

# Adult Community Education

## Application tips

We recommend familiarising yourself with the ACE Guidelines before commencing an application.

## Starting your application

Online applications for ACE projects can be submitted via the Skills SA [Apply to deliver an ACE project](#) webpage. Applicants are required to answer the questions in the application form, download and complete the Budget and Training Schedule, and upload it to the application before submitting.

If you are unable to complete the application in the first instance, press the 'save and close' button at the bottom of the form to retain content added to the application and return to it later. When you return, log in and click on 'My Submissions' at the top of the screen, you will find a list of applications you have started or submitted and can select one to continue your application.

## The Budget and Training Schedule

The Budget and Training Schedule requires applicants to provide details of the funding sought and training to be delivered in the project. This includes project management costs, co-contributions from the applicant and partner organisations, and non-accredited and accredited training to be delivered in each course.

### **Budget worksheet**

The summary table provides a snapshot of the information provided. Applicants are required to provide the application ID and number of training places, and the financial information is automatically populated from other sections of the document.

The 'Project Costs' table requires a description of the project costs, how they are calculated, the organisation delivering the service (if it is not the applicant), and the cost of each item. The table includes some fields to assist the applicant, and there are blank fields for other costs. Applicants applying for triennial funding arrangements are required to provide an estimate of these costs for subsequent years.

Applicants are required to list any co-contributions to the project in the 'Co-contributions' table. This can be in-kind, monetary, or a combination of both. List and provide a brief description of all co-contributions from the applicant or other project partners.

### *For example*

1. Project management may include costs to coordinate activities to attract, select, retain and support project participants. If the cost is estimated to be \$50 per class, with 5 classes during

the project, for 2 courses it would be calculated as (\$50 per class x 5 classes) x 2 courses during the project = \$500 per year.

2. A co-contribution may include the applicant providing the venue for training delivery, making it unavailable to rent to third parties for the duration of the project, resulting in a loss of \$200 rent. The applicant can include the loss of rent as a co-contribution for the delivery of the project, as in-kind non-monetary contribution to the training.

### **Cost Descriptions worksheet**

This worksheet provides examples of what costs can and cannot be included in the project management costs.

### **Training Schedule – Non-Acc. worksheet**

Use this worksheet to provide details of the non-accredited training to be delivered. The worksheet will calculate how much funding will be provided for the delivery of non-accredited training.

#### *Table: Courses*

Provide the training information for each course. The orange coloured 'Commercial Kitchen Practices' course provides an example.

Provide the following information:

1. A line number for each course. Assign a line number (such as 1, 2, 3 etc) for each course with a unique combination of units of competency. If a course is repeated in two or more different locations, assign the same line number to this course across all locations. This line number must be entered in the 'Units' table below that lists the non-accredited units of competency for each course. This line number links the course information to the non-accredited units of competency in the table below.
  - a. For example: Commercial Kitchen Practices has Line number 'a'. As the same course is being delivered in two locations, it is listed twice in this table with the same line number.
2. State the number of non-accredited units of competency to be delivered in each course.
  - a. For example: Commercial Kitchen Practices includes three units of competency.
3. Provide the course name.
4. If the course is to be delivered by a different organisation, list their name here.
5. List the training delivery site postcode for the course. If a course is delivered across two or more delivery sites with different postcodes, list the course in a separate line for each location.
  - a. For example: Commercial Kitchen Practices will be delivered at two different sites.
6. Training start and finish date for each course. If a course is delivered more than once during the project, list the course in a separate line for each delivery timeframe.
7. Number of training places per course.
  - a. For example: Commercial Kitchen Practices will be delivered to a class of ten students (or ten training places) each time it is being delivered.
8. Provide the Term that the course will be delivered.
  - a. For example: Commercial Kitchen Practices will be delivered in Term 3 2025 and Term 1 2026.

#### *Table: Units*

List the non-accredited units of competency for each course in this table, providing:

1. The line number for the relevant course from the "Courses". This line number will link the non-accredited unit of competency with the course. If you have multiple units of competency in the course, please ensure that the line number is the same for these units.



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- a. For example: Commercial Kitchen practices has a line number of “a” from the previous table. This will be used for each unit of competency listed.
2. The code of each unit of competency for the course.
  - a. For example: Commercial Kitchen practices includes the delivery of three non-accredited units of competency that are each listed separately with the same line number “a”.

This information links the course information with the non-accredited training information and is used to calculate the funding provided for the delivery of the courses.

All courses must contain at least one non-accredited unit of competency and be listed in this worksheet.

#### *Notes*

1. The grey coloured cells are locked and will automatically populate.
2. The total training place numbers, delivery hours and estimated subsidy will be automatically calculated. These are locked and cannot be altered.
3. Please ensure that each line provides the details of one class in one location.
4. If you are delivering the course more than once, please complete a new row for each time the course will be delivered. This will display as multiple rows for the course with minimal differences between rows.
5. Each course is to have one line number. This line number in the Requested Non-Accredited units table is to correspond with the line number in the “Units” table.

#### *Commercial Kitchen Practices example*

For example, the applicant seeks to deliver the course 'Commercial Kitchen Practices' that includes three non-accredited units of competency. The course will be delivered in two locations at two separate times. Each class will consist of 10 training places.

Skills SA will assign 20 hours of non-accredited training delivery per unit of competency, totalling 60 hours of non-accredited training delivery for each training place, for each class. The funding will automatically be calculated at  $((60\text{hrs} \times 10 \text{ training place}) \times \$12 \text{ per hour}) \times 2 \text{ classes per year} = \$14,400 \text{ per year}$ . This amount will be paid to the applicant for the delivery of these non-accredited units of competency.

#### **Training Schedule – Acc. worksheet**

Similar to the non-accredited training information, this worksheet is to be populated with the accredited training information for each course delivered for the ACE project.

#### *Table: Courses*

Applicants are to provide the following information:

1. A line number for each course. Assign a number for each course with a unique combination of units of competency.
  - a. For example: Following on from the non-accredited training information, the Commercial Kitchen Practices course is assigned line number “a”.
2. The number of accredited units of competency to be delivered in the project
  - a. For example: Commercial Kitchen Practices course has two accredited units of competency in this course.
3. The registered training organisation’s code. This is the training organisations Australian Skills Quality Authority (ASQA) code.
4. The registered training organisation’s name.
5. The training delivery site postcode.



- a. For example: Commercial Kitchen Practices will be delivered across two sites. This information corresponds with that in the “Training Schedule – Non-Acc.” worksheet as the course consists of both non-accredited and accredited units of competency.
6. The training start and finish date for each class. These must also correspond with the dates provided in the “Training Schedule – Non-Acc.” Worksheet.
  - a. For example: Commercial Kitchen Practices course will be delivered at one site in 2025 and then a second site in 2026. These correspond with the dates provided in the non-accredited worksheet information.
7. The number of training places per class.
  - a. For example: Commercial Kitchen Practices course has a class of ten training places each time it is being delivered.
  - b. Provide the Term that the course will be delivered.

#### *Table: Units*

Please list the accredited units of competency in this table. The following are to be provided:

1. The line number from the above “Course” table. This line number will link the accredited unit of competency with the course. If you have multiple units of competency in the course, please ensure that the line number is the same for these units.
  - a. For example: Commercial Kitchen Practices has a line number of “a” from the previous table.
2. The unit of competency code. The name of the unit is automatically populated and does not need to be entered.
  - a. For example: Commercial Kitchen Practices includes the unit of competency “BSBWHS211”.

This information links the course information with the accredited training information and lists the total funding provided for the delivery of the courses in this project.

#### *Notes*

1. Please ensure that each line provides the details of one class in one location.
2. If you are delivering the course more than once, please complete a new row for each time the course will be delivered. This will display as multiple rows for the course with minimal differences between rows.

#### *Commercial Kitchen Practices example*

For example, the Commercial Kitchen Practices course includes two accredited units of competency listed in the 'Units' table. The course will be delivered twice, and each class will consist of 10 training places, and be delivered in two locations – once in each location.

Skills SA has assigned 20 hours of training delivery per unit of competency, totalling 40 hours of accredited training delivery for each training place, for each class. This is also shown in the “Requested Skill Clusters” table, and it is estimated that the training organisation will receive \$4,690 for the delivery of these accredited training units of competency. This funding will be paid directly to the registered training organisation, as per the South Australian Vocational Education and Training Fee Framework.

#### **Further assistance**

For further assistance contact the Skills SA Infoline on 1800 673 097.

Email: [Education.ACEProgram@sa.gov.au](mailto:Education.ACEProgram@sa.gov.au) [Education.SkillsContracts@sa.gov.au](mailto:Education.SkillsContracts@sa.gov.au)

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