training and study
- Travel expenses including accommodation, transport, meals
- Supporting costs for assessment of Recognition of Prior Learning
- Supporting costs for the establishment of new trainee positions within the organisation

¹ This refers to all public health hospitals, metropolitan health services and multipurpose services identified in schedules 1,2,3,4 and 5 of the Health Services Act 1988/registered community health services.

What training programs are covered by the grant?

Training must be:

- A formal qualification (maximum level supported is undergraduate), interactive workshop, seminar or other learning mode
- Conducted by a university, registered training organisation or equivalent, with experienced training facilitators
- Supported by instructional materials to assist learning outcomes
- Formally recognised by providing participants with a record of completion or attainment
- Designed for/applicable to people working in Aboriginal controlled community organisations and public health and human services.
- **These training grants do not support Postgraduate or Masters level study.**

Selection Criteria

Organisations:

- Can apply for a maximum of two submissions, using a separate application form for each submission
- Must submit an application using the training grant application form accompanying this document
- Must complete all sections of the provided training grant application form
- Must submit an application by the closing deadline, **late submissions will not be accepted under any circumstance**
- Must demonstrate evidence that up-skilling existing staff will address a local service need and identify measures for improvement
- Must demonstrate a commitment to provide supervision and access to professional development to support staff while training in the role
- Must demonstrate evidence of change management capability to support implementation of any changed or new roles
- Must demonstrate a commitment to ongoing organisation support for the continuation of the role or traineeships and explore capacity to offer ongoing employment post-traineeship
- Must demonstrate a willingness and commitment to maximise and utilise skills that staff or trainee have acquired during training
- Must demonstrate their record-keeping processes for any potential training grant
- Must demonstrate how they will meet training grant terms and conditions including reporting requirements.

Eligible submissions will be assessed by an evaluation panel in relation to meeting the aims of the program and selection criteria. An endorsed list will be compiled for consideration and approval by the department.

Terms and conditions of receiving a training grant

- Organisations will be notified of the outcome of their application by email and postal mail. The department considers the letter of offer to successful organisations a binding agreement by the successful organisation to the training grant terms and conditions.
- Organisations whose applications are deemed successful will have funds directly allocated to the organisation in an up-front lump sum payment. These funds must be used for the purposes stated in the application and in any subsequent related correspondence between the department and the organisation.
- Training must commence in the 2016-17 financial year. For training that does not commence within this timeframe, the department may seek a return of the funds by invoicing the organisation.
- Organisations must provide the department with proof of enrolment at commencement of the training and payment of training fees, including, where appropriate, application of the [Victorian Training Guarantee subsidy](#), and the [Health Care Card and Indigenous Completions Initiative concessions](#).
- Organisations must not charge administration or processing fees for managing the training grant.
- Any changes to the use of the training grants funding must be approved by the department prior to any alternate activity or expenditure taking place.
- Where training cannot take place at all, the department must be notified immediately and funding returned to the department within a month.
- The department must be notified immediately of any changes to the organisation's training grant contact person.
- Organisations must provide ongoing support to staff and allow them access to other continuing professional development opportunities.
- Organisations must provide study leave and time to facilitate the staff member to successfully complete the training.
- Organisations must provide the department with a status report on the training grant once in the 2016-17 financial year and then either six or 12 monthly, per the department's direction, until the completion of the training AND a final report upon completion of the training (including a brief case study, copy of the certificate of completion and full financial acquittal). Status or final reporting must be made using the department-supplied reporting templates. Reports must be submitted by the reporting due date stipulated by the department. Organisations who fail to meet reporting requirements may be invoiced for the training grant or its balance and may be ineligible for future training grants.
- Successful organisations must maintain their own financial and progress records of training grants received and must have more than one organisational contact aware of these records so as to maintain corporate intelligence.

Submission of applications

- The revised closing date and time for submission of applications is: **12:00pm (midday), Monday 3 October 2016.**
- Late submissions will not be accepted under any circumstances.
- Applications must be submitted using the accompanying application form.
- Please submit applications to:

KoolinBalit.Workforce@dhhs.vic.gov.au

With the subject: '2016-17 Koolin Balit Training Grants Program application [include organisation name]'

- If you are unable to email your application, please send it by mail to:
'2016-17 Koolin Balit Training Grants Program application [include organisation name]'

Rebecca Radford

Aboriginal Workforce Initiatives

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Further information

Please direct any enquiries to Rebecca Radford, Policy Officer, at KoolinBalit.Workforce@dhhs.vic.gov.au or (03) 9096 6941.

We look forward to receiving your applications.