



SED CONSULTING

strategic enterprise development

Local Government Managers of Australia

REAP Northern Tasmania Pilot Project

Final Report

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Executive Summary

The Regional Employers Alliance Project (REAP) in North Eastern Tasmania was commenced on 1 March 2008.

The aim of the project was to develop a common skills project for support workers in industries involved with agriculture, land and environmental management across four industry sectors Agriculture, Infrastructure, Local Government and Mining.

The project has two primary objectives:

- To create a career and training pathway that makes the Northern Tasmanian Region attractive as a location for industries, as well as for people seeking retraining up skilling and /or relocation; and
- To have a working pilot, and to up skill existing employees and engage new employees, within the term of the project.

Consultations with employers and other stake holders identified the need to have participants job ready. These key stakeholders formed the REAP Advisory Committee.

Twenty – three skills were identified and confirmed by the REAP Advisory Committee. These skills were then mapped against training packages in each sector. The results of the mapping indicate that depending on the selection of units, participants could receive the Certificate II in Rural Operations as well as a qualification or substantial units within a qualification in a sector that they either currently work in or wish to move into.

Participants will enter the project at different levels:

- Job Seekers: those who have not found employment and that have little experience;
- New Starters: those who have little experience;
- Unskilled Workforce: those that require Skills Development; and
- Existing Semi-Skilled Workforce: Upgrade of Skills.

This may require participants to commence at different levels:

- Certificate II Skills Cluster;
- Certificate II; and
- Certificate III.



Whilst the Certificate III was developed for existing employees, those employers in the project have a preference for Certificate II. The Skills Cluster has been suggested as many participants will come from a group that has not as yet been successfully engaged in learning and could be resistive to having to undertake a full qualification.

The sourcing of Registered Training Organisations is limited with TAFE Tasmania being the only organisation that was identified as being able to deliver the full program. TAFE is currently being restructured and responses though providing assistance have not been proactive. It is anticipated that this situation will change when the new structure commences from 1 January 2009. As in any normal supplier arrangement there will be a need to ensure that TAFE do deliver training in a context that meets the requirements of employers.

In line with employer preference training and assessment will be undertaken in on – site settings.

Three organisations have indicated their willingness to participate in the program:

- Skilled;
- Stronach Labour Force; and
- Youth Future.

Skilled and Stronach are both Labour Hire businesses that hire staff to host employers for a period of time. In many instances these may be casual. Youth Futures is a not an employer but works with disadvantaged people, using training with employment strategies to re-engage individuals. Employees are engaged with employers on casual contracts.

Funding of training is a barrier when viewed in the context of REAP. Specific funding gaps are:

- Many participants are working in casual labour hire situations. They may move from job to job and their employment does not fit within the traditional structures required for funded training and incentives;
- It is difficult to obtain funding for Skill Clusters with options being limited to the Job Network for Job Seekers;
- Employers have indicated a preference for training at Certificate II level where Commonwealth Incentives are not available for the existing workforce; and
- State government programs such as the Workplace Participation Program are of value however need to be linked with Skill Clusters.



The pilot program could have been commenced however due to uncertainty over its future this has not occurred. For the project to continue there is a need for a facilitator to carry the project forward, coordinating funding, training and assessment, participants and employers.

The status of the project at this point can be summarised as follows:

- Required skills and pathways have been identified;
- The potential participants have been identified;
- Training Providers have been identified;
- Training and Assessment Skills have been identified; and
- Employers have been identified.

Overall there are in excess of one hundred participants that could commence the program.

Barriers encountered in implementing the project are;

- Funding ;
- Limited training options with respect to the choice of RTO, and related difficulties in ensuring that they deliver what is required by employers and participants;
- On going Project Management.



Introduction

This report is the third progress report of the Northern Tasmanian Pilot Project and should be read in conjunction with Reports one and two of the Project.

This report covers:

- Advisory Group;
- Identification of Skills;
- Workforce Demand;
- Employers/ Potential Workforce Support;
- Training and Assessment Strategies;
- Funding;
- Barriers Encountered; and
- Possible Organisations to Carry the Project Forward.

Advisory Group

Through – out the project Employers and other Stakeholders were continually consulted. This was initially via the REAP Advisory Committee.

Ongoing discussion and engagement with the advisory group made the need for additional meetings redundant during the final phase of the project.

Major participants through out the duration of the project were:

- Skilled;
- Stronach Labour Force;
- Youth Futures;
- Forest Works;
- Primary Employers;
- TAFE;
- Oak Training;
- Local Government Association Tasmania;
- Forestry Tasmania; and
- Cement Australia.



Contributions were also made by Meander Valley Council, Northern Midlands Council, Roberts Ltd, Northern Tasmanian Development, Work and Training, Department of Economic Development and Tourism, Zich Woinarski, Esset Australia and Rural Skills Australia.

Identification of Skills

As noted in the second progress report the REAP Advisory Committee identified twenty –three skills that were common across the four sectors. These are detailed below and are categorised as follows:

- Mandatory Competencies - those that the committee considered are required to be covered before any participants commence training on a work site. These broadly cover safety and communications;
- Required Competencies - those that would most likely be required across sectors. These cover equipment operation as well as common tasks such as cutting wood tree felling and store work; and
- Electives - are required competencies in one or more sectors but not all. For example traffic control would be required in infrastructure and local government however would not be required in farming or minerals.

Mandatory	Required	Elective
OHS	Fork Lift	Maintain Hand Tools
Work Practices	Chain Saw	Store Work
Work Effectively	Manual Handling	Prescribed Burning
Communications	Load Handling	Traffic Control
Apply Chemicals	Driving Vehicle	Backhoe Operations
First Aid	Tree Felling	
	Treat Weeds	



Mandatory	Required	Elective
	Operational Maintenance	
	Operate Machinery and Equipment	
	Operate Tractors	
	Clean Equipment	
	Operate 4*4 in off road conditions	
	Operate Ride on Vehicle	
6	12	5

Mapping of Skills

These skills were then mapped against training packages in Agriculture, Local Government, Infrastructure and Mining.

Mapping was undertaken at:

- Certificate II for the New Employees; and
- Certificate III for Existing Workforce.

Results indicate that there are many core skills across the sectors (refer Appendix 1).

How this will be applied

Participants in the program will use the Certificate II or III in Rural Operations as the base qualification.

When choosing units they will be given the choice of selecting a mix of units that gives them the Rural Operations qualification as well as a qualification or substantial units within a qualification in a sector that they either currently work in or wish to move into.

A list of the packages mapped together with the possible level of achievement in obtaining a second qualification at both Certificate II and Certificate III is detailed in the following tables.



Certificate II

Code	Title	Level of Achievement
RTE20703	Certificate II in Rural Operations	Full
RTD20102	Certificate II in Conservation and Land Management	Full
RTE20703	Certificate II in Horticulture (Parks and Gardens)	Full
FPI20105	Certificate II in Forest Growing and Management	1 Unit short of full qualification
MNM20306	Certificate II in Metalliferous Mining Operations	5 Units short of full qualification
PMC20204	Certificate II in Production Support	1 Unit short of full qualification
BCC20107	Certificate II in Civil Construction	15 Units short of full qualification
LGA20104	Certificate II in Local Government	7 Units short of full qualification
TLI20107	Certificate II in Transport and Logistics (Warehouse and Storage)	5 Units short of full qualification
PMC20104	Certificate II in Manufactured Mineral products	3 Units short of full qualification



Certificate III

Code	Title	Level of Achievement
RTE 20703	Certificate III in Rural Operations	Full Certificate
RTD20102	Certificate III in Conservation and Land Management	3 Units short of full qualification
RTE20703	Certificate III in Horticulture (Parks and Gardens)	6 Units short of full qualification
FPI20105	Certificate III in Forest Growing and Management	6 units short of full qualification
MNM20306	Certificate III in Metalliferous Mining Operations	11 Units short of full qualification
PMC20204	Certificate III in Production Support	1 Unit short of full qualification
LGA20104	Certificate III in Local Government	6 Units short of full qualification
TLI20107	Certificate III in Transport and Logistics (Warehouse and Storage)	15 Units Short of full qualification
PMC20104	Certificate III in Manufactured Mineral products	8 Units short of full qualification

Further consultations since the last report have confirmed that these are the preferred skills. There has been a suggestion by a number of parties who were not present at the advisory group that different units be added such as:

- Four Chemical Units For a full CHEMCERT
 - RTC1701A Follow basic chemical safety rules ;
 - RTC2706A Apply chemical under supervision ;
 - RTC3704A Prepare and apply chemicals; and
 - RTC3705A Transport, handle and store chemicals.



This suggestion has not been taken – up as others consulted are concerned that the course content moves to a higher level that detracts from the aim of the program in ensuring that participants are job ready.

Training Partners Limited Options

Due to North East Tasmania's relatively sparse population the choice in Registered Training Organisations (RTO's) is limited.

The following Registered Training Organisations were approached with respect to providing training.

Organisation	Response
Esset Australia	Initial meetings only. After consideration of the program Esset did not see that it fitted within their core business.
*TAFE Tasmania	Have indicated that they are able to provide training of all units. Prices have been obtained. Funded Training under User Choice for Rural Operations Certificate is quarantined to TAFE
Forestry Tasmania	Not able to provide training. View the competencies in the program as a good grounding for participants that wish to move into Forestry.
Oak Training	Oak Training provides a limited number of agricultural courses. They also provide certain units under the Tas Skills program. They cannot provide the Rural Operations Certificate.

TAFE are currently undergoing a major reorganisation. As from 2009 new Polytechnics will undertake training for Job Seekers whilst TAFE which is to be renamed will undertake training for employees. There has been a degree of difficulty in obtaining information from TAFE during this period.



Pricing

TAFE

To deliver the course TAFE have quoted a cost of:

- Certificate II \$2,150 (excluding Forklift and Drive Vehicle); and
- Certificate III \$3,659 (excluding Forklift and Drive Vehicle).

These prices are provided on a per person basis. Forklift and Drive Vehicle units are quoted at:

- Forklift \$300 (minimum group 6); and
- Drive Vehicle \$260 (minimum group 10).

OAK Training

Oak Training has provided a base price for all units they offer at \$15 per set nominal hour with some discount on the larger skill sets.

They also have the ability to provide training under a Tas Skills seasonal worker program. Under this program they would charge an additional \$9 per nominal hour for each unit.

Based on these prices the training is more than twice as expensive as that provided by TAFE. Oak have justified the pricing as they will be delivering courses to those, who in many instances are disadvantaged, and more time will be required to provide training.

Units to be delivered are;

- Machinery (contract TAFE Agriculture staff for some units):
 - RTE2308A Operate ride on Vehicles [ATV] 30hrs;
 - TDTD1097B Operate a fork lift 40hrs [or 20 hrs for a semi skilled operator requiring certification];
 - RTC2307A Operate tractors 20 hrs;
 - RTC2307A Operate machinery and equipment 30hrs ;
 - RTC1302A Assist with routine maintenance of machinery and equipment 20 hrs; and
 - RTC2301A Undertake operational maintenance of machinery 30hrs.
- Chain Saw contract TAFE Forestry staff:
 - FPICOT2204A Maintain chain saw 20 hrs; and
 - FPIFGM2208A Fall trees manually (basic) 80hrs.



Other Possible Training Solutions

In addition there have been discussions with Rural Skills Australia with respect to Online Training Tools. Rural Skills Australia provides advice, assistance and training to Australian Apprenticeships Centres, Job Network members and Registered Training Organisations on Rural and related Australian Apprenticeships.

Rural Skills Australia also provides information and advice to industry on training reforms and packages and supports rural training in schools. Rural Skills offers an Online Training facility for certain units in the Rural Production Training Package. This facility enables participants to complete the theory of units online with the practical components being assessed in the field. It has been developed recognising that often these units may be delivered in remote areas where the number of participants is limited.

There are presently twenty-seven units that are offered, ten of which are in the REAP Skill Set and are listed below.

Unit
RTC2307A Operate machinery and equipment
RTC2309A Operate tractors
RTC2701A Follow OHS procedures
RTC2702A Observe environmental work practices
RTC2704A Provide basic first aid
RTC2705A Work effectively in the industry
RTC2706A Apply chemicals under supervision
RTC2801A Participate in workplace communications
RTC2301A Undertake operational maintenance of machinery
RTC2401A Treat weeds
RTD2313A Clean machinery of plant, animal and soil material

The remainder of the units are listed per Appendix 1



Pricing for the modules is as follows:

Type of Fee	\$
*Base annual facility fee	1,500
Annual Unit Charge Cert II	600
Annual Unit Charge Cert III and IV	1,375
Software Licence Access Fee per Participant	60

The Base Annual Facility Charge provides the client access to developed web based course content and processes including two hours upfront mentor support to establish operations.

Employers and Trainers are all of the opinion that these tools may be useful depending on the ability of the participant to utilise a computer. With a volume of participants they will become cost effective. At present these tools have not been built into the training and assessment strategies.

TAFE Tasmania has indicated that it would be possible to introduce the above into the delivery of the course. The cost of development of additional modules for each unit is \$6,000.

Workforce Demand

Examination of Skills Tasmania Training demand profiles has indicated a need for semi - skilled casual labour across a variety of areas and that this demand is often seasonal and from Labour- Hire firms.

Extracts from recent Training Demand Profiles are as follows:

The agricultural work force will become increasingly focused on specialist contract labour hire firms and agricultural contractors. The employees on farms will be either highly qualified and professional full time employees or foreign seasonal workers managed by labour hire firms.ⁱ

Characteristics of the Forest Growing and Management workforce:



This group is involved in the planting, growing, maintenance, management and regeneration of both plantation and native forests. The workforce in this sector averages 1300 (with significant seasonal variation), and is made up of a combination of full time, casual, and piece workers in occupations ranging from tree planters to management professionalsⁱⁱ.

The target groups for structured training in this sector are young workers joining silviculture crews and existing employees upgrading their skills particularly to Technical Forester level (Certificate IV)ⁱⁱⁱ

Tasmanian vineyards usually have a core of qualified and skilled staff to run their year round operations and hire casual workers for the peak labour needs of:

Harvesting February to June;

Pruning June to October; and

Tying of Vines December

Most respondents experiencing problems identified that the type of shortage was for casual pickers in the March – May period.

It appears that vineyards experiencing problems are more likely to be those further from major population centres. For this reason the problem appears to be more prevalent in the North of the state where wine growing areas, the Tamar Valley and the North East, are up to an hour or more from Launceston.

Employers frequently solve their problem in recruiting casual labour by engaging a labour hire firm specialising in production horticulture to supply workers^{iv}

This research is further supported by the fact that major employers who have an interest in the project are labour hire businesses or organisations that have a purpose that is closely related to them.

Cement Australia have also expressed an interest in the project however its applicability to their permanent workforce is limited. They see a real need for the skill set in the casual work force they hire in during shut – down.

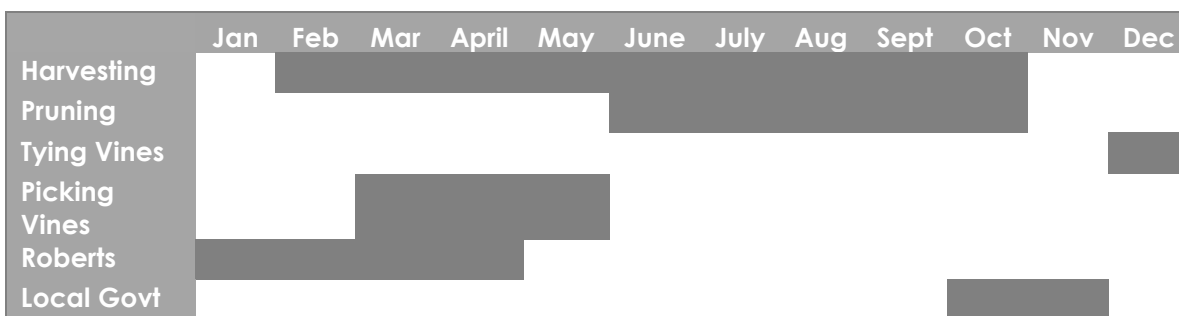
Likewise Roberts Seed and Grain do not have a large workforce during the year however they have a requirement for a semi skilled workforce for approximately four months a year from January to April.



Local Government require semi skilled labour at peak times for vegetation management during October to November.

North East Tasmania is also experiencing extremely low unemployment levels. Whilst the current economic outlook for the next twelve to twenty-four months may have reduced growth rates, the longer term outlook for the region is an ageing population with fewer workplace participants. Utilisation of those in the work force will become increasingly important.

A snapshot of the labour demand requirements as outlined above demonstrates that year round there is demand for semi skilled workers across a range of enterprises.



Employers/ Potential Workforce Support

Employers

The main employers interested in the project are:

- Skilled – Launceston; and
- Stronach Labour Force – Scottsdale.

Skilled and Stronach are both Labour Hire enterprises that hire staff out to host employers.

Labour hire is a form of indirect employment relationship in which an agency (or company) supplies workers to work at a workplace controlled by a third party (client or host), usually in return for a fee from the client. A typical agency will direct an employee to work for a client for a period (assignment) ranging from a single day to a number of years.

In Australia, most labour hire employees are engaged as casual employees and there is no obligation on the part of the labour hire agency to guarantee continuity of engagements or to pay wages or any other benefits between engagements.



Labour hire arrangements range from the use of labour hire workers to cover temporary vacancies and staff shortages during periods of peak demand to the replacement on a permanent basis of sections of the host company's workforce.

Once a Labour Hire Business exceeds ten employees who are either trainees or apprentices they are deemed to be a group training organisation. To provide group training services within Tasmania, an organisation must be approved as registered with the Tasmanian Training Agreements Committee (TTAC). If it does not the organisation becomes ineligible for Government incentives.

Skilled

Skilled are a large national labour hire business. Their interest in the project is both for existing and new employees.

Skilled will have a steady stream of employees who could participate in the project. The level of participant would generally be at Certificate II level.

Stronach Labour Force

Stronach Labour Force is a new labour hire business that has been established in Scottsdale in Tasmania's North East.

Target markets, are the major industries in the region including agriculture, forestry, manufacturing mining.

There is a large pool of labour in the region that has come from the recent closure of a large timber mill.

Participants would normally be suited to commencing at Certificate II or starting with a Skill Cluster.

Stronach have some facilities at their own site such as a training room and fork – lift.

Other Employees

Roberts Seed and Grain and Cement Australia have participated in the project and provided advice. In most situations they would act as a host employer for a period of time during a participants training.



Launceston City Council may also have two or three permanent employees to participate in the program.

Potential Workforce Support

Other organisations that have support for the project are:

- Youth Futures; and
- Job Net providers.

Youth Futures

Youth Futures are not an employer.

Youth Futures works with disadvantage people, using training with employment strategies to re-engage individuals.

Youth Futures places participants with employers. These employees are all engaged under casual contracts.

Youth Futures can identify up to sixty participants in the program.

Centrecare

Centrecare are a Job Network provider. Initial discussions with the organisation indicate that they would have participants.

These would most likely commence with a Skills cluster.

Training and Assessment Strategies

Delivery of Courses

Consultations have indicated that participants will enter the program at different stages of their development. Accordingly it will be necessary for the program to cater for participants joining the program at different entry points.

Broad entry points will be as follows:



- Job Seekers: those who have not found employment and that have little experience;
- New Starters: those who have little experience;
- Unskilled Workforce: those that require Skills Development; and
- Existing Semi-Skilled Workforce: Upgrade of Skills.

The focus of the program is to have participants job ready and then provide a career path.

Apart from the delivery of a number of core units such as Occupational health and Safety, Work Effectively and Communication, that can be delivered in groups off – site the preferred method of delivery of training is to have the training on-site at the employers premises as the correct equipment is available and training is delivered by individuals with industry knowledge as opposed to off- site classroom arrangements. This is often referred to as on the job training which in terms of the current program can very easily be viewed as a contradiction.

In providing on–site training, delivery models will be different. Where a labour hire business has groups of employers engaged on one site this may take the form of all participants undertaking training and then performing the work being assessed at the time. On other sites there will only be one employee and training and assessment will be undertaken individually.

TAFE have indicated that they can deliver training in all settings except for Fork Lift and Driving of Vehicle where groups will be required.

Oak Industries will deliver training in groups at on site settings.

Job Seeker programs would be run in facilities provided by TAFE.

There has also been a preference for Certificate II courses over Certificate III in order to ensure that participants are satisfactorily skilled and work ready. There has been a general theme communicated to ensure that participants can walk before they run. Often the workforce will come from those who have low skills and have not succeeded in the education and training system to date or individuals seeking a change in career. Both trainers and employers have identified that these participants may initially have a fear and resistance to undertaking a full qualification.

The ability to deliver units initially in a cluster and not as a full certificate is therefore imperative.



Consultations with organisations engaged in commencing job seekers/new starters has identified that there may be a need to have an additional job specific unit included to ensure that the participant remains engaged.

For example:

Skills	Unit	REAP/Skill	Industry Skill
Level I Cluster			
OH&S	RTTF197B Follow OHS Procedures	*	
Manual handling	TDTD197B Shift materials Safely using manual handling methods	*	
Support Production	RTE1005A Support Production Horticulture Thin a crop Pick a crop Pack a crop		*
Level II (Cluster)			
OHS	RTC2701A Follow OHS Procedures	*	
Forklift	TDTD1097B Operate a Forklift	*	
Operate Tractors	RTC2309A Operate Tractors	*	
Operate 4*4 in off road conditions	FPIGGM139A Operate 4*4 un off road conditions.	*	
Operate a Ride on Vehicle	RTE2308A Operate Ride on Vehicle	*	
One of			
Prune	RTE2006A Carry out Canopy Maintenance		*
Propagate	RTC2026A Undertake propagation activities		*



Plant	RTC2012A Plant trees and shrubs		*
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Funding

Funding of Training and eligibility of employers to Commonwealth Government Incentives is complex for individuals and organisations not involved in the sector.

Overall there are specific funding gaps for groups of potential participants and a portion of these are at times the most disadvantaged and difficult to engage in the population. There are specific State funding programs that have been developed to enhance workforce participation however they are either not well known or understood and/or miss participants due to gaps in traditional funded training.

Specific gaps in funded training are:

- Limited Funding for Training through Job Networks for Skills Clusters.
- Funding not available for existing workforce for Skills Clusters.
- Funding for Certificate II level not available for casual workforce.
- No Training Funding for the existing workforce at Certificate II.
- Funded training under the Productivity Places Programme is not consistent or guaranteed.

Specific gaps in Commonwealth Incentives are:

- Incentives at Certificate II level are only available to new starters that are permanent or part-time employees; Incentives are not available for existing workforce; and
- Incentives at Certificate III level are only available to permanent and part-time employees.

Full details with respect to Funded Training and Commonwealth Incentives are attached per Appendix 3.

The Department of Economic Development also offer funding through the Workforce Participation Program. This program is targeted at addressing barriers to entering the workforce such as job inflexibility, lack of transport, childcare, contemporary skills, language and disability.

Businesses could be eligible to receive funds of up to \$7,000 per job to help fill vacancies by employing Tasmanians who are not working and want to work.



To be eligible businesses need to offer employment for a minimum of 20 hours per week for at least twenty – six weeks to a person who has not been employed in the previous three months and who faces a barrier to participation.

Funding through the grant program is also available for community enterprise projects that create employment.

When viewed in the context of REAP, funding gaps are specifically:

- Many participants are working in casual labour hire situations. They may move from job to job and their employment does not fit within the traditional structures required for funded training and incentives. It is not possible for participants in the Youth Futures program to obtain a full Certificate II qualification as they are on casual contracts and therefore do not receive funded training. Furthermore employers are not entitled to Commonwealth Incentives;
- It is difficult to obtain funding for Skill Clusters with options being limited to the Job Net Work for Job Seekers;
- Employers have indicated a preference for training at Certificate II level where Commonwealth Incentives are not available; and
- Programs such as the Workplace Participation Program are of value however need to be linked with Skill Clusters.

Barriers Encountered

The pilot program has not been implemented due to a number of barriers encountered within the project. It was possible to commence to sign up participants however this would not have been responsible given the uncertainty of the project into the future. The project will not succeed unless a project facilitator is engaged to carry it project forward as there is a requirement to coordinate funding, training and assessment, participants and employers.

At the present time there are employers and participants ready to be engaged in the process. The major barrier is joining them to the training system.

Specific issues are;

- Funding Gaps for participants particularly those that work in casual contracts. These gaps may be resolved through accessing funding through the TAFE Enterprise Development Fund Initiative or through some other source such as Skills Tasmania;



-
- As with any supplier arrangement there will be challenges in ensuring that the requirements of the program and employers and participants are delivered by the RTO's. This will be particularly the case as the program will be delivered in a variety of settings, to participants at different levels across a number of sectors.
 - Employers lack of understanding of the training system.

Organisation to Carry Project Forward

As identified in the barriers to the project there is a need for a sponsor to carry the project forward.

At the present time no organisation has been identified as one that both desires to and is capable of undertaking this task.

Primary Employers have displayed a tentative interest along with the Rural Industry and Education Training Board.



Appendix 1 REAP Skill Sets



Appendix 2 Rural Skills Online Units

Unit
RTE2006A Carry out basic canopy maintenance
RTE2010A Establish horticultural crops
RTE2021A Support horticultural crop harvesting
RTE2707A Follow site quarantine procedures
RTF2504A Determine basic properties of soil/growing media
RTC2010A Maintain properties and structures
RTC2404A Treat plant pests, diseases and disorders
RTE2503A Observe and report on weather
RTE2606A Maintain pressurised irrigation systems
RTE2909A Collect and record production data
RTE2011A Assist agricultural crop establishment
RTE2030A Assist agricultural crop harvesting
RTE2212A Prepare grain storage
RTC2016A Recognise plants
RTC2026A Undertake propagation activities
RTC2210A Maintain properties & structures



Appendix 3 - Funding

When reviewing funding it is necessary to break it down into the following groupings:

- Job Seeker;
- New Starter; and
- Existing Workforce.

Job Seekers

Productivity Places

Job seekers will normally require assistance with Course Funding. The Productivity Places Program offers access to Certificate II and III levels. At present this can be accessed through:

- Employment Service Providers;
- Access Providers; and
- Community Development Employment Projects.

At one stage during the project there were no Certificate II funds offered for job seekers due to the allocation being fully utilised during the financial year. This situation creates an element of uncertainty around the project.

Job Network

It is also possible to access funding through the Job Network for Skills Clusters. Amounts quoted have been approximately \$1,200.

This would provide training for from two to six units depending on their nature.

New Starters

The following incentives may be available as follows:

- User Choice;
- Australian Apprenticeship Incentives Program; and
- Productivity Places.

User Choice

User Choice is a term that fundamentally refers to the funding of training for new starter Apprentices and Trainees. The funding is paid directly to the Registered Training Organisation.



User Choice refers to the policies and funding mechanisms that allow employers, together with the apprentices and trainees they employ, to:

- Choose which Registered Training Organisation (RTO) will provide them with structured training services; and
- Negotiate key aspects of the training, such as where, how and when it is provided.

The choice of RTO may be limited (quarantined) in some cases, such as where there are small numbers (a "thin market"), but the objectives are the same. Each State and Territory determines the policies regarding User Choice and the amount of funds RTOs receive for providing structured training to each apprentice and trainee. All States and Territories offer User Choice, although some do not use the term.

User Choice Funding is available for new starters as follows:

Course	Amount	Restriction
Certificate II in Rural Operations	0	TAFE only
Certificate II in Conservation and Land Management	2,920	Nil
Certificate II in Horticulture Parks and Gardens	2,920	Nil
Certificate II in Forest Growing and Management	4,680	Nil
Certificate II in Metalliferous Mining Operations (Processing)	2,330	Nil
Certificate II Local Government	1,820	Nil
Course	Amount	Restriction
Certificate II in Transport and Logistics (Warehouse and Storage)	2,122	Nil



Commonwealth Incentive

In addition employers may receive a Commonwealth Incentive under the Australian Apprenticeship Incentives Program. The incentive payment available will depend on each participant's individual circumstances.

In general the standard incentive is as follows:

Certificate	On Commencement	On Completion	Total
Certificate II	1,250		1,250
Certificate III	1,500	2,500	2,500

A full list of incentives is listed per Appendix 4.

Productivity Places

Productivity places funding is also available at Certificate III level.

Existing Workforce

User Choice

Except for qualifications listed in the Funding for Existing Workers in Traditional Trades Initiative (Refer Appendix 5) existing (continuing) employees are generally not eligible for funding as apprentices or trainees.

Commonwealth incentives are also available although are limited when applied to Certificate II courses.

A participant shall be deemed to be an existing employee if he/she has been employed for more than three months on a full time basis or more than twelve months on a part – time or casual basis by the employer with whom he/she is entering into a training contract.

In cases where there has been a change in the employment basis from casual or part – time into full – time an individual will be deemed to be an existing employee if, prior to entering into a contract:



- The period of service as a full –time employee exceeds three months; or
- The period of service as a full time employee is less than three months but the combined period of service as a part –time, casual and/or full –time employee exceeds twelve months.

It may be possible to fund exiting workers under User Choice through submitting a special application.

Productivity Places

Another recent initiative is the productivity places program which is a joint Commonwealth – State funded program that aims to substantially increase the number of workers with higher qualifications and reduce the number without qualifications at certificate III or above. A contribution from individuals or employers of 10% for the cost of training is required.

Funding is applied for by an RTO and should:

- Meet current skills needs identified by industry and other stakeholders;
- Improves access to flexible quality training that meets the needs of the individual and their employing enterprise; and
- Supports industry and community development.

Under Productivity Places an existing worker is an Australian Citizen, permanent resident of Australia, or a humanitarian refugee aged 15 years or over who, in the previous week, worked for one hour or more for pay, profit, commission or payment in kind. This definition excludes those people who may work for more than one hour per week, but are particularly disadvantaged in the labour market.

Funding will be available for delivery under a range of models including contract of training, a cadetship or for wholly off the job training. Funding under the Productivity Places Program does not affect eligibility for Australian Government incentives. A summary of funding is per the following tables:

Job Seeker Table

	Job Net Work	Productivity
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		Places
Job Seeker		
Skill Cluster	Y	
Certificate II		Y
Certificate III		Y

New Starter/ Existing Employee Table

	User Choice		Productivity Places		Commonwealth Incentive	
	F/T P/T	Cas	F/T P/T	Cas	F/T P/T	Cas
New Starter						
Certificate II	Y	N	N	N	Y	N
Certificate III	Y	N	Y	Y	Y	N
Existing Employee						
Certificate II	N	N	N	N	N	N
Certificate III	N	N	Y	Y	Y	N



Appendix 4 Australian Government Apprenticeship Incentives

Incentives

The following summarises the Australian Government Australian Apprenticeships Incentives regime for all Australian Apprentices (apprentices and trainees). Payment of incentives will be subject to employers and their Australian Apprentices satisfying eligibility criteria as set out in the Australian Government Australian Apprenticeships Incentives Programme Guidelines.

Standard Commencement, Recommencement and Completion Incentives

\$1,250 incentive for an employer who commences an Australian Apprentice in Certificate II training; or \$1,500 incentive for an employer who commences an Australian Apprentice in Certificate III, IV or selected Diploma and Advanced Diploma qualifications.

\$750 incentive for employers recommencing out-of-trade Certificate III, IV or selected Diploma and Advanced Diploma Australian Apprentices.

Employers of Australian Apprentices who successfully complete Certificate III, IV or selected Diploma and Advanced Diploma qualifications may be eligible to receive 25%, 50%, 75% or 100% of the \$2,500 completion incentive.

Innovation – Special Commencement

\$1,100 special incentive for an employer who employs an Australian Apprentice in an eligible Innovation Training Package qualification at the Certificate III or IV level.

Rural and Regional Incentive Special Commencement

\$1,000 special incentive for Rural and Regional Australian Apprenticeships where the Australian Apprentice commences a Certificate III or IV qualification in a national skill needs occupation in a non-metropolitan area.

Australian School-based Apprenticeships - Additional Commencement and Retention

\$750 additional incentive for an employer who employs an Australian Apprentice in an endorsed Australian School-based Apprenticeship at Certificate II to IV level and in selected diplomas and advanced diplomas.



\$750 for an employer who continues to employ a Certificate II to IV level or selected diploma or advanced diploma Australian School-based Apprentice after the student has completed Year 12.

Declared Drought Areas Additional Commencement and Special Completion

\$1,500 additional incentive for employers of eligible Certificate II Australian Apprentices who are employed by an employer who has a current Exceptional Circumstances Drought Area certificate.

\$1,500 special incentive for employers on the successful completion of eligible Certificate II Australian Apprentices who attracted a Declared Drought Areas additional commencement incentive.

Mature Aged Worker Special Commencement and Special Completion

\$750 special incentive for an employer who commences an eligible Certificate II to higher level.

Australian Apprentice who is a disadvantaged person aged 45 years or more. \$750 special incentive for an employer on the successful completion of a Certificate II to higher level Australian Apprentice who attracted a Mature Aged Worker special commencement incentive.

Group Training Organisations

Special Completion \$1,000 special incentive for Group Training Organisations that support Australian Apprentices to complete a Certificate II Australian Apprenticeship.

Assistance for Australian Apprentices with a Disability

The programme provides additional assistance to eligible employers who employ a Certificate II or higher level Australian Apprentice with a disability. Assistance may include a wage support payment, tutorial, interpreter and mentor services.

Living Away From Home Allowance (LAFHA)

Australian Apprentices may be eligible for up to twelve months of LAFHA at the first year rate of \$77.17 per week, a further twelve months assistance at the second year rate of \$38.59, and a further twelve months assistance at the third year rate of \$25 if the Certificate II or higher level Australian Apprentice had to move away from the parental/guardian home to commence or remain in an Australian Apprenticeship or is homeless.

Commonwealth Trade Learning Scholarship



The Commonwealth Trade Learning Scholarship provides two tax exempt \$500 payments to eligible Australian Apprentices undertaking qualifications in the skill needs trades with a small/medium enterprise or Group Training Organisation. The scholarship is paid to Australian Apprentices after they complete the first 12 and 24 months full-time (or full-time equivalent) employment in their Australian Apprenticeship.

Apprenticeship Wage Top-Up

Australian Apprentices under 30 years of age undertaking a skills needs trade qualification at the Certificate III or IV level may be eligible for \$1,000 worth of tax exempt payments per year for the first and second years of their Australian Apprenticeship. These payments are made in bi-annual instalments of \$500, with the first payments made from January 2008.

Support for Mid-Career Apprentices

Australian Government financial support is available for mid-career workers (aged 30 years or more) to upgrade their skills through an apprenticeship at the Certificate III or IV level in a trade occupation in high demand. The payment is made to either the employer or the apprentice depending on award arrangements and is set at \$150 per week (\$7,800 per annum) in the first year and \$100 per week (\$5,200 per annum) in the second year.

Further Australian Government Assistance Available for Australian Apprentices

Australian Apprentices may be eligible for income support through Youth Allowance, Austudy or ABSTUDY.

The Tools For Your Trade initiative provides up to \$800 for the purchase of trade tools for eligible Australian Apprentices.

Australian Apprentices who are undertaking a skills need trade qualification and commence their first or second apprenticeship year on or after 1 July 2007, may be eligible for an Apprenticeship

Training Voucher. The voucher will entitle eligible Australian Apprentices or their employers to claim up to \$500 for course fees incurred as part of the first and/or second year of their apprenticeship.



Appendix 5 – Funding for Existing Workers in Traditional Trades Initiative

The following is the complete list, valid at 14 December 2007, of the ‘traditional trade’ qualifications which are eligible to attract User Choice payments under the “Funding for Existing Workers in Traditional Trades Initiative”:

Course	Qualification	Funding Quarantine Noted
69857	Certificate III in Carpentry and Joinery	TAFE Tasmania Only
AUR30205	Certificate III in Bicycles	TAFE Tasmania Only
AUR30305	Certificate III in Automotive Electrical Technology	TAFE Tasmania Only
AUR30405	Certificate III in Automotive Mechanical Technology	TAFE Tasmania Only
AUR30505	Certificate III in Marine	TAFE Tasmania Only
AUR30605	Certificate III in Automotive Specialist	TAFE Tasmania Only
AUR30705	Certificate III in Outdoor Power Equipment	TAFE Tasmania Only
AUR30805	Certificate III in Automotive Vehicle Body	TAFE Tasmania Only
AUR31005	Certificate III in Automotive Sales	TAFE Tasmania Only
AUR31205	Certificate III in Automotive Retail, Service and Repair	TAFE Tasmania Only
Course	Qualification	Funding Quarantine Noted
BCF30200	Certificate III in Off-Site Construction (Joinery-Timber/Aluminium/Glass)	TAFE Tasmania Only



BCF30600	Certificate III in Stonemasonry (Monumental/Installation)	TAFE Tasmania Only
BCF30700	Certificate III in Off-Site Construction (Sign Writing/Computer Operations)	
BCG30103	Certificate III in Bricklaying/Blocklaying	TAFE Tasmania Only
BCG30203	Certificate III in Carpentry	TAFE Tasmania Only
BCG30603	Certificate III in Painting and Decorating	TAFE Tasmania Only
BCG30803	Certificate III in Roof Tiling	TAFE Tasmania Only
BCG31003	Certificate III in Solid Plastering	TAFE Tasmania Only
BCG31203	Certificate III in Wall and Ceiling Lining	TAFE Tasmania Only
BCG31303	Certificate III in Wall and Floor Tiling	TAFE Tasmania Only
BCP30103	Certificate III in Plumbing	TAFE Tasmania Only
BCP30203	Certificate III in Plumbing (Mechanical Services)	TAFE Tasmania Only
BCP30503	Certificate III in Fire Protection	
Farrillery (Declared Vocation)		
Course	Qualification	Funding Quarantine Noted
FDF30303	Certificate III in Food Processing (Plant Baking)	
FDF30503	Certificate III in Food Processing (Retail Baking - Cake and Pastry)	
FDF30603	Certificate III in Food Processing (Retail	



	Baking - Bread)	
FDF30703	Certificate III in Food Processing (Retail Baking - Combined)	
FPI30705	Certificate III in Saw doctoring	
FPI30805	Certificate III in Woodmachining	
HLT50502	Diploma of Dental Technology (expires 18/1/08)	
HLT50507	Diploma of Dental Technology	
ICP30205	Certificate III in Printing and Graphic Arts (Graphic Pre-press)	
ICP30505	Certificate III in Printing and Graphic Arts (Printing)	
ICP30605	Certificate III in Printing and Graphic Arts (Screen Printing)	
ICP30705	Certificate III in Printing and Graphic Arts (Print Finishing)	
Course	Qualification	Funding Quarantine Noted
LMF30102	Certificate III in Floor Covering and Finishing	TAFE Tasmania Only
LMF30202	Certificate III in Furniture Finishing	TAFE Tasmania Only
LMF30302	Certificate III in Furniture Making	TAFE Tasmania Only
LMF30402	Certificate III in Furniture Making (Cabinet Making)	TAFE Tasmania Only
LMF30502	Certificate III in Furniture Making (Wood	TAFE Tasmania Only



	Machining)	
LMF30602	Certificate III in Glass and Glazing	TAFE Tasmania Only
LMF31002	Certificate III in Upholstery	TAFE Tasmania Only
LMT30800	Certificate III in Footwear Repair	
MEA40702	Certificate IV in Aero skills (Mechanical)	
MEM30205	Certificate III in Engineering - Mechanical Trade	TAFE Tasmania Only
MEM30305	Certificate III in Engineering - Fabrication Trade	TAFE Tasmania Only
MEM30605	Certificate III in Jewellery Manufacture	
MEM30705	Certificate III in Marine Craft Construction	
Course	Qualification	Funding Quarantine Noted
MEM30805	Certificate III in Locksmithing	
MTM30500	Certificate III in Meat Processing (Slaughtering)	
MTM30800	Certificate III in Meat Processing (Meat Retailing)	
RTF30103	Certificate III in Horticulture	
RTF30203	Certificate III in Horticulture (Arboriculture)	
RTF30303	Certificate III in Horticulture (Floriculture)	
RTF30403	Certificate III in Horticulture	



	(Landscape)	
RTF30503	Certificate III in Horticulture (Retail Nursery)	
RTF30603	Certificate III in Horticulture (Wholesale Nursery)	
RTF30703	Certificate III in Horticulture (Parks and Gardens)	
RTF30803	Certificate III in Horticulture (Turf)	
SIT30807	Certificate III in Hospitality (Commercial Cookery)	
Course	Qualification	Funding Quarantine Noted
Textile Mechanics (Declared Vocation)		
UEE30507	Certificate III in Appliance Servicing	
UEE30807	Certificate III in Electrotechnology Electrician	
UEE31207	Certificate III in Instrumentation and Control	
UEE31307	Certificate III in Refrigeration and Air-Conditioning	TAFE Tasmania Only
UET30106	Certificate III in ESI – Transmission *	* Special Conditions Apply
UET30206	Certificate III in ESI – Distribution *	* Special Conditions Apply
UTE30104	Certificate III in Electrotechnology Assembly and Servicing	



UTL30198	Certificate III in Lift Systems (Electrical)	
WRF30104	Certificate III in Floristry	
WRH30106	Certificate III in Hairdressing	



References

- i 1 Skills Tasmania; Industry Training Demand Profile Agriculture P5
- ii 2 Skills Tasmania; Industry Training Demand Profile Forestry Timber and Paper P13
- iii 3 Skills Tasmania; Industry Training Demand Profile Forestry Timber and Paper P 14
- iv Skills Tasmania; Industry Training Demand Profile Wine P 18