



Keystone Flexi-fund

Purpose

Keystone Tasmania's purpose is to improve the quality of training in the Tasmanian building and construction industry. Each year, Keystone sets out the training courses it will support in its annual training plan, which is approved by the Minister for Skills and Jobs.

The Keystone Flexi-fund has been established to:

- Provide flexible funding that is responsive to industry needs, outside of the normal training plan process.
- Provide funding to address priority issues in the sector (including for example, uptake of technology, increasing diversity, improving productivity).
- Respond to emerging or unpredicted training demand, particularly in response to external forces (eg changed regulation, new technology, emerging business opportunity or government policy)
- Fund pilot projects with a duration less than 12 months.

ELIGIBILITY: Who can apply?

Organisations can apply for the flexi-fund if they:

- Are an employer in the building and construction industry and are eligible to receive Keystone training rebates; OR
- Are a building and construction industry peak body; OR
- Are a training provider, providing training to the building and construction industry in Tasmania OR
- Are in a partnership, collaboration or consortia made up of any of the above.

Individuals are not eligible to apply for Keystone flexi-fund. If you have a training need that may fit this fund, please discuss with your employer.

TasTAFE is not eligible for funding under this program, although may be considered in partnership with other stakeholders in the sector.



ELIGIBILITY: What projects are eligible to apply for funding?

The following projects are eligible to apply:

1. Training courses that are not already in the Keystone annual training plan and have a demonstrated industry demand.

Keystone Tasmania may consider funding rebates for a training course that is not already in the annual training plan if:

- There is broad and demonstrated demand for the course (including multiple employers expressing a need for particular skills)
- The course proposes to upskill existing employees in the Tasmanian building and construction industry.
- It is delivered by a Keystone-approved training provider, or the training provider is able to meet Keystone's criteria for approval.
- Training courses can be nationally accredited full qualifications, skill sets or non-nationally accredited.

2. Projects that address priority issues in building and construction

Including

- Encouraging diversity and broader participation in the industry, including females, migrants, people not currently participating in the workforce
- Increasing uptake of technology in trades
- Skills associated with clean energy, net zero transformation
- Improving productivity
- Boosting training system capacity, including by encouraging more current industry employers to become trainers.
- Developing new training courses or resources that propose to fill training gaps; or customising existing courses specifically to the building and construction industry

Projects will not be funded if they are better considered in the normal process of setting the training plan each year.

Ineligible expenditure

The following are ineligible for funding under Keystone flexi-fund projects:

- Capital expenditure
- Salaries and wages beyond immediate delivery of the project
- Projects that are expected to take longer than 12 months to complete.



Projects must

- Be delivered within a 12 month period from commencement.
- Not already be funded (or be able to be funded) by other sources, including through Skills Tasmania programs, TasTAFE deed funding, or any other source.
- Include a component to measure and report on the impact of the project at its completion.

How to apply?

Applications can be submitted at any time throughout the year.

Applications will be assessed **during the last week of each month** by an assessment panel made up of Keystone staff. The panel may contact applicants and request additional information.

Applicants will be advised of the outcome of their application within 3 weeks of it being assessed.

If an application has been unsuccessful for funding, the same project cannot be submitted again.

If an application is deemed successful but the level of funding requested is greater than the remaining fund budget, applicants will be contacted to discuss the following options:

- That the project can be scaled to the remaining funds available; OR
- The project is put on hold and the application is given priority consideration when the following year's Flexi-fund opens.
- The project is considered for funding as part of the annual training plan development process

Applications must be submitted on the application form. Depending on the type of project, you may also need to complete a simple project plan and budget.

How much funding is available?

The annual budget for the Keystone flexi-fund will be set each year by the Keystone Board. The budget will be available until it is committed, after which no further funding is available. The Keystone Board reserves the right to increase or decrease the budget for the Flexi-fund at any time during the year in response to volatile revenue and training rebate demands.

Applicants can apply for project funding with a minimum of \$5,000 and up to a maximum of \$75,000.



Evaluation criteria

Applications will be assessed against the following criteria:

1. Demonstrated demand and need
2. Quality delivery, including capacity to deliver the project on time and within budget. Demonstration of likely immediate or short-term impact on the building and construction industry.
3. Contribution to the Tasmanian building and construction industry in terms of:
 - a. Diversity
 - b. Technology uptake
 - c. Innovation
 - d. Improved productivity
4. Value for money

Successful applicants

Successful applicants:

- Will be notified within 3 weeks of submitting their application
- May be required to sign a funding agreement.
 - Applications involving a project WILL be required to sign a funding agreement and prepare a final report on impact and expenditure.
 - Applications involving funding for training courses may not be required to sign a funding agreement, but will be funded through a similar process to Keystone's normal training rebates.
- Will be required to report on outcomes and activity delivered by their project

For more information

To discuss potential applications: phone the Keystone Team on 6223 7804 or email@keystone.com.au

To apply:

- Email details of your project to email@keystone.com.au, addressing the evaluation criteria listed in these guidelines.
- Keystone staff will review your application and may ask you to complete a supporting project plan or application form.

Applications can be submitted at any time.