South Australia Works
linking people, skills and jobs

APPLICATION BRIEF

South Australia Works in the Regions
Project - 2009/10
WESTERN ADELAIDE REGION
1. BACKGROUND

*South Australia Works* links people with skills and jobs. It brings together education, training and employment services to ensure South Australians have the opportunity to develop work skills and get a job.

By working in partnership with all levels of government, industry and the community, *South Australia Works*:

- Provides training and employment opportunities and improves people’s skills in finding a job
- Assists local communities to address the learning and work needs of individuals within their communities
- Helps maximise the number of jobs associated with industry and government plans and projects
- Links businesses with the skilled workers they need.

*South Australia Works* in Western Adelaide focuses on the needs of:

- **Mature aged people** – providing training, up-skilling and employment programs for mature aged workers and job seekers
- **Indigenous people** – providing support, job training, work placements, recruitment, leadership training, career enhancement and traineeships and apprenticeships
- **Young people** – giving young people skills and opportunities to move successfully from school, further education and training or unemployment, into stable, rewarding work

*South Australia Works* operates in the regions through seventeen Employment and Skills Formation Networks. These Networks consist of people from the local community, industry, regional economic bodies and Commonwealth, State and Local Governments.
2. INVITATION

The Department of Further Education, Employment, Science and Technology in partnership with Western Futures and the Western Adelaide Employment and Skills Formation Network, are seeking applications to deliver innovative training and employment programs in the Western Adelaide region.

Programs must target unemployed people from the identified target groups (Youth, Indigenous and Mature Age) and council areas1 and provide employment and training opportunities in the following areas:

**Business and Administration (Project ID – O2S1.1.1)**
- **Target Group** – Youth and Mature Age
- **Location** – Western Adelaide
- Program(s) will provide a minimum of 30 (2 Groups of 15) people with accredited training to assist employment within business and administration. Your program will need to assist a minimum of 18 people into employment.
- Total funds available: $20,000

**Hospitality and Tourism (Project ID – O2S1.2.1)**
- **Target Group** – Youth
- **Location** – Western Adelaide
- Program(s) will provide a minimum of 30 people with accredited training to secure employment within the Hospitality industry.
- Your program will need to assist a minimum of 18 people into employment.
- Total funds available: $25,000

**Pharmacy Assistant (Project ID – O2S1.3.1)**
- **Target Group** – Youth
- **Location** – Western Adelaide
- Your program will provide accredited training to respond to an identified need in Western Adelaide. The subcontractor must have demonstrated success in the retail sector, preferably with a focus on the customer service and other skills required in the Pharmacy stream.
- A minimum of 18 unemployed people will undertake the training and 12 will be assisted into employment.
- Total funds available: $20,000

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1 The identified Council areas are: West Torrens, City of Charles Sturt and Port Adelaide Enfield
Building and Construction (Project ID – O2S1.4.1)
Target Group – Youth
Location – Western Adelaide
Your program will provide accredited training to respond to the ongoing demand for skilled building and construction trades in Western Adelaide. Ideally, the sub contractor will have strong links to Contractors undertaking major projects in Western Adelaide and have demonstrated success in achieving employment outcomes (particularly Apprenticeships) for young people in the construction industry.
A minimum of 12 unemployed people will undertake the training and 8 will be assisted into employment.
Total funds available: $20,000

Aged Care – Care Attendant (Project ID – O2S1.51)
Target Group – Mature Age
Location – Western Adelaide
Program(s) will provide a minimum of 30 people with accredited training and the skills required to assist them into employment in roles as Care Attendants in Western Adelaide. Evidence of Industry Support and previous success in placing people in this vocational stream will be viewed favourably.
Your program will need to assist a minimum of 22 people into employment.
Total funds available: $35,000

Hospitality and Tourism (Project ID – O2S1.6.1)
Target Group – Mature Age
Location – Western Adelaide
Program(s) will provide a minimum of 28 people with accredited training to secure employment within the Hospitality industry.
Your program will need to assist a minimum of 20 people into employment.
Total funds available: $25,000
Transport – Rolling Intake (Project ID – O2S1.7.1)

Target Group – Mature Age
Location – Western Adelaide

Expressions of interest are sought from Registered Training Organisations able to meet intermittent demand from mature age unemployed people from Western Adelaide seeking licences in the Transport Sector. Ideally, your application will have the support of an Industry body (eg: SA Freight Council or similar). You must also be prepared to assist the participants into employment and provide Western Futures with all the paperwork associated with providing “one off” training (eg: forklift) to individual applicants.

A budget has not been set as a number of RTO’s may be approved to meet the individual demand as it arises. Your bid should include a schedule of fees based upon the need to support the applicant into employment within the industry and provide the associated paperwork and reports to Western Futures.

3. APPLICATIONS

Please note that all applications will also need to demonstrate the following:

- A project plan that will outline realistic timeframes and a budget
- The methodology and services provided to assist people into employment.
- The number of people you plan to assist and the number of employment outcomes you plan to achieve
- Proven strategies to recruit participants into your program(s)
- Proven strategies to place participants into employment
- Other outcomes besides employment – volunteering, self-confidence and motivation; social inclusion; increased capacity to learn; career development etc
- Identify how your organisation can value add to the program i.e. other partners and how they may be able to add value to the initiative
- Media and promotional opportunities (i.e. media articles; celebration of achievements; graduation opportunity etc)

Additionally, the following will be viewed favourably:

- Linkage to the Productivity Places Programme or other vocational training opportunities.
- Support from Employer Industry Groups, Job Services Australia Providers and Group Training Schemes
- Support from employers undertaking major projects or expanding their existing labour force in the Western Adelaide region
- Financial support from Industry, the RTO, other tiers of Government or alternative sources.

Project proponents are urged to carefully read and understand the implications of all relevant documentation including the Conditions of Grant form which forms the basis of the agreement.
4. **SCOPE**

The focus of this project is employment outcomes and at the completion of the program it is expected that participants will be:

- Engaged in paid work, or
- Be work ready

5. **PROJECT MANAGEMENT**

The project will be managed by the successful applicant (the subcontractor) who will report directly to the Executive Officer, Regions at Work, Western Adelaide. The subcontractor will be required to provide regular reports on expenditure and outcomes and ensure individuals participating in South Australia Works in the Regions activities complete participation forms and other requirements.

6. **TIMELINES**

All projects should commence as soon as practicable and have the capacity to be completed and acquitted by 30 September 2010.

Your submission will need to include a description of the indicative costs for the project and what can be delivered within the allocated timeframe for the allocated amount. It will also need to articulate the number of people to achieve employment (min of 20hpw for 13 weeks).

The process for payment will be staged according to milestones achieved. Further details will be provided in the letter of offer and the subcontractor’s Conditions of Grant (contract).

7. **REPORTING**

There are a number of reports required for South Australia Works Programs and in some circumstances the receipt of reports will be linked to the payment of funds. Program reports include:

- Subcontractor Information Form
- “Free Course” pro-forma (completed for circulation to Network members and possible posting on the Western Futures website)
- Participant commencement and exit forms - to be completed by each participant on the program
- Progress reports – for programs longer than three months
- Program completion report – for program evaluation
- Financial Audit Report
- AVETMISS data provided by the Registered Training Organisation (provided to you by the RTO if you are not providing the training)

Please note that project reporting is essential to the South Australia Works program. Western Adelaide may move to a more detailed computer based reporting system this year so please consider the administration costs associated with reporting in your application response. If you would like further information on the reporting required please contact the Executive Officer, Regions at Work (see item 14).
8. SELECTION OF SUBCONTRACTOR – Evaluation of Application

Essential Criteria:

- The bid(s) must fall within the funding allocated for the project.
- The bid(s) must address the target group.
- Target participant numbers must be met. (The assessment process will consider cost per participant)
- Target employment outcomes must be met. (The assessment process will consider cost per employment outcome)
- Accredited training claims must be supported. (The assessment process will consider cost per accredited training hour)

Additionally, the following will be viewed favourably:

- Linkages to the Productivity Places Programme or other vocational training opportunities.
- “Other Outcomes” including volunteering or those defined in the Regions at Work guidelines.
- Demonstrated previous experience in working with the target groups and delivering training in Western Adelaide and success in linking accredited training to apprenticeship and traineeship outcomes.
- Support from Employer Industry Groups, Job Network members and Group Training Schemes and demonstrated ability in working with other partners and stakeholders.
- Support from employers undertaking major projects in the Western Adelaide region.
- Financial support from Industry, the RTO, other tiers of Government or alternative sources.
- Ideally, training will be conducted at a venue in Western Adelaide. Alternatively, providers should commit to ensuring participants will have access to transport to and from training and during the initial stages of employment. (eg: - providing “multi-trip” tickets to participants).
- Demonstrated organisational capability – note especially child protection and insurance requirements (refer “Conditions of Grant” form).
- Methodology and level of innovation and ability to attract the target group.
- Demonstrated skill base and experience to achieve project outcomes within timeframes.
- Referees

9. CONFLICT OF INTEREST

Please state any potential conflicts of interest you may have in the provision of the required services to DFEEST and/or the Western Adelaide Employment and Skills Formation Network.

10. RESERVATION OF RIGHTS

The Western Adelaide Employment and Skills Formation Network reserves the right to:

- Extend the Request for Submission closing date
- Amend the requirements at any time prior to the closing date, provided that the amendment is notified to prospective respondents
- Seek information from or negotiate with one or more of the respondents on any issue at any time and to continue to negotiate with one or more respondents
- Abandon this process whether before or after the receipt of submissions
- Make enquiries of any person, company or organisation to ascertain information regarding the respondent and its submission
- Consider an incomplete submission or a submission otherwise than in accordance with these conditions
11. ACCEPTANCE OF SUBMISSION

The Western Adelaide Employment and Skills Formation Network is not obliged to accept the cheapest application and may elect to not proceed with any program.

12. SUBCONTRACTING AND ASSIGNMENT

The project will be managed by the successful applicant (the subcontractor) who will report to the Executive Officer, Regions at Work, Western Futures.

The Subcontractor shall not subcontract or assign any part of the project without prior approval of the Western Adelaide Employment and Skills Formation Network.

The Subcontractor shall comply with the requirements of all relevant legislation e.g. OHS&W Act, and the EEO Act.

13. INTELLECTUAL PROPERTY

Western Futures acknowledges that pre-existing intellectual property which is proprietary to the applicant remains the property of that applicant, and proprietary third party modules which may be integrated as part of the solution remain the intellectual property of their respective owners.

14. LODGEMENT OF APPLICATION

You can lodge your application(s) by hand or by mail, however all applications MUST be received no later than 5pm Friday 4th September 2009.

The original application and two copies (including the Project Budget Sheet) should be placed in a sealed envelope and addressed to:

Private and Confidential
Executive Officer
Regions at Work
Western Futures
26 Stirling Lane
THEBARTON SA 5031

Any enquiries can be directed to:

Kirsty Wilding Martin Threadgold
Project Officer Executive Officer
Regions at Work Regions at Work
PH: 8354 4214 PH: 0417 871 440

Applications can also be lodged in person at Western Futures during office hours.

Any submission lodged after the nominated closing time and date will be recorded as late and may not be considered. The decision to consider or exclude a late submission will be based on circumstances surrounding submission and receipt.

Receipt of all applications will be acknowledged by post.