

# South Australian Group Training Program (SAGTP) and Group Training Organisation (GTO) Boost

## Funding Guidelines 2023-24

### Traineeship and Apprenticeship Services

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# SOUTH AUSTRALIAN GROUP TRAINING PROGRAM (SAGTP)

## Guidelines for 2023-24

The South Australian Group Training Program (SAGTP) is a State Government initiative that aims to maintain or increase completion rates of apprentices and trainees in the group training sector by supporting:

- the provision of pastoral care arrangements for apprentices and trainees employed by Group Training Organisations (GTOs), and
- the placement of those apprentices and trainees with host employers.

The SAGTP is administered by Skills SA (Department for Education) on behalf of the Minister for Education, Training and Skills. The SAGTP commenced in July 2015 and will continue through to 30 June 2025, subject to budget availability. These Funding Guidelines are for 2023-24.

### 1. Eligibility for funding

To be eligible for SAGTP funding in the 2023-24 period GTOs must:

- have a capacity to deliver group training services to specific industries and targeted equity groups;
- be registered against the National Standards for Group Training Organisations in South Australia as at 1 July 2023 (refer [www.australianapprenticeships.gov.au/gto-national-standards](http://www.australianapprenticeships.gov.au/gto-national-standards));
- be registered as an employer under the *South Australian Skills Act 2008* (SA); and
- comply with the South Australian Skills Commission Standard for hosting apprentices and trainees (refer <https://skillscommission.sa.gov.au/legislative-framework/regulations-and-standards/south-australian-skills-standards>).

Eligible GTOs may be a for-profit or not-for-profit organisation.

### 2. Funding model

Funding for the GTO:

- is calculated using the number of apprentice and trainee commencements and completions in 2023-24, as sourced from internal Skills SA records (ATLAS);
- is proportionate to the nominal duration of the apprenticeship or traineeship, with a higher payment applying to apprentices or trainees in targeted groups as described in Section 3 Targeted Groups;
- may increase for regional loading as described in Section 4 Regional Loading; and
- will include an additional 1.5% to take into consideration annual Consumer Price Indexing (CPI).

Funding is subject to budget availability and will conclude if the program is fully subscribed prior to 30 June 2024. Skills SA will notify GTOs once 50%, 75% and 100% of available funding has been exhausted.

## 2023-24 Funding Schedule

COMMENCEMENTS	Standard Rate	Targeted Groups* Rate (* refer Section 3)
Apprenticeships	\$200	\$400
Traineeships – duration <24 months	\$67	\$133
Traineeships – duration >=24 months <36 months	\$133	\$267
Traineeships – duration >=36 months	\$200	\$400
COMPLETIONS		
Apprenticeships	\$600	\$1,200
Traineeships – duration <24 months	\$200	\$400
Traineeships – duration >=24 months <36 months	\$400	\$800
Traineeships – duration >=36 months	\$600	\$1,200

### 2.1 Qualifications funded

In 2023-24, SAGTP funds will be available for all apprenticeships and all traineeships.

### 2.2 Commencements

Payments for commencements will be made for any eligible apprenticeship or traineeship commencement that occurred between 1 July 2023 and 30 June 2024.

### 2.3 Completions

Payments for completions will be made for any eligible Training Contract completion that occurred between 1 July 2023 and 30 June 2024, where the contract status is 'Completed-Successful'.

## 3. Targeted groups

Targeted groups for the purposes of the SAGTP comprises those apprentices and trainees who:

- are **Aboriginal and/or Torres Strait Islander**;
- a person living with a **disability**;
- are an **Adult Apprentice or Trainee** (aged 21 years or above upon commencement);
- commenced as a **School-based** Apprentice or Trainee;
- are **Female** learners.

An apprentice or trainee who is from a targeted group (as identified on the Training Contract) will attract a one hundred percent (100%) adjustment to the Standard Rate shown in the 2023-24 Funding Schedule.

## 4. Regional loading

Regions have been identified by Skills SA based on the Australian Bureau of Statistics, 2021 Australian Statistical Geography Standard: Remoteness Structure. A regional loading relating to apprentices and trainees who have attracted a commencement and/or completion payment as described in Section 2.2 Commencements and Section 2.3 Completions will be calculated at the following rates. The regional loading is based on the residential address of the apprentice or trainee as stored in ATLAS.

Regional accessibility	Adjustment value
Highly accessible metro	0%
Highly accessible regional	30%
Accessible	40%
Moderately Accessible	70%
Remote	200%
Very Remote	200%

## 5. Payment milestones

Funding support is specified in contractual documentation ('Funded Activities Annexure'), which will be issued to GTOs via an email from Adobe Sign.

Payments in 2023-24 will be made within two weeks of a quarterly report sent to each GTO as follows:

- By 15 October 2023, Skills SA will provide the GTO with a report identifying commencements and completions eligible for payment during the reporting period 1 July 2023 to 30 September 2023;
- By 15 January 2024, Skills SA will provide the GTO with a report identifying commencements and completions eligible for payment during the reporting period 1 July 2023 to 31 December 2023;
- By 15 April 2024, Skills SA will provide the GTO with a report identifying commencements and completions eligible for payment during the reporting period 1 July 2023 to 31 March 2024; and
- By 15 August 2024, Skills SA will provide the GTO with a report identifying eligible commencements and completions during the reporting period 1 July 2023 to 30 June 2024.

## 6. Reporting

By 30 April 2024, GTOs must provide to Skills SA the completed Progress Report (supplied to the GTO upon execution of the Funded Activities Annexure).

By 15 October 2024, GTOs must provide to Skills SA an Acquittal Report for SAGTP funding for the period 1 July 2023 to 30 June 2024. Skills SA will provide an Acquittal Report template to the GTO by 30 September 2024.

# GROUP TRAINING ORGANISATION (GTO) BOOST

## Guidelines for 2023-24

The GTO Boost (Charge-Out Rate Reduction) is a State Government initiative that provides additional support for GTOs, apprentices and host employers with a focus on retention, engagement and new opportunities for adult apprentices across all industries.

The GTO Boost enables GTOs to offer a reduced charge-out rate of \$100 per week per apprentice or trainee for a period of twelve months, totalling \$5,200 per new Training Contract commencement.

### 1. Eligibility for funding

The GTO Boost is available for GTOs that are registered against the National Standards for Group Training Organisations in South Australia as at 1 July 2023.

Eligible Training Contracts are those commencing from 1 July 2023 to 30 June 2024, for **Adult Apprentices or Trainees** (aged 21 years or above upon commencement) across all industries.

A **maximum of 200 Training Contracts** sector-wide will attract the Charge-Out Rate Reduction. This includes any new commencement or re-commencement. Training Contracts may be full-time or part-time.

Skills SA will notify GTOs once 50%, 75% and 100% of available Training Contract places have been exhausted.

### 2. Payment milestones

Funding support is specified in contractual documentation ('Funded Activities Annexure'), which will be issued to GTOs via an email from Adobe Sign.

Payments under the Charge-Out Rate Reduction annexure will be made monthly as the following milestones are met:

1. For each eligible Training Contract commencement from 1 July 2023 to 30 June 2024, the GTO will attract \$2,600.
2. When the Training Contract passes the six month mark (including part time Training Contracts), the GTO will attract a further \$2,600.

At the beginning of each month, until October 2024, Skills SA will run a report to identify GTO Training Contract activity eligible for payment. Skills SA will then provide each GTO with a report listing eligible Training Contracts and disperse payments.

Once GTOs receive Skills SA's monthly report confirming that the Training Contract is eligible for payment, GTOs can pass on the charge-out rate reduction to host employers in arrears as a lump sum and commence the weekly reduction thereafter.

Noting that charge-out rate reduction funding is capped at 200 Training Contract commencements, GTOs must not confirm funding eligibility to a host employer of a given apprentice/trainee until **after** their associated Training Contract appears on Skills SA's monthly report. Only Training Contracts that appear on Skills SA's monthly report have met the eligibility criteria to attract funding.

GTOs with eligible activity should receive their GTO Boost payments by the 15th day of each month.

### 3. Terms and conditions

- 3.1** If a Training Contract commencing from 1 July 2023 to 30 June 2024 is withdrawn during the probationary period, the GTO is only eligible to receive the first milestone payment of \$2,600.
- 3.2** If a Training Contract is suspended during the first six months, the six month date would be extended, and the GTO would only be eligible for the second milestone payment once the six month passes.
- 3.3** If the GTO has received a milestone payment for a Training Contract that is terminated or withdrawn, unspent funds (not passed onto the host employer) will be returned to Skills SA during the financial acquittal process.
- 3.4** South Australian Government agencies that are a host employer under a GTO arrangement are not eligible to receive the Charge Out Rate Reduction.
- 3.5** Staff members employed directly with the GTO are not eligible to receive the Charge Out Rate Reduction.
- 3.6** The GTO must retain evidence that Charge-Out Rate Reduction funds were passed on to eligible employers as per the guidelines. Charge-out rate invoices (supplied by the GTO to an eligible host employer) must identify the charge-out rate reduction amount, the name of the applicable apprentice or trainee, and the name of the program (i.e. SA GTO Boost).
- 3.7** Skills SA will monitor GTO activity during, and at completion, of the program. From time to time, Skills SA may audit GTO payments made under the program and seek evidence that the guidelines have been complied with as part of the financial acquittal process.
- 3.8** Funding is subject to budget availability and will conclude if the program is fully subscribed prior to 30 June 2024.