



Australian Government

Workforce Australia

Employment

Non-government Programs Application Form

This form is to be completed by organisations applying for consideration as a Non-government Program. Information to help you complete and submit your application is provided in the [Non-government Programs Application Submission Guide](#).

Completed Application Forms must be submitted to the Department via email to NGPs@dewr.gov.au.



Applicant Details

Business Legal Name (i.e. Legal name recorded with ASIC)	
Trading Name	
ABN	
Business Address	
Business Website	
Length of time the Business has been operating	
Demonstrated experience in delivering the proposed program, or similar programs.	
Is your organisation a related entity of a current Workforce Australia Provider or a Transition to Work Provider? If yes, provide details	
If other organisations are involved in the delivery of the program, provide details.	

Applicant Contact Details

Contact Name	
Phone Number	
Email Address	

Program Details

Program Name	
Brief description: (2 – 3 Sentences) Provide a brief description of the program. If your application is approved, this is the description of your program that will appear to providers in the Department's IT system.	
Program aims and practical objectives	
Duration: Number of weeks, hours per week	
Participant Eligibility criteria All Workforce Australia Services and Transition to Work Participants aged 18 years and over may be referred to Non-government Programs. If the program has additional eligibility criteria, these must be listed.	

Program Delivery method (e.g. face to face, online, etc.)	
Location(s) List the location(s) where the program will be delivered (including suburbs, where available). If there are multiple locations, these should be listed.	
Likely number of places per intake	

Program Costs

Description of program costs This should be a brief description of how the program is to be funded and any costs involved, noting there can be no costs charged directly to Workforce Australia Participants.	
Average cost per Participant Provide the average cost per Participant and outline how this is determined	
Breakdown of individual program elements Provide a monetary breakdown, duration, and/or the percentage of time allocated for each element of the program. <i>Note that applications will not be considered if a monetary breakdown of individual program elements is not provided.</i>	

Evaluation Criterion 1

Requirement	Response
Will the program receive funding from the Commonwealth, State, Territory or Local Government?	

Evaluation Criterion 2

Requirement	Response
Describe how the program will directly assist Participants move into sustainable work.	

Evaluation Criterion 3

Requirement	Response
Does the program include training components?	
Provide details on the type, duration and cost of the training.	

Evaluation Criterion 4

Requirement	Response
Does the program duplicate any services Providers are contracted to deliver?	
If Yes, provide details on how the proposed program differs from services offered by Providers.	

Other Relevant Information

Provide any other information relevant to the application, including stakeholder engagement.	
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Declaration

Unsigned applications will not be considered

By signing this application form, I confirm that:

- I am duly authorised by the organisation to sign this declaration as part the Non-government Program Application Form.
- I confirm that information in the application is true and correct.
- I confirm that I have authorisation from any individuals the Applicant consulted with in relation to this application to disclose the details of the consultation to the Department, including to provide the Department with any personal information about them included in this form.
- I acknowledge and agree that the program cannot be delivered by an Employment Services Provider or a related entity/subcontractor of an Employment Services Provider; and
- Should the program be approved, I acknowledge and agree that:
 - the Non-government Program will retain the approved status for 12 months, unless terminated earlier
 - I will notify the Department if there is a change to the information that was provided in the Non-government Program Application Form
 - I will notify the Department if there is a change to the design of the Non-government Program
 - I will notify the Department if the organisation no longer has the expertise, capacity and capability to deliver the Non-government Program
 - the Department may request information in relation to the Non-government Program at any time and may reassess a Non-government Program's ability to satisfy the criteria for approval status at any time
 - I may be contacted by the Department or a Workforce Australia Services Provider or Transition to Work Provider on behalf of the organisation regarding matters relating to the Non-government Program, including but not limited to, compliance with and/or promotion of Non-government Programs.

Signature	
Date	
Name	
Position	

Privacy Statement

Personal information

Your personal information is protected by law, including under the *Privacy Act 1988* (Privacy Act).

Personal information is information or an opinion about an identified individual. Personal information includes an individual's name and contact details.

Purpose of collecting your information

The Australian Government Department of Employment and Workplace Relations (the department) collects the personal information in this Form for the purpose of assessing your application and related purposes, including administering Non-government Programs. The department may also contact you regarding matters relating to your application or the program, including but not limited to compliance with and/or promotion of Non-government Programs.

If you do not provide some or all of the personal information requested in this Form, your application will not be assessed.

Disclosure of your personal information

Your personal information may be disclosed to third parties, including but not limited to:

- Workforce Australia Employment Service Providers
- Workforce Australia – Transition to Work Providers.

Your personal information may also be disclosed to other parties where you have agreed, or whether it is otherwise permitted under the Privacy Act.

Your personal information is unlikely to be disclosed to overseas recipients.

Documents in the possession of the department and its contracted service providers may be subject to disclosure in response to a request made under the *Freedom of Information Act 1982* (FOI Act). There are a number of exceptions to the release of information and, where appropriate, the department will consult with affected individuals or organisations prior to making a decision on a request for access to documents made under the FOI Act.

Privacy policy

The department's Privacy Policy, including information about how to make a complaint and seek access to and correction of your personal information, can be found at <https://www.dewr.gov.au/using-site/privacy> or by requesting a copy from the department at privacy@dewr.gov.au.

To contact the department about your personal information email privacy@dewr.gov.au.