

## 2024-25 Funding Guidelines South Australian Group Training Program & GTO Boost

### Skills SA

p 1800 673 097

w [skills.sa.gov.au](https://skills.sa.gov.au)

e [Education.GroupTraining@sa.gov.au](mailto:Education.GroupTraining@sa.gov.au)



Government  
of South Australia

Department of  
State Development

# South Australian Group Training Program (SAGTP) Guidelines for 2024-25

The SAGTP is a South Australian 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 (GTO), and
- The placement of those apprentices and trainees with host employers.

The SAGTP is administered by Skills SA 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.

## 1. Eligibility for funding

To be eligible for SAGTP funding in the 2024-25 period GTOs must:

- Have 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 2024.
- Comply with [South Australian Skills Standard 4: Host Employer Arrangements](#).

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 between **1 July 2024 and 30 June 2025**, as sourced from internal Skills SA records ([ATLAS](#)).
- Is proportionate to the nominal duration of the apprenticeship or traineeship, with a higher payment applied 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](#).
- Will include up to 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 2025. Skills SA will notify GTOs once 50%, 75% and 100% of available funding has been expended.



## Funding schedule

Commencement of	Standard rate (\$)	Targeted groups* rate (\$)
<b>Apprenticeship</b>	200	400

### Traineeship where Training Contract duration is:

Less than 24 months	67	133
At least 24 months but less than 36 months	133	267
36 months or more	200	400

Completion of	Standard rate (\$)	Targeted groups* rate (\$)
<b>Apprenticeship</b>	600	1,200

### Traineeship where Training Contract duration is:

Less than 24 months	200	400
At least 24 months but less than 36 months	400	800
36 months or more	600	1,200

\* Refer to [Section 3 Targeted Groups](#).

## 2.1. Qualifications funded

In 2024-25, SAGTP funds will be available for all apprenticeships and all traineeships.

## 2.2. Commencements

Payments will be made for any eligible apprenticeship or traineeship commencement that occurred between 1 July 2024 and 30 June 2025.

## 2.3. Completions

Payments will be made for any eligible Training Contract completion that occurred between 1 July 2024 and 30 June 2025.



### 3. Targeted groups

Target groups for the purpose of the SAGTP are those apprentices and trainees who (according to the Training Contract) are:

- **Aboriginal<sup>1</sup>.**
- A person living with a **disability**.
- An **Adult Apprentice or Trainee** (aged 21 years or above) upon commencement.
- **School-based** upon commencement.
- **Women**.

### 4. Regional loading

A regional loading applies to apprentices and trainees who have attracted a commencement and/or completion payment as described in sections [2.2 Commencements](#) and [2.3 Completions](#).

The regional loading is based on the residential address of the apprentice or trainee as stored in ATLAS.

Regions have been identified by Skills SA based on the [Australian Bureau of Statistics, Australian Statistical Geography Standard: Remoteness Structure](#).

#### Regional loading rates

Regional Accessibility	Loading applied (%)
Highly Accessible	0
Accessible	+30
Moderately Accessible	+70
Remote	+200
Very Remote	+200

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<sup>1</sup> This document uses the term 'Aboriginal' to refer to people who identify as: Aboriginal; Torres Strait Islander; or both Aboriginal and Torres Strait Islanders. This usage is preferred by Aboriginal South Australians and Skills SA.



## 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.

Skills SA will make payments to each eligible GTO according to the schedule below.

### Payment schedule

Payment by	For commencements and completions between	
31 October 2024	1 July 2024	to 30 September 2024
31 January 2025	1 July 2024	to 31 December 2024
30 April 2025	1 July 2024	to 31 March 2025
31 August 2025	1 July 2024	to 30 June 2025

Skills SA will provide the GTO with a report identifying commencements and completions eligible for SAGTP prior to each payment.

## 6. Reporting

### GTO reporting schedule

GTOs must provide Skills SA with the completed reports according to the schedule below.

Due Date	Report
30 April 2025	Progress Report - Template provided to the GTO upon execution of the Funded Activities Annexure
15 October 2025	Acquittal Report - Template will be provided to the GTO by <b>30 September 2025</b> .



# Group Training Organisation (GTO) Boost Guidelines for 2024-25

The GTO Boost (Charge-Out Rate Reduction) is a South Australian Government initiative that provides additional support for GTOs, apprentices, trainees, and host employers with a focus on retention, engagement and new opportunities for adult apprentices and trainees 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, totaling **\$5,200** per new Training Contract commencement.

## 1. Eligibility for funding

The GTO Boost is available for GTOs registered against the National Standards for Group Training Organisations in South Australia as at 1 July 2024.

Eligible Training Contracts are those commencing from 1 July 2024 to 30 June 2025, for **Adult Apprentices or Trainees** (aged 21 years of above upon commencement) across all industries.

A **maximum of 260 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 expended.

## 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.

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

Milestone	Payment Amount (\$)
Training Contract commencement from 1 July 2024 to 30 June 2025	2,600
Training Contract passes 6-month mark (including part time Training Contracts)	2,600



### Example 1: Continuous placement of Apprentice/Trainee

A GTO hires Daisy Mo as an apprentice on 1 July 2024, and receives \$2,600 from Skills SA through GTO Boost funding.

By 1 January 2025, Daisy is still employed by the GTO and has reached the 6-month milestone of her Training Contract. As a result, the GTO receives an additional \$2,600 from Skills SA.

Daisy remains placed with the host employer for at least 52 weeks.

By the 12-month milestone, 30 June 2025, the GTO should have passed on the full \$5,200 to the host employer, equating to a \$100 per week discount on its charge out rate.

### Example 2: Interrupted placement of Apprentice/Trainee

A GTO hires Alan Frost as a trainee on 1 July 2024, and receives \$2,600 from Skills SA through GTO Boost funding.

Four weeks into his employment, Alan and the GTO mutually agree to terminate his Training Contract. The GTO will not receive an additional \$2,600 as the Training Contract did not reach the six-month milestone.

The GTO is expected to have passed on a total of \$400 to the host employer (equating to \$100 per each active week of the Training Contract). The remaining \$2,200 must be returned to Skills SA during the financial acquittal process.

### Funding Schedule

When	Description
Beginning of each month until October 2025	<ul style="list-style-type: none"><li>▪ Skills SA to provide list of eligible Training Contracts to GTO.</li><li>▪ Skills SA to process payments to GTOs for all eligible Training Contracts.</li></ul>
15 <sup>th</sup> of each month	<ul style="list-style-type: none"><li>▪ Funding should be received by GTO.</li><li>▪ GTO to pass on the charge-out rate reduction to host employer (when a Training Contract first appears on Skills SA's monthly report, GTO may make payment in arrears to host employer as a lump sum and commence the weekly reduction thereafter).</li></ul>

Noting that the charge-out rate reduction funding is capped at 260 Training Contract commencements, GTOs must not confirm funding eligibility with a host employer for a given apprentice/trainee until **after** the associated Training Contract appears on the Skills SA monthly report.

Only Training Contracts that appear on Skills SA's monthly report meet the eligibility criteria to attract funding.

GTOs with eligible activity should receive GTO Boost payments by the 15<sup>th</sup> day of each month.



### 3. Terms and conditions

- 3.1.** If a Training Contract commencing between 1 July 2024 and 30 June 2025 (inclusive) 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 milestone date will be extended by the duration of the suspension, and the GTO will only be eligible for the second milestone payment once the new six-month milestone date passes.
- 3.3.** If the GTO received a milestone payment for a Training Contract that is terminated or withdrawn, the GTO must return any funds not expended for the purpose outlined in these guidelines (i.e., \$100 charge-out rate reduction per each active week of the Training Contract). Any unexpended funds must 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 Reduction Rate.
- 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. 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 funding 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 2025.

