

Non-government Programs

Application Submission Guide

Background

This Guide has been developed to support the submission of Non-government Program applications for consideration by the Department of Employment and Workplace Relations (the Department)

Submissions must be made through the [Non-government Programs Application Form](#).

Non-government Programs are work-focused pathway programs designed to help Workforce Australia Participants find sustainable work. Non-government Programs should offer vocational training and provide access to local employers and/or local employment opportunities. Non-government Programs are available to individuals who are:

- Aged 18 or over, and
- Registered with either:
 - A Workforce Australia Services Provider, or
 - A Workforce Australia Transition to Work Provider.

Who can apply

Any eligible community organisation or private enterprise (known as a Host Organisation) may deliver a Non-government Program. Non-government Program Host Organisations must not be a current Workforce Australia providers, or be a related entity of one. Related entities include associated entities and subsidiaries.

Workforce Australia Employment Services Providers includes, but is not limited to, the following

- Workforce Australia Services Providers
- Workforce Australia – Transition to Work Providers
- Workforce Australia – Employability Skills Training Providers
- Workforce Australia – Career Transition Assistance Providers.

While a Non-government Program may be a joint program (for example, businesses or community organisations hosting work trials), the Host Organisation must submit the Non-government Program Application Form.

Host Organisation Eligibility Criteria

To deliver a Non-government Program, the Applicant (and any other organisations involved in the delivery of the Non-government Program) must meet the Host Eligibility requirements.



Applicants are **not eligible** to become a Non-government Program Host Organisation if their organisation (or any other organisation/s involved in the delivery of the Non-government Program):

- does not have a valid ABN
- has engaged in any illegal operations or promotes or condones any form of unlawful conduct
- has been associated with the sex industry
- promotes or condones gambling
- promotes or condones any form of violence, self-harm or suicide
- promotes or condones any form of discrimination, including on the grounds of race, ethnic group, language, sex, religion, or disability; and/or
- provides any other services or conducts themselves in a manner that is likely to bring Participants, Providers or the Department into disrepute.

The Non-government Program Application Form must include the Applicant's ABN, legal name registered with ASIC, trading name, and website address (if available) so the Department can assess Host Organisation eligibility. Information on an Applicant's demonstrated experience in delivering the same or similar programs must be included to determine the Applicant's capability and capacity to run a Non-government Program.

Details of other organisations involved in the delivery of the Non-government Program can be included in the Applicant Details section of the Application Form.

Please note: Providers can only refer Participants to a Non-government Program run by an approved Host Organisation under the Workforce Australia Services Guidelines or Workforce Australia – Transition to Work Guidelines. Further information is provided in the [Workforce Australia Guidelines](#).

Program Requirements

The Program must offer a pathway to employment comprised of more than the delivery of a training course (noting that training courses are already available to Participants in Workforce Australia Services and Transition to Work). Examples of other program components may include:

- work focussed or job specific training
- work experience
- work placements
- exposure to work-like environments
- skills assessment
- specialised assistance or cohort/culturally specific program elements.

For example, a Non-government Program may have a focus on a particular local industry, deliver vocational training related to jobs in that industry, provide work experience and/or work placements in that industry and have representatives from local employers in the industry deliver a portion of the program.

An estimate of the time allocated to the delivery of each program component must be specified in the Application Form, e.g. the number of hours or percentage of course time.

The Department also requires information on program funding, including a breakdown of the cost of each program component and an indication of the average cost per participant. **Applications will not be considered if this information is not provided.**

The Applicant must also complete a declaration confirming that the organisation will not receive funding for the proposed program from the Commonwealth, State, Territory or Local Government.

Funding

Providers, at their discretion, and in discussion with the applicant, may come to an arrangement to help fund program costs. Any funding provided must satisfy all criteria relevant to the source of funding. Providers will negotiate costs with the applicant directly and will determine whether the program offers value for money.

The Department makes no guarantee of funding of costs for approved Non-government Programs.

Workforce Australia Services Providers cannot reimburse goods and services through the Employment Fund that are prohibited under the [Workforce Australia Guidelines](#) or funded through other government programs or grants.

Stakeholder Engagement

The Department encourages organisations to work with Providers, employers, business/industry associations and other stakeholders to develop their ideas for Non-government Programs. Connecting with stakeholders helps to design a program that will meet the needs of both local participants and employers.

- For consultation with Workforce Australia Providers, provide details such as the name of the provider and what has been discussed.
- For consultation undertaken with employers or industry representatives, outline the proposed level of support.
- Outline the nature of engagement if the proposed program has been discussed with any other stakeholders, such as a Departmental representative (e.g. Employer Liaison Officer), local government(s) or other community services providers.

Submission Process

Completed applications must be submitted to the department on the Non-government Program Application Form via email to NGPS@dewr.gov.au. The Department will confirm receipt of the application via return email.

The information provided in the application will be used to establish the program's suitability to be an approved Non-government Program. The Department may contact the Applicant on matters related to the application. The Department also reserves the right to contact any organisations identified in the application.

Please note: Personal information provided in the application will be handled in accordance with the Privacy Statement included on the Non-government Program Application Form.

Evaluation Criteria

In addition to Applicants meeting Host Organisation eligibility requirements, the following four Evaluation Criteria must be met for an application to be approved as a Non-government Program:

Evaluation Criterion 1 – The program receives no government funding

Any Non-government Program must be funded from sources other than Federal, State, Territory or Local Government. The Applicant must declare that the organisation does not or will not receive government funding in order to deliver or allow individuals to participate in the program.

Evaluation Criterion 2 – The program directly assists Participants to move into sustainable work

The Non-government Program has a demonstrated ability to, or a high likelihood of, directly assisting Participants to move into sustainable work during or on completion of the program. This criterion focuses on the ability of the program to achieve sustainable employment for Participants.

When addressing this criterion, Applicants should consider:

- the aims and objectives of the program
- expected outcomes to be achieved and/or likely results from the program
- the number of Participants who are expected to move into secure employment as a result of participation in the program, including how the work is sustainable
- the way in which the program addresses a local labour market need or the needs of a particular local industry

- the way in which the program positively impacts the Participant cohort in the particular location/region
- relationships the applicant may have with local employers and how these relationships are leveraged to provide employment or work experience opportunities
- details of any work experience/work placement components of the program
- any other information that shows how employment prospects of participants directly improve during or following the program.

Applicants may include case studies that demonstrate outcomes from similar programs or activities they have delivered.

Evaluation Criterion 3 – Any included training component(s) are vocational

A Non-government Program does not need to include training. If there are training components, they must be vocational (preferably Accredited). A Non-government Program must not **only** be comprised of training.

If the program includes training, Applicants should include:

- details on the nature of the training – i.e. Accredited or non-accredited vocational training
- if Accredited, any modules and competencies that would be completed (including course/unit codes)
- if non-accredited, how the training is relevant to a particular job, employer or industry
- the duration of the training, and the number of hours and percentage of course time for each training module.
- a course outline, if available
- the way in which the proposed training is directed at increasing a participant's employability
- what skills, including employability skills, are required by employers
- the ways in which the proposed training meets the needs of industry in the location and/or local employers
- any other information that shows why the training assists participants
- any other information that shows why the training will address local skills needs.

Note: If the training component of a program is substantially similar to the training delivered through the [Employability Skills Training](#) or the [Career Transition Assistance](#) activities, the program may not be suitable for approval as a Non-government Program.

Evaluation Criterion 4 – The program does not duplicate Employment Services Provider servicing

Non-government Programs cannot duplicate the services required of Providers under the various Workforce Australia Deeds: <https://www.dewr.gov.au/resources/workforce-australia>.

Services required to be delivered by Providers are included in clause 89.4 of the Workforce Australia Services Deed of Standing Offer 2022-2028. Applicants should familiarise themselves with these services before completing an application.

Under the Workforce Australia Deeds, Providers are required to deliver a range of general employment services to Participants including, but not limited to:

- providing employability skills training to Participants to assist them to become job ready;
- supporting Participants to undertake Job Searches and other activities and tasks as part of their pathway to employment;
- providing Participants with career advice and job search assistance, including advice on how to prepare a resume and develop job applications, and advice on interview techniques;
- assisting Participants to improve foundation skills such as the ability to work in a team, communication skills, digital skills, motivation, and reliability;
- marketing Participants to employers (also known as reverse marketing); and
- providing Post-placement Support.

When completing an application, Applicants should demonstrate how the program differs from the services offered by Employment Services Providers and the way in which the program components are unique.

Assessment Process

Applications will be assessed by the Department to determine whether the proposed program aligns with the requirements for Non-government Program approval.

Applications will be assessed as either **Suitable** or **Not Suitable** for approval as a Non-government Program.

The Department will provide an email response within 20 Business Days of receipt of the application to notify the Applicant of the outcome of the assessment or to request further information to complete the assessment. If the Department requires further information, the applicant has 14 business days to provide the requested information. The department will finalise the assessment within 20 business days of receipt of the additional information.

If the application is assessed as **Not Suitable** as a Non-government Program, the Department will provide reasons for the decision.

If the application is not approved, the Applicant has a right to request one review. A request for review must be lodged on the Non-government Programs Review Form no later than 30 calendar days after notification of the initial assessment outcome decision. Assessments on requests to review are final.

Approval

Applications approved as Non-government Programs will be approved for 12-months, unless terminated earlier. The Department reserves the right to revoke the approval status of the Non-government Program at any time.

The Department will inform Providers when a Non-government Program has been approved. Details of the Non-government Program will be added to the *List of Approved Non-government Programs* and made available for Providers to access. The Host Organisation should provide information to the Department at any time in relation to the Non-government Program, if requested.

A Workforce Australia Services Provider or a Transition to Work Provider will work with the Host Organisation to ensure all requirements are met in relation to:

- work health and safety
- Activity Risk Assessment and Participant Risk Assessments, and
- Supervision

The approval of a Non-government Program does not:

- guarantee referrals by Providers
- constitute approval of any funding or costs associated with the operation of the program
- mitigate any other responsibility a Host Organisation may have (as advised by a Provider or the Department).

For approved Non-government Programs, the Host Organisation must notify the Department if:

- there are any changes to their organisation's details
- the design of the Non-government Program changes
- it no longer has the capacity or capability to deliver the Non-government Program
- no longer meets the eligibility requirements to be a Non-government Program

Performance Monitoring

The Department will undertake regular monitoring of Non-government Program performance on an ad-hoc basis. Performance monitoring requests will be sent to Host Organisations for completion.

Re-assessment and Renewal Process

The Department may re-assess a Non-government Program's ability to satisfy the criteria for approval at any time. If the original program content has changed since approval, a full review of the program will be required.

The Department will contact Host organisations at the 12-month renewal date to confirm whether they would like the Approval status extended.

For the program to be extended, the Department will require information that:

- demonstrates positive outcomes for Participants
- confirms that the aim, content and structure has remained unchanged since approval of the original application
- provides relevant details for the Department to undertake further assessment to confirm the program is still suitable for the Approval status if any aspect of the program has changed from the original application.

Information obtained during regular performance monitoring will be used to assist in the re-assessment process. The Department will also re-assess an approved Non-government Program when notified by the Host Organisation of changes impacting delivery of the program.

Enquiries

All enquiries regarding Non-government Programs, including the application process, should be sent to the Department via email: NGPs@dewr.gov.au.