

Grants Program – Application guidelines

These guidelines provide information about the eligibility requirements, application and assessment process for the Year 9 Career Taster Program – Grants Program.

About the Year 9 Career Taster Program

The Career Taster Program (CTP) is a WA Government initiative aimed at supporting early career discovery in Year 9, and for students to participate in practical industry-based experiences and engage with the world of work. The program aims to provide students with earlier access to career exploration to gain an understanding of all education and training pathways and post-school options before they make subject selections for Years 11 and 12.

The CTP provides a combination of taster experiences and career development curriculum, providing schools the flexibility to design career exploration experiences that allow students to learn about different industries, occupations, and career and training pathways.

To learn more about how to implement a CTP at your school, please visit the Career Taster Portal at careertasterportal.jobsandskills.wa.gov.au/about-ctp

Grants program

The Grants program aims to support schools and Year 9 students across the State to access and participate in engaging and hands-on career exploration activities.

The CTP Grants program is open to all TAFE colleges and schools across Western Australia. Applications are particularly encouraged from schools in regional and remote areas, and those with students from Aboriginal and Torres Strait Islander backgrounds, culturally and linguistically diverse communities and/or students experiencing disadvantage.

We are looking to fund programs that:

- » provide/expand broad access to the program and practical experiences for all Year 9 students (**access**);

- » increase access to the program through tailored experiences to meet the specific learning needs of students **(access and inclusion)**, including those:
 - in regional and remote areas;
 - who identify as Aboriginal and Torres Strait Islander or culturally and linguistically diverse;
 - considered at educational risk or disadvantaged (as identified by the school); and
 - with disability.
- » foster collaboration between schools, industry and relevant community-based organisations to design and deliver immersive, engaging and culturally-responsive industry experiences **(quality)**; and
- » deliver career exploration experiences that can be scaled and replicated, including pilot or proof of concept programs **(scalability and replicability)**.

Eligibility

Entities that are eligible to apply for funding include:

- » district/regional education offices/school sector head offices;
- » schools*
- » Education support centres; and
- » TAFE colleges*.

What can be funded?

Funding is available to support the design and delivery of industry-based taster experiences to Year 9 students. Career taster experiences are practical activities that enable students to experience and understand the world of work, across established and emerging industries and occupations, and provide information on the skills required and career and training pathways.

Examples of taster experiences that may attract funding include, but are not limited to:

- » hands-on skill exposure activities (incursions and excursions);
- » immersive experiences such as 'challenges', interactive or game-based exploration;
- » career camps or On-Country experiences; and
- » virtual reality and online career exploration experiences.

* Schools and TAFE colleges already receiving CTP funding may apply and must satisfy the selection criteria.

Applicants are strongly encouraged to develop experiences that:

- » enable students to explore non-traditional* career pathways;
- » are a pilot or proof of concept; and/or
- » are designed and/or delivered in partnership with other schools, industry partners or relevant service providers, particularly where it can achieve economies of scale or culturally-secure experiences.

Examples of experiences that **will not** attract funding include:

- » experiences that exclusively focus on soft/foundation skill development (i.e. problem solving, digital literacy, critical thinking);
- » work experience, internships, cadetships or placements where the student is given regular work responsibilities; and
- » experiences that focus on job-ready skills (i.e. interview skills, resume writing).

The Career Taster Portal provides a range of career taster experiences that can be built into a CTP. To find out more, please visit **careertasterportal.jobsandskills.wa.gov.au**. While the activities on the Portal may provide inspiration, applicants are encouraged to develop new and/or tailored experiences that suit the needs and interests of their students, in conjunction with other schools and industry, training and youth organisations.

An eligible entity can apply for a grant of up to \$15,000 (incl GST) to cover the cost of CTP experiences. Applications that exceed this amount will be considered and assessed in line with the selection criteria. Such applications would need to demonstrate large-scale and/or innovative and targeted delivery that addresses students' needs.

Funding must be used solely in accordance with the approved purpose set out in the acceptance letter. For the avoidance of doubt, funding **cannot** be used for:

- » training, soft skill development, resume writing or job ready programs;
- » marketing, promotion and student recruitment;
- » subsidising existing activities;
- » infrastructure or capital works;
- » retrospective expenses (acquired prior to grant acceptance date);
- » interstate/international travel;
- » purchase of aids or equipment for individual students (excluding PPE for CTP experiences);
- » salaries, logistics or travel costs alone; or
- » individual student membership fees.

*Non-traditional career pathways include those not usually undertaken by a particular gender or available within a designated region

Requirements for funding

Conditions of funding

As part of the CTP grants application process, applicants are required to read and agree to our **Conditions of Funding**. The Conditions of Funding document must be:

- » signed by the person/s legally able to enter contracts on behalf of your entity; and
- » attached to your application.

Applications and assessment process

Applicants are required to submit a completed **Grants Program Application Form** and signed **Conditions of Funding Form**, via **CTP.Grants@dtwd.wa.gov.au**

We are looking for innovative and clever ideas that respond to the students' learning needs and interests and which work within the school's capacity. Projects that have been co-designed by students, staff, parents and community will be viewed favourably.

Applications will be considered on a monthly basis, or until available funds are allocated. Cut-off dates for submissions for funding rounds in 2022 and Term 1 in 2023 is **5.00pm on the first Monday of the month**, as provided below.

2022 **Submission deadline**

Round 1 5 September 2022

Round 2 3 October 2022

Round 3 7 November 2022

2023 **Submission deadline**

Round 1 7 November 2022

6 March 2023

As a guide, applicants will generally be notified of the outcome within four weeks from the submission deadline.

Additional submission dates for 2023 will be announced in due course.

Reporting and acquittal

At the conclusion of the grant delivery, successful applicants will need to complete the Grants Program Reporting Template (provided by the Department of Training and Workforce Development), detailing the delivery and outcomes of their program, including:

- » the number and key demographic features of students who participated;
- » a brief summary of the CTP activity, which may be used to showcase good practice;
- » collaboration with industry/schools/TAFEs and other relevant agencies;
- » a summary of student feedback (post-participation survey and/or testimonials) and what worked well and what you would change;
- » photographs of activities associated with the delivery with signed consent forms; and
- » a certified financial statement of expenditure as per approved grant allocation.

Reporting and acquittal must be completed prior to applying for further grants.

Assessment criteria

Applicants must demonstrate:

- » they are an eligible entity;
- » how the funding will increase broad participation of Year 9 students in the CTP; and/or
- » how target student cohorts are addressed; and/or
- » how the funding will be used to provide career exploration experiences that;
 - demonstrate innovation and collaboration between schools, regions, industry/employers, training or specialist youth service providers; and/or
 - pilot new, innovative experiences that are immersive, interactive, scalable and/or replicable; and
- » their agreement with the requirements set out in **Conditions of Funding**.

Qualitative assessment criteria

Applications will be assessed using the following weighted criteria.

#	Qualitative requirement	Key features	Weight
1	Access and inclusion	<ul style="list-style-type: none"> » Participation of priority student cohorts is appropriately facilitated/enhanced. » Experiences are tailored to the learning needs and interests of identified priority cohorts. » Expanded participation of Year 9 students in the CTP. 	30%
2	Quality	<ul style="list-style-type: none"> » Experience/s satisfy factors such as, new, student-centric, hands-on, innovative, and/or immersive. » Involves collaboration and partnership with stakeholders. » Likelihood experience can be used as an example of good practice. 	30%
3	Scalability and replicability	<ul style="list-style-type: none"> » Evidence the experience could be replicated in other contexts, or scaled for larger/priority cohorts. 	20%
4	Value for money	<ul style="list-style-type: none"> » Cost effective allocation of funds. » The proposed activities and outcomes are fit for purpose and align with the objectives of the CTP. 	20%

Successful applications

Successful applicants will be provided with a formal notification in the form of an acceptance letter and information on the payment process within approximately four weeks of the closing date for each round of applications.

Payment structure

Successful applicants will receive 70 per cent of the awarded funds upon approval, and the remaining 30 per cent following the fulfillment of all reporting and acquittal requirements to the Department of Training and Workforce Development's satisfaction.

Ready to apply?

Below is a guide to help you with an application:

1. Determine if your organisation is eligible for funding by reviewing the Grants Program eligibility criteria.
2. Identify whether your entity will submit an application individually, or in partnership, for example, with other schools (public and private), with district/regional offices (including the head office), TAFEs and/or other training, industry or youth organisations.
3. If submitting as part of a partnership, identify the lead applicant responsible for completing the application. The lead applicant will be responsible for administering, disbursing and acquitting funds.
4. Plan your Career Taster Program, including activities, responsibilities, schedules and costs.
5. Download a copy of the **Conditions of Funding** and ensure it is executed by your legal signatory(s).
6. Complete the **Grants Program Application Form**.
7. Submit your completed application form and signed Conditions of Funding via email to **CTP.Grants@dtwd.wa.gov.au** by **5.00pm on the closing date** for each funding round.

If you have any questions about the application process or Grants Program, please:

1. check the **Frequently Asked Questions** (attached); and/or
2. get in touch via email at **CTP.Grants@dtwd.wa.gov.au** or phone on 6551 5084.

Grants Program – Frequently Asked Questions

General questions

How much can I apply for?

There is no specific cap on applications. As a guide, it is anticipated that applications can be up to \$15,000 for the delivery of a range of experiences as part of a CTP. However, smaller and larger grant applications will also be considered. All applicants must demonstrate how the proposal meets the selection criteria.

Can multiple taster experiences be included in the one application?

Yes. It is possible to bundle experiences into one application, however, each taster experience should be described against the selection criteria and costed.

Can my organisation submit multiple applications in a school year?

Yes. However, applicants must demonstrate that they have reported and acquitted previous grant monies prior to submitting a new application for funding.

Eligible organisations can submit a maximum of one application per funding round as the lead applicant. However, these organisations may be listed as partners in other applications for which they are not the lead applicant.

Can the funding be used for other components of the Career Taster Program, such as delivering accredited training or upskilling careers practitioners?

No. The Grants Program is specifically for the delivery of practical career taster experiences to Year 9 students.

Can my application cover the cost of relief and/or support teachers?

Grant monies can be used to cover the cost of relief and/or support teachers. However, the grant application cannot be for this purpose alone.

Can students in other school years attend the career taster experiences?

The CTP is specifically for Year 9 students and funding will be awarded for the Year 9 cohort only. However, schools may include students from other year groups, where:

- » Year 9 students are prioritised and additional capacity is identified;
- » the school is able to fully cover the cost of the additional student's participation;
- » the organisation(s) providing the experience have capacity to safely include the additional students; and
- » all insurance and duty of care requirements can be met by the school.

Are career taster experiences only funded if all students are from target cohorts?

No. The aim of the grants is to increase access and participation in the CTP generally, including access and participation for students with particular learning needs.

Career taster experiences fall under two main categories:

- » generic programs delivered to whole or part of the Year 9 cohort; and
- » tailored programs designed and delivered to priority target cohorts.

Your application can include a combination of program types, for example, two generic programs and one or more tailored programs, particularly where the needs of priority cohorts cannot be addressed in a generic CTP. It is up to applicants to demonstrate that their proposal ensures the needs of students generally, and target cohorts are addressed.

Do organisations have to partner with others to apply for a grant?

No. Applicants are encouraged to develop partnerships, but this is not a mandatory criterion.

What happens if the taster experience needs to be cancelled (e.g. due to a lack of school staff/students due to COVID-19 infection?)

Successful applicants are able to retain awarded funds for cancelled events and are encouraged to reschedule during the school year. If this is not possible, monies must be returned prior to lodging a new application, unless otherwise agreed to in writing by the Department of Training and Workforce Development.

When will I have to report outcomes?

Reporting must be completed upon completion of the funded activity as set out in the Acceptance Letter and Conditions of Funding. A milestone payment of 30 per cent is provided upon receipt of a completed report and acquittal.

Will I receive feedback on my application if it is not successful?

Feedback will be provided upon request. Requests can be submitted via email to CTP.Grants@dtwd.wa.gov.au

Assessment criteria questions

Program and budget details

Qualitative assessment criteria 1 and 4

Do all sections of the table need to be completed?

Yes. All fields in the table are mandatory and need to be completed for your application to be accepted.

An example is provided on the following page.

Experience title and activity outline	Program type	Activity type	Industries to be covered	Itemised budget (incl GST)	Expected number of students	Expected outcomes	Expected start date	Expected end date
Experience 1 License purchase for online career exploration tool for four school	General Year 9 cohort	Virtual reality/online	Career information – general	License for four years for schools: » School W » School X » School Y » School Z \$3,500	360	Ongoing and broad exploration of a range of careers and occupations. Career tool to be used for stand-alone career development activities, as well as a tool to integrate into curriculum areas.	Term 3 2022	Term 4 2025
Experience 2 On-Country Indigenous land care and ranger program	Targeted program » Regional/remote students » Aboriginal and Torres Strait Islander students	» Camp » On-Country experience	» Horticulture » Creative industries » Tourism and events » Science and Environment	» Bus: \$750 » Activity resources: \$200 » Food: \$400 » Cost to cover Elders/activity providers: \$500	40	» Work in partnership with parents, students, training provider and Aboriginal ranger program to co-design taster experience. » Two day/one night On-Country camp, with culturally appropriate information about land care needs and land care careers. » Students rotated across several land care activities over the two days. » Students hear from a guest speaker(s) (provide details) regarding career opportunities in the region, training pathways and skills required. » Support provided by local Elders to talk about traditional land care practices.	Term 4 13 October 2022	14 October 2022

Quality

Qualitative assessment criteria 2

Do I have to answer all the components under the Quality criteria?

The Quality criteria represents 30% of the assessment criteria.

There are three components to this criteria and any or all of them can be answered:

- » Partnerships and industry engagement;
- » New, innovative and engaging taster experiences; and/or
- » Good practice.

The weighting given to your response will depend on the detail provided.

What type of partnerships are suitable?

Examples of partnerships include, but aren't limited to collaboration with a training provider, another school(s), employer(s), local Elders, group training provider (GTOs), community centre/organisation, not-for-profit organisation or government agency.

What is considered an innovative career taster experience?

A career taster experience may be considered innovative if it:

- » is new to the Year 9 cohort participating;
- » is tailored to the specific learning needs of the students;
- » exposes students to new and emerging industries, skills and occupations;
- » requires engagement with emerging and new technologies; and/or
- » encourages students to explore non-traditional career paths.

What is considered good practice?

Examples of good practice include, but aren't limited to, programs that:

- » expose students to a range of industries, including emerging industries;
- » expose students to non-traditional career paths (in relation to their gender and/or region);
- » demonstrate cultural inclusivity and responsiveness;
- » address barriers to participation; and/or
- » align with career development principles (Australian Careers Blueprint).

What is meant by non-traditional career pathways?

Non-traditional career pathways include those not usually undertaken by a particular gender or available within a designated region.

Scalability and replicability

Qualitative assessment criteria 3

What is meant by a pilot or proof of concept?

Applicants may wish to 'road-test' a career taster experience with a small group of Year 9 students, before considering whether it could be scaled up for a broader group or delivered in other locations or across multiple schools. You might like to outline the potential for the program to be replicated in other schools, regions or to larger groups and how learnings and resources will be shared and used in other settings?