

FUNDED PROGRAM

Workforce Development Grants



Application Form

VDC Workforce Development Grants 2024

VDC will accept applications only from training organisations that have a Victorian 2024 Skills First contract.

Applications open **9.00am Wednesday 14 February 2024** and close **5.00pm Friday 5 April 2024**

Completed applications to be emailed to: info@vdc.edu.au

Projects should commence Monday 22 April 2024 and must be completed no later than **Monday 2 December 2024**. The first Workforce Development Grant welcome and project management workshop will be held Tuesday 30 April 10.00am – 12.00pm at held at the VET Development Centre located at Level 8, 379 Collins Street, MELBOURNE VIC 3000.

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 Name:

TOID:

Director/CEO:

Entity Type:

TAFE

RTO

LLO

ABN:

Location:

Metro

Regional

Peri-urban

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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 | \$15,000 VDC Workplace Development Grants \$25,000 VDC Workplace 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> | |

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2. Outline of the proposed project (Cont.)

Project Purpose

Outline of the project's Purpose, articulating the intended outcome, who it will involve and how it will be conducted - no more than 300 words

Intended Reach

Number of staff participating and/or benefiting from the project

Project Deliverables

Outline the Project Action Plan including what will be delivered as the project progresses and the rationale for project deliverables:

EXAMPLE: Two workshops to be conducted for 30 staff, include the purpose and what will be delivered.

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2. Outline of the proposed project (Cont.)

| | |
|--|--|
| <p>Timeline</p> <p>PROJECT MUST BE COMPLETED BY WEDNESDAY 2 DECEMBER 2024</p> <p><i>Plan the completion date for your deliverables:</i></p> <p><i>EXAMPLE: 2 workshops completed - Completed by 2 December 2024</i></p> | <p>Deliverables</p> <hr/> <p>Planned completion date</p> |
| <p>Key Performance Measures</p> <p><i>Outline how you will measure that your project is meeting your deliverables and proposed outcomes.</i></p> | <p>Measures:</p> |
| <p>Evaluation Methodology</p> <p><i>Evaluation is to cover both formative and summative.</i></p> <p><i>Formative evaluation/assessment is typically conducted during the development or improvement of the project with one overarching goal. Summative evaluation/assessment involves making judgments about the efficacy of the project at its conclusion and describing what happened.</i></p> | |

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3. Details of the project manager(s) responsible for the project

Please advise the name, position, and contact details of the nominated manager; attach a separate list as required. Please use the second column if more than one manager is responsible.

| | |
|---------------|--|
| Name: | |
| Position: | |
| Phone: | |
| Email: | |
| Work Address: | |

4. Details of any partner organisation(s) to be involved in the project

Indicate if the project involves any partner organisations. Copy and paste the table below if there is more than one partner organisation involved.

| |
|-----------------|
| Organisation: |
| Contact person: |
| Position: |
| Phone: |
| Email: |

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7. Knowledge sharing opportunities

Successful applicants will be required to attend a project induction/presentation meeting, a progress meeting, 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. Acknowledgment

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

The Victorian Skills Authority (VSA) funds the VDC to provide opportunities to the Victorian workforce at Skills First providers. As part of the Workforce Development initiative targeting organisational capability, VDC has developed the Workforce Development Grant opportunity for operational innovation and workforce capability projects to selected providers that have a Skills First contract.



VET DEVELOPMENT CENTRE

Level 8, 379 Collins Street, Melbourne VIC 3000

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VET Development Centre

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