



FUNDED PROGRAM

WORKFORCE DEVELOPMENT GRANTS

Application Form VDC Workforce Development Grants 2023

VDC will accept applications only from training organisations that have a 2023 Skills First contract.

Applications open 9.00am **Wednesday 1 March 2023** and close 5pm **Wednesday 29 March 2023**
Completed applications to be emailed to: info@vdc.edu.au

The project duration must be completed no later than **Friday 1 December 2023**. It is expected that successful projects will demonstrate and document measurable impacts and practical outcomes such as:

- Build skills and capability within the VET workforce
- Allow greater mobility and transference of knowledge and skills across the VET system
- Enhance the capacity of the organisation and the system as a whole
- Improved outcomes for learners
- High quality teaching and learning practice resources
- Strategies to sustain new and improved practices
- Commitment to ongoing teaching and learning initiatives

1. Details of the provider

RTO:		TOID:	
Director/CEO:			
Work address:			
Phone:			
Email:			
Staff EFT			

2. Outline of the proposed project

Provide an overview of the project, an indication of the skills and knowledge gaps to be addressed, and the expected outcomes.

Project Category	Workforce Development
Project title	
Intended grant	<input type="checkbox"/> \$15,000 VDC Workforce Development Grants, or <input type="checkbox"/> \$20,000 VDC Workforce Development Grants
Project outline <i>Outline of the project's focus, who it will involve and how it will be conducted - no more than 300 words</i>	

<p>Project purpose</p> <p><i>Outline of the project's purpose, who it will involve and how it will be conducted - no more than 300 words</i></p>		
<p>Intended reach</p> <p><i>Number of staff participating and/or benefitting from the project</i></p>		
<p>Project deliverables</p> <p><i>Outline the project action plan including what will be delivered as the project progresses</i></p>	<p>As the project progresses the following deliverables will be achieved:</p> <p><i>Example: Two workshops to be conducted for 30 staff</i></p>	
<p>Timeline</p> <p><i>PROJECT MUST BE COMPLETED BY WEDNESDAY 1 DECEMBER 2023 - Plan the completion date for your deliverables:</i></p>	<p>Deliverables</p> <p><i>Example: 2 workshops completed</i></p>	<p>Planned completion date</p> <p><i>1 December 2023</i></p>
<p>Key Performance Measures</p> <p><i>Note how you will measure if your project is meeting your deliverables.</i></p>	<p>Example:</p> <p><i>Keep an attendance record for workshop activity.</i></p>	
<p>Evaluation methodology</p> <p><i>(e.g., survey, focus group etc)</i></p>		

6. Budget

In the table below indicate how your organisation intends to utilise the funds to support the project

Expense	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

7. Knowledge sharing opportunities

Successful applicants will be required to attend a project induction meeting/presentation, and a final project presentation. Successful applicants may be required to present project outcomes at a knowledge sharing event at the request of the VDC. Further, the VDC reserves the right to publish a case study overview of the project and to commission a full independent evaluation on completion of the project.

8. Acknowledgement

Funds provided by the VDC must be acknowledged in any marketing or promotional material and at any knowledge sharing event or in any reports. You must use the following wording: *This project (name) was funded by the VDC with support from the VSA.*

9. Endorsements

Manager responsible for the project

Chief Executive Officer or delegate

.....
Manager's signature

.....
CEO's signature

.....
Name (print)

.....
Name (print)

.....
Date

.....
Date