



Skills Checkpoint for Older Workers Program and Skills and Training Incentive

Information for employers

The Skills Checkpoint for Older Workers Program (Skills Checkpoint) and the Skills and Training Incentive (the Incentive) provide an opportunity for employers to assist their older workers to update their skills so both businesses and workers will be better prepared to adapt to change.

Support for older workers?

The Skills Checkpoint and Incentive are government initiatives to support older workers to improve their skills so they can adapt to changes in industries and occupations and stay in the workforce longer.

These initiatives help employees to build skills and plan the next stage of their job or career. They help both individuals and businesses to better prepare and adapt to changes in the economy.

What is the Skills Checkpoint?

The Skills Checkpoint assesses older workers' skill levels and provides advice on how they can upgrade their skills for their current job or identify skills they may need for future jobs.

In industries and occupations in decline or going through fundamental changes, the Skills Checkpoint provides advice to workers who are facing redundancy on how to use their existing skills to get a new job or help them identify the skills and training they need to change careers.

What is the Incentive?

The Incentive provides up to \$2,200 (GST inclusive) to fund training opportunities linked to occupations in national shortage or with strong or moderate future demand on the National Skills Commission's Skills Priority List. Training can be either accredited or non-accredited as long as it has been identified in an individual's Skills Checkpoint assessment and career plan.

Either the individual, or you as their employer, must also contribute towards the training as the maximum government contribution is 75%.

Why should employers contribute to funding?

Businesses and the skills they require change over time. To recognise this, the government is seeking to co-invest with employers in the ongoing development of their workforce.

The Incentive provides an opportunity for employers to update the skills of their older workers, increasing their productivity.

To retain and develop staff, businesses need to invest in training and reskilling. The Incentive provides an opportunity for employers to reduce the costs of updating the skills of their older workers and ensure their business is better able to adapt to change.

Learning and development training that the Participant is required to undertake by their employer as part of their employment is not eligible for the Incentive.

Can employers be paid the Incentive directly?

The Incentive is paid to the training organisation.

The contribution from the employer or the individual must be paid to the Skills Checkpoint provider. The Skills Checkpoint provider then adds this to the government's contribution and makes a single payment to the nominated training organisation.

Can employers offer courses they deliver to individuals?

Yes. Employers can deliver the training where the Skills Checkpoint provider has determined it is suitable to the assessed needs of the individual. The Skills Checkpoint provider must seek approval from the Department of Employment and Workplace Relations before commencing the training.

Where the individual's employer is delivering the training, they must also make the co-contribution payment.

What services can participants expect?

For each participating worker the Skills Checkpoint provider will deliver an individually tailored skills assessment and develop a Career Plan to identify:

- current skills
- skills they could develop or enhance to increase their capacity to perform their current role, or
- gaps in their skills to undertake a new role with their current employer or transition to a new career.

Where relevant, the Career Plan may also provide advice on potential new industries or roles where there may be job opportunities and make referrals to relevant education or training courses.

Who is eligible?

To access the Skills Checkpoint an individual must be:

- an Australian citizen or permanent resident
- aged 40 years or older, and:

- currently employed and at risk of entering the income support system; or
- unemployed within the last 12 months and not referred to or registered with a Commonwealth funded employment services provider like Workforce Australia or Disability Employment Services.
- To access the Incentive, an individual must first complete a Skills Checkpoint assessment that identifies training linked to their career plan.

Who to contact?

Talk to the Skills Checkpoint provider if you would like to access these initiatives for your workers.

- The Busy Group Ltd delivers the Skills Checkpoint nationally.
- Call 13 BUSY (13 28 79).