

Non-government Programs Application Form

Part A - Background

Non-government Programs are a work-focused pathway programs that help Workforce Australia clients find sustainable work with an employer by the end of the program.

The [Non-government Programs Submission and Assessment Guide](#) must be used when completing the Non-government Programs Application Form at **Part B**.

Completed application forms must be submitted to the Department via email to NGPs@dewr.gov.au.

Applicant – Who can apply?

The Non-government Program Approval Application Form must be submitted by the organisation delivering the Non-government Program (referred to as a Host Organisation), having developed a work-focused pathway program that meets the eligibility and evaluation criteria outlined in the [Non-government Program Submission and Assessment Guide](#).

Any Providers already contracted to deliver Employment Services* in Workforce Australia or related entities/subcontractors of these Providers cannot host a Non-government Program.

*Employment Services Providers include, but are 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

Please note:

The Department makes no guarantees of referrals, nor funding of costs through the Employment Fund related to the Non-government Program. Workforce Australia Services Providers and Transition to Work Providers will assess whether the Non-government Program is suitable and safe for each Participant prior to referral and negotiate costs with the Non-government Program host directly.



Important information

Assessment

The Department will assess the application against information provided in the application form and the responses to the Evaluation Criteria.

The Department reserves the right to contact any organisations listed, including those consulted, to verify claims made in the application.

Evaluation Criteria

Applicants must provide a detailed response to each Evaluation Criteria and provide all other information requested.

1. The proposed Non-government Program is not funded by or using any funds from other government sources.
2. The program has a demonstrated ability to, or high likelihood of, directly assisting clients to move into sustainable work during the program or upon completion.
3. If the Non-government Program has any training component, the training component(s) included are vocational (preferably accredited)
4. The Non-government Program does not duplicate the services required of Providers under the various Workforce Australia Deeds.

Deeds can be found at <https://www.dewr.gov.au/resources/workforce-australia>

Approval

The Department will provide an email response within 20 Business Days to notify the Applicant of the outcome of the assessment or request further information to complete the assessment.

If further information is requested, the outcome of the assessment will be provided to the Applicant 20 business days from the receipt of the additional information.

For approved Non-government Programs:

- The Host Organisation must notify the Department of any change to information previously provided.
- The Host Organisation must notify the Department if the design of the Non-government Program changes.
- The Host Organisation must notify the Department if it no longer has the expertise, capacity or capability to deliver the Non-government Program.

The Department may request information from the Host Organisation at any time in relation to the Non-government Program. The approval status of the program may be revoked by the Department at any time.

Once the application assessment is complete, the applicant will be notified of the outcome via email. If the applicant disagrees with the department's decision, then they must lodge a review within 30 days using the Non-government Programs Approval Review form, which will be attached to the outcome email. The review must state the reason for the review, as well as how the proposed program satisfies or has been modified to meet the evaluation criteria.

Risk Assessments

A risk assessment must be completed for each Non-government Program. Host organisations must liaise with Workforce Australia Service Providers to complete risk assessments.

Part B – Non-government Program Approval Application Form

A. Evaluation criteria

To be approved, the following four evaluation criteria must be addressed and met. More information on how these criteria will be assessed is available in the Non-government Programs submission and assessment guide.

1. Any Non-government Program should be funded from sources other than government, whether Federal, State or Local Government.
2. The Non-government Program has a demonstrated ability to, or high likelihood of, directly assisting individuals to move into sustainable work during the program or upon completion.
3. If the Non-government Program includes a training component, the training component(s) included must be vocational (preferably accredited).
4. The Non-government Program does not duplicate the services required under the various Workforce Australia Deeds, available in the Resources section at the following website:
<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**. You should familiarise yourself with these services before completing your application.

To ensure you address the criteria, your responses should cover:

- how the program differs from the services offered by Employment Services Providers.
- the way in which components are unique.
- the way in which the program is tailored to assist local job seekers and/or employers.
- any other information that shows the program does not duplicate existing services.
- any other information that shows the program provides a local solution.

B. Applicant details

Business Legal Name (i.e. Legal name recorded with ASIC)	
Trading Name	
ABN	
Is your organisation a related entity of a current Workforce Australia Provider? (If yes, provide details)	
Contact Name	
Phone Number	
Email Address	
Website (if applicable)	
Physical Address	
Operating since (year)	

C. Program details

Program Name	
Brief Description: (1-2 Sentences) Please 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.	
Location(s): Please include details regarding 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	
Eligibility criteria All Workforce Australia Services and Transition to Work clients aged 18 years and over may be referred to Non-government Programs. If the program has additional eligibility criteria, these must be listed.	
Duration: Number of weeks, hours per week	

Please provide a program description and description of individual components. *Remember to address the Evaluation criteria when writing your response.*

Please attach an example timetable of your program, if available.

1. Program aims and practical objectives
2. Program delivery method, such as face-to-face, online, etc.
3. List the training elements/modules that program participants will undertake. Please indicate whether training is accredited or non-accredited. <i>Refer to Evaluation Criterion 3 for detailed information</i>
4. Other tasks and activities (if any)
5. Any other components of the program (e.g., work experience, work placements, mentoring, specialised assistance)

6. Any other relevant information

D. Stakeholder engagement

<p>Consultation undertaken with local Workforce Australia Providers</p> <p>Please indicate whether you have discussed the content of the program with local Workforce Australia Services Providers or Transition to Work Providers.</p> <p>If you have, please provide details such as the name of the provider and what has been discussed</p>	
<p>Consultation undertaken with Employers or Industry representatives</p> <p>Please indicate if you have discussed the content of the program with any employers/industry stakeholders.</p> <p>If you have, their level of support should be outlined, and evidence (such as a letter of support) can be provided as part of the application.</p>	
<p>Consultation undertaken with other stakeholders</p> <p>Please indicate if you have discussed the content of the program with any other stakeholders, such as a Departmental representative (e.g., Employer Liaison Officer), local Government(s) or other community service providers.</p> <p>If you have, the nature of the engagement should be included.</p>	

E. Program cost

<p>Description of program costs</p> <p>This should be a brief description of how the program is or is to be funded and any costs involved, noting there can be no costs charged directly to Workforce Australia clients.</p> <p>Also provide an average cost per person for participation in the program.</p> <p>All elements of the program must be separately costed and identified to assist providers in determining whether and which costs are permitted to be funded under the Employment Fund.</p>	
<p>Declaration of Government Funding</p> <p>Please indicate if your organisation has received/will receive any Government funding for this program. The amount and nature of any funding received from Commonwealth, State and Territory and/or Local Governments must be included.</p>	

F. Funding

If your application is successful and approved as a Non-government Program, it is possible that not all services you provide will qualify for payment from the Employment Fund. The Workforce Australia provider(s) you work with should be able to assist you with identifying which components of the program may be reimbursed.

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 Approval 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 Approval 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	

PART C – 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.