

Adult Community Education Projects 2025-26

Information Session

21 May 2025

Skills SA

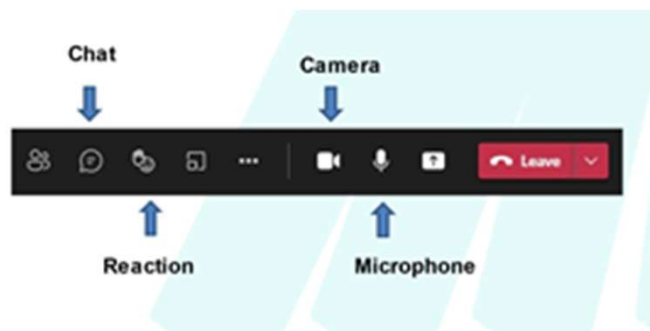


Government
of South Australia
Department of
State Development

Welcome

Questions – welcome any time, can be raised through

1. Reaction in Teams – raise your hand
2. Chat – type your questions



- Welcome
 - Questions:
 - Ask any time via Reaction in Teams or the chat
 - Will stop throughout presentation for questions
 - Questions will be consolidated and placed online in the Frequently Asked Questions for easy future reference
- Presentation will be placed online so you can refer to it as you go too too

Acknowledgement of Country

The Department of State Development acknowledges and respects Aboriginal people as the state's first people and nations, and recognises Aboriginal people as traditional owners and occupants of South Australian land and waters.



Overview

- ACE Projects webpage and toolkit

<https://providers.skills.sa.gov.au/adult-community-education-projects>

<https://providers.skills.sa.gov.au/tools>

- What's different?
 - Increasing access and foundation skills delivery
 - Expanding access in regional areas
 - Strengthening connections to vocational learning
 - Competitive assessment process
 - One Level 1 project and one Level 2 project
- What's the same?
 - Foundation skills training in a community-based setting
 - Existing providers – 3-year projects and New providers – 1-year pilot projects
 - Level 1 and Level 2 projects



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ACE Program webpage

[Adult Community Education Program project \(skills.sa.gov.au\)](https://providers.skills.sa.gov.au/adult-community-education-projects)

And

ACE Projects Toolkit

Contains

Brief outline of the two types of ACE Projects

- Level 1 – non-accredited
- Level 2 – blend of both non-accredited and accredited training

- ACE Program Guidelines
- Online application
- Dynamic FAQs

- Many other documents that will assist you throughout the year in project delivery

Encourage you to familiarise yourself with this page and the ACE Toolkit which will have updated documents as we go

What's different?

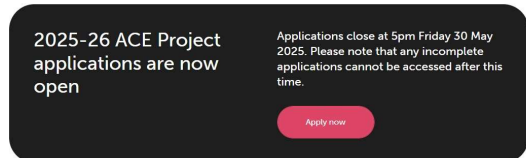
- Skills SA is seeking to
 - Increase community-based education and foundation skills delivery in South Australia.
 - Expand access to ACE in regional areas and with Aboriginal communities, through new and existing partnerships.
 - Strengthen connections to vocational learning, including pilots for integrated ACE and vocational training.
- Competitive assessment process – put your best application forward and ensure that it contains everything needed – do not assume any prior knowledge of your organisation, courses, students or foundation skill needs in the region
- One Level 1 and one Level 2 ACE Project per provider
- Accredited training is not indicated in the Budget and Training Schedule as it is paid in line with the SA VET Fee Framework published by Skills SA – Calculator can assist with this

What is the same?

- Foundation skill training in a community education setting
- Multi-year projects for existing providers and single year pilot projects for new providers
- 2 types of projects
 - Level 1 – non-accredited training based on the Foundation Skills Training package
 - Level 2 – blended contextualised non-accredited foundation skills training, and accredited training with a vocational focus
- Funding for project costs and delivery of training
- ACE providers can claim for students who do multiple courses in one year, recognising the value to participants of attending multiple courses, helping to build their capability and progress their engagement, learning and work pathways. Can't do the same course more than once in the year.
- Use of the ACE Upfront Assessment of Need and the Basic Skills Indicator (BSI)
- Reporting through STELA

How to apply – online application

- Online form located on the ACE Projects page
- Designed to capture information on:
 - What do you want to deliver?
 - Who is the target cohort of students?
 - Why is this project being delivered?
 - What foundations skills are needed?
 - How will the project meet these needs?
 - Where and when will training be delivered?
 - What will be the outcomes?



2025-26 ACE Projects



Submissions are now being accepted. Submissions close at 5:00PM 30 May 2025 (ACST).

2025-26 Adult Community Education Project grant funding

Submissions are now being accepted.

Applications will be considered for foundation skills training in a community education setting, provided the course fits within the project's objectives and demonstrated needs of the participants

ACE project application is located on the ACE Program webpage, scroll to the bottom

Application reflects the ACE Program Guidelines and is similar to previous years where it is an online form with a budget and training schedule to be completed and uploaded

Application is designed to capture information such as:


- What do you want to do?
 - What is the purpose of the project? Why do you want to deliver this project? How will it assist people in your local community?
- How will you do this project?
 - Who is it for and how many participants are intended to be supported?
 - What are their foundation skills training needs?
 - What training will you deliver to meet this need?
 - How and when will you deliver this training?
 - What supports services will you provide to the participants to help them remain in and complete their course and progress on their learning journey?
 - Will the project connect participants with employers?

- If so, what industry are they in?
- Are there opportunities to engage with industry?
 - If so:
 - What are these opportunities?
 - What activities are involved?
 - Describe them and what the benefits are to the participants
- Are you partnering with others for this project? If so, who are they and what does that partnership consist of? What are their contributions?
- What will be the outcomes of this project? How will it assist participants to progress in their learning and employment journey?
- How much project management funding is needed to do this?

How to apply – Budget and Training Schedule

- Budget and Training Schedule
- Located just before the declaration
- Download, complete and attach to your application
- Four sections:
 1. Budget
 2. Examples of costs
 3. Training Schedule – Non-Acc.
 4. Training schedule – Acc.

2025-26 ACE Projects

 This is a preview of the 25/26 ACE Projects form. When you're ready to apply, click Fill Out Now to begin.

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Budget

** Indicates a required field.*

Project applications are to include financial and training information in the Budget and Training Schedule. Before submitting your application, ensure the Budget and Training Schedule includes all the projects management costs, co-contributions, non-accredited training, accredited training (where relevant), and that the formulas compute correctly and do not display errors.

You can access the Budget and Training Schedule template here.

Upload Budget template *
 Attach a file: [Choose a file](#) No file chosen [Select shared file](#)

A maximum of 1 file may be attached.

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Form Navigation

1. Introduction
2. Eligibility
3. Contact Details
4. Project Design
5. Students
6. Partnerships
- 7. Budget**
8. Declaration

Download budget template, complete it and attach it to your application

Very similar information as that requested previously

Budget template has 4 sections and asks for financial and training information.

Provide details on

- Duration of the project and participant numbers per year
- Project costs and Co-contributions
- Training – both non-accredited and accredited training

4 tabs/worksheets

1. Budget – includes financial summary, project costs and co-contribution
2. Example of costs
3. Training schedule – non-accredited training
4. Training schedule – accredited training

How to apply - Budget

1. Summary table

- Insert Application ID and number of training places
- Funding summary is automatically populated

2. Project budget

Project costs

- Project activity funding (exc. delivery of training)
- Examples of cost descriptions available on neighbouring sheet
- Triennial projects – estimate future costs or leave blank if the same

Co-contributions

- From applicant, partners and employers
- Financial and in-kind
- Triennial projects – co-contributions are assumed to be the same in future years – please advise if not the case



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Summary tab

Provide the following information:

- Application ID
- Number of training places per year

Contains automatically populated financial summary. You don't need to do anything with this and its there for reference.

Project costs

- Provide project activity funding requested based on the design and duration of the project as per the ACE Program Guidelines
- Examples of costs are available in neighbouring tab to assist you. This is not an exhaustive list but just a guide, other costs can be included even if they are not in this "Example Cost Descriptions" tab.
- These costs are in addition to funding for delivery of training
- Totals can be found at the bottom of the table
- Triennials - Please indicate anticipated costs for years 2 and 3, if you expect them to be the same, you can leave them blank.

Co-contributions

- Scroll to the bottom to reach the co-contributions table

- Contributions can be from the applicant, partners and employers
- Can be financial and in-kind
- We will assume that the co-contributions provided in year 1 will also be provided in years 2 and 3, unless you advise otherwise
- Total can be found at the bottom of the table

We will ask you to update the budget and training information prior to year 2 and year 3 (where applicable), as it provides an opportunity to incorporate any learnings and insights gained from each year for better outcomes for participants – but we do anticipate this to be a minor adjustment.

How to apply – Training schedules

- Separated into non-accredited and accredited training
- What we are looking for:
 - What foundation skills are needed and how will this project meet these needs?
 - *Through: Course name, units of competency, number of training places.*
 - Where and when will the project be delivered?
 - *Through: Delivery postcode, training start and end dates, Term details.*
 - Who will deliver the training?
 - *Through: Training provider name.*
- Combined, the budget and training information will provide an outline of the training to be delivered, and the funding requested

Training – separated into non-accredited and accredited tabs/worksheets

Both worksheets ask for:

- Course name and label
- What training will be delivered – units of competency
- Number of units to be delivered each time.
- Postcode of delivery site
- Training start and finish dates
- No new enrolment date will be 26 May 2026 or in the financial year that the training will be delivered
- Number of ACE training places per class

Grey cells will be automatically populated – no need to do anything further with these ones.

This will answer the questions or:

- What foundation skills are needed and how will the project meet these needs?
- Where and when the project will be delivered?
- Who will deliver the training?

The Budget and Training Schedule provides an outline of what will be delivered and the funding requested.

How to apply – Non-accredited training

Training schedule – Non-Acc. tables

Courses

Line Number (Enter Corresponding Line number from the table below)	Number of Units to be Delivered per Non- Accredited Training	Non-Accredited Training Name/Description (self nominated)	Training Provider Name (if different from applicant)	Delivery Postcode use a separate line if delivered in more than one location	Training start Date (DD/MM/YYYY)	Training End Date (DD/MM/YYYY)	Number of training places per class	Term	Total hours	Total Estimated Subsidy Per Line	Completed Row Check
a	3	For example: Commercial kitchen practices	ACE Provider	5008	5/09/2025	31/12/2025	10	Term 1	60	\$ 7,200	✓
a	3	For example: Commercial kitchen practices	ACE Provider	5352	1/01/2026	15/05/2026	10	Term 2	60	\$ 7,200	✓
									0	\$ -	
									0	\$ -	

*EXAMPLE
*EXAMPLE

Units

You must list all the non-accredited units of competency from the courses listed in the "Courses" table above and include the corresponding Line Number from the table above, including any that may be within a Skills Cluster.

Corresponding Line Number from table above	Unit Code	Unit Name (auto-populated based on 'Unit Code')	Hours
a	FSKRDG002	Read and respond to short and simple workplace signs	20
a	FSKLRG05	Use strategies to plan simple workplace tasks	20
a	FSKNUM004	Use basic and familiar metric measurements for work	20

*EXAMPLE

*EXAMPLE

*EXAMPLE

Training schedule – non-accredited

Courses table

Provide details of the non-accredited foundation skills training to be delivered in the project.

Provide details based on one line for each class.

For example

1. If the course will be delivered two times in one location – it would be shown as two lines where the differences are just the different training start and end dates.
2. If a project were to be delivered once in two locations – that is once in each location – it would be shown as two lines where the differences are the postcode and training start and end dates
3. If the project had two courses, such as one in gardening and one in hospitality, and each course was only delivered once in one location – it would be shown as two lines with different details.

Scroll down below and you will find the Units table to list the units of competency to be delivered.

Units table

Provide the code for the Unit of Competency to be delivered

The Units table will automatically list the name of the unit and the number of training delivery hours based on the Victorian Purchasing Guide.

Line number

The two tables are linked by the line number.

In the top Courses table, please list a new line number for each different course.

Going back to the previous example:

1. If the project will be delivered twice in the one location, it would be two lines with the only difference being the training start and end dates. The line number in this example would be the same.
2. If a project were to be delivered once in two locations – that is once in each location – it would be shown as two lines where the differences are the postcode and the training start and end dates. The line number here is still the same in both lines because it is the one course.
3. If the project had two courses, such as one in gardening and one in hospitality, and each course was only delivered once in one location, then it would be shown as two lines with different details. The line number here would be two different line numbers.

The line number links the two tables, and enables the non-accredited training delivery hours to also be shown in the Courses table. This will then display the funding associated with the delivery of that non-accredited training.

How to apply – accredited training

Training Schedule – Acc. tables

Courses

Line Number	Number of Units to be Delivered per Cluster	Skill Cluster Name/Description (self nominated)	RTO Code	RTO Legal Name	Delivery Postcode use a separate line if delivered in more than one location	Training start Date (DD/MM/YYYY)	Training End Date (DD/MM/YYYY)	Number of training places per class	Term	Completed Row Check	
a	2	For example: Commercial kitchen practices	1234	Learning by Doing RTO	5008	5/09/2025	31/12/2025	10	Term 1	✓	*EXAMPLE
a	2	For example: Commercial kitchen practices	1234	Learning by Doing RTO	5352	1/01/2026	15/05/2026	10	Term 2	✓	*EXAMPLE

Units

Corresponding Line Number from table above	Unit Code	Unit Name (auto-populated based on 'Unit Code')	Hours	
a	BSBWS211	Contribute to the health and safety of self and others	20	*EXAMPLE
a	BSBTEC101	Operate digital devices	20	*EXAMPLE

Training schedule – accredited

- Funding will be provided directly to the RTO and is paid at the unit of competency level in line with South Australian Vocational Education and Training Fee Framework published by Skills SA.
- Funding for accredited training is not indicated in this spreadsheet but can be accessed through the Skills SA subsidy calculator on the Skills SA website
- This worksheet is similar to the non-accredited training worksheet but must provide the code and name of the registered training organisation delivering the accredited training.
- Two tables

Courses table

Provide details of the accredited training to be delivered in the project.

Provide details based on one line for each class.

For example

1. If the course will be delivered two times in one location – it would be shown as two lines where the differences are just the different training start and end dates.
2. If a project were to be delivered once in two locations – that is once in each location – it would be shown as two lines where the differences are the postcode and training start and end dates
3. If the project had two courses, such as one in gardening and one in hospitality, and

each course was only delivered once in one location – it would be shown as two lines with different details.

Scroll down below and you will find the Units table to list the units of competency to be delivered.

Units table

Provide the code for the Unit of Competency to be delivered

The Units table will automatically list the name of the unit and the number of training delivery hours based on the Victorian Purchasing Guide.

Line number

The two tables are linked by the line number.

In the top Courses table, please list a new line number for each different course.

Going back to the previous example:

1. If the project will be delivered twice in the one location, it would be two lines with the only difference being the two locations. The line number in this example would be the same.
2. If a project were to be delivered once in two locations – that is once in each location – it would be shown as two lines where the differences are the postcode and training start and end dates. The line number here is still the same in both lines because it is the one course.
3. If the project had two courses, such as one in gardening and one in hospitality, and each course was only delivered once in one location, then it would be shown as two lines with different details. The line number here would be two different line numbers.

The line number links the two tables, and enables the non-accredited training delivery hours to also be shown in the Courses table. This will then display the funding associated with the delivery of that non-accredited training.

Assessment

What are we looking for?

- Project design
 - Would the training and support strategies improve the student's foundation skills?
 - Are the delivery methods suitable for the participant's and project purpose?
 - Does it meet the needs of the participants?
- Value for money
 - Are the project costs appropriate for the project's duration and complexity?
 - Have any co-contributions been identified for the project partners?
- Applicant past performance
 - Previous Skills SA project from the past 3 financial years
 - Compliance with reporting requirements
 - ACE Pathway outcomes achieved

Assessment

Project applications will be assessed based on Project Design, Value for Money and Past Performance as outlined in the ACE Guidelines.

Assessment will be a competitive process so put your best application forward and ensure that it contains everything needed to be assessed. Do not assume any prior knowledge of your organisation, courses, students or foundation skill needs in your community.

Project design

- Training is outlined and suitable to the aims of the project
- Includes appropriate and targeted strategies to support the student's retention, completion and transition along their learning journey
- That the delivery methods are suitable for the participants and the project's purpose
- That the activity timelines are realistic and achievable
- Includes partnerships where appropriate
- That overall, the training and support strategies form a framework that improve the student's foundation skills

Value for money

- Project is robust, contains realistic solutions and will be completed within the timeframes outlined in the ACE Guidelines

- Meets the identified skills and training needs of the students, community, employers and industry
- Includes any co-contributions

Applicant past performance

- Previous Skills SA project from the past 3 financial years including from DIS
- Previously compliant with reporting requirements, the ACE UAN process and project delivery requirements
- ACE Pathway outcomes achieved

Aim to have projects assessed and delegate approval by 30 June 2025, with contract execution soon after

Further assistance

Visit

- Adult Community Education projects www.providers.skills.sa.gov.au
- ACE Toolkit <https://providers.skills.sa.gov.au/tools>

Contact the Team

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Thank you



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