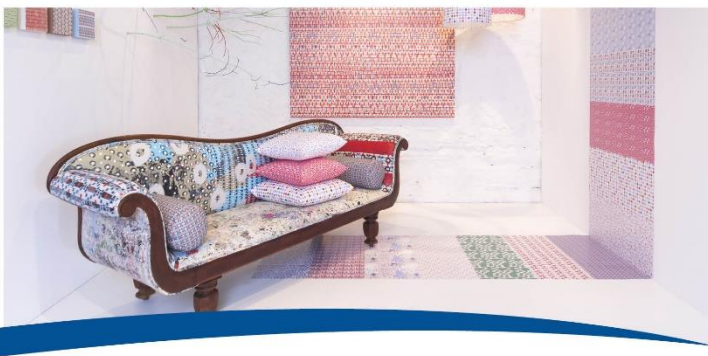


Rapid Response Skills Initiative (RRSI)



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Rapid Response Skills Initiative (RRSI)

The **Rapid Response Skills Initiative** (RRSI) provides training support for people who have lost casual, full-time or part-time work in the **last 12 months** due to retrenchment, business downsizing or closure.

This includes self-employed people (sole-traders or partners in a partnership) who have closed their business.

Eligible applicants get access to free career advice through Jobs Tasmania's **Career Connector** service and up to \$3000 funding to pay for identified and suitable training, including licences, to improve job prospects.

Please note that payment is made directly to the training provider, not to individual applicants, and applicants must work with a Career Connector service provider to lodge an application.

Eligibility criteria

To be eligible, you must:

1. have lost casual, full-time or part-time work in the last **12 months** due to retrenchment, business downsizing or closure; **and**
2. be an **Australian Citizen or Permanent Resident** with a Tasmanian residential address, **or** if not a Permanent Resident, you meet [these VISA classes](#); **and**
3. provide **written evidence** of job loss, redundancy or retrenchment in the form of:
 - a) a Centrelink Employment Separation Certificate clearly stating the reason for job loss; **or**
 - b) a notification of redundancy or job loss such as a letter/email from your employer which includes contact details for Jobs Tasmania to verify your eligibility if necessary; **or**
 - c) written evidence of business closure such as cancelled GST registration or cancelled ABN (if you are self-employed - that is, a sole-trader or a partner in a partnership).

You are not eligible if:

1. you still have employment, even with significantly reduced hours or shifts
2. you have been dismissed or resigned from your job
3. you have been a seasonal worker i.e. fruit picking, harvest work
4. you are self-employed (sole-trader or a partner in a partnership) with reduced trade or income, or do not have written evidence of business closure such as evidence of cancelled GST registration or cancelled ABN
5. you are not an Australian Citizen or Permanent Resident with a Tasmanian Residential address, **or** do not meet [these VISA classes](#)
6. you cannot provide written evidence of job loss, redundancy or retrenchment in the form of an appropriately detailed Centrelink Employment Separation Certificate, or a notification of redundancy or job loss such as a letter or email from your employer (with employer contact details and ABN)
7. you were employed by a Local, State or Australian Government Business or Authority.

For any queries about the eligibility criteria, contact the relevant **Career Connector** service provider in your area:

Northern, North Eastern and Southern Tasmania:

- **Searson Buck**
- **1800 151 331**
- www.searsonbuck.com.au/careerconnector/

West and North West Tasmania:

- **Youth, Family and Community Connections**
- **0466 508 557**
- www.yfcc.com.au/careerconnector

Applicants **will be required to supply documentation** to support their eligibility claims, as part of the application process.

2. Getting advice on what to use your RRSI funding for

Before you apply for funding, you must consult a **Career Connector** service provider to confirm your eligibility and discuss the best options for using your RRSI funding allocation.

The **Career Connector** service is a **free** service that gives you personalised career advice and support to navigate a new career or employment pathway or identify the right re-skilling program for you.

The service is available state-wide, and the service providers can be contacted on the information below.

Northern, North Eastern and Southern Tasmania:

- **Searson Buck**
- **1800 151 331**
- www.searsonbuck.com.au/careerconnector/

West and North West:

- **Youth, Family and Community Connections**
- **0466 508 557**
- www.yfcc.com.au/careerconnector

3. What can the funding be used for?

Funding can only be used for:

- occupational tickets and licences, and/or
- formal education and training (eg. TasTAFE, other Vocational Education and Training (VET) providers or universities), and/or
- non-accredited training that is recognised by professional bodies, employers, and other authorities in an area of skill and employment demand - approval or otherwise will wholly be at the discretion of Jobs Tasmania.

Preference will be given to accredited courses delivered by Skills Tasmania Endorsed Registered Training Organisations (ERTOs), available by accessing the link [here](#).

4. Application process

You or your **Career Connector** service provider must contact the preferred training organisation directly to discuss the course details, delivery method, availability,

and cost. You will need this information to accurately fill-in and submit the RRSI application form.

Applications are received through SmartyGrants, the Department of State Growth's online grants management system. SmartyGrants is easy to use and accessible via mobile phones, tablets, laptops and personal computers.

The Career Connector service provider can help lodge an application on your behalf.

Please note that:

- applications must be made within twelve (12) months of ceasing employment.
- applicants must have registered with the Career Connector service provider.
- applicants must be able to upload evidence of eligibility.
- applicants must complete the application in full to be considered for approval.

Applicants without internet access should contact the relevant **Career Connector** service provider to discuss alternative methods for applying.

5. Conditions of funding approval

1. You must wait until you have received written confirmation from Jobs Tasmania that your RRSI application has been approved before you commence any training. You will be liable for any costs incurred if you are not an approved RRSI applicant.
2. You must commence your training within six (6) months of approval.
3. If you do not turn up or complete the course you have enrolled in, you may be liable for the cost of your training course and/or a cancellation fee from the training provider. The cost/cancellation fee is not covered by the Rapid Response Skills Initiative.
4. Changes may be requested to the approved application within six (6) months of the application's approval and be supported by a reasonable argument, for example, evidence of a job offer, the training provider has cancelled course, the Career Connector service provider has recommended an alternative course of action, et cetera.

Jobs Tasmania reserves the right to decline any application for training, if:

1. it is not clearly linked to a potential employment outcome.
2. it is costed above reasonably acceptable commercial rates.
3. it is not delivered by a recognised education or training provider.
4. the training provider has any outstanding regulatory issues i.e. with the Australian Quality Skills Authority (ASQA).
5. the applicant has not discussed training options with Career Connect service provider.

6. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently. The Department will consider appeals relating to administrative process issues in grants management.

All requests must be in writing and should be addressed to the Director of Jobs Tasmania.

Your request must be received within 28 days from the date of the Department of State Growth via Jobs Tasmania notifying you of the decision about your application.

For further information about the process, contact rapid.response@jobstasmania.tas.gov.au

7. Payment notes for training providers and applicants

- Payment is made directly to the training provider, not to individual applicants.
- All invoices for RRSI are processed through the SmartyGrants online grants administration system. If as a training or service provider, you need to set up a SmartyGrants account if you don't already have one, contact rapid.response@jobstasmania.tas.gov.au

For approved training that is under \$1000, payment of the approved cost of training will be made in full to the training provider:

1. on completion of the training course, and
2. upon receipt of a tax compliant invoice for the agreed funding, and
3. evidence of training completed, e.g., a copy of licence, statement of attainment, results, or certificate.

For approved training greater than \$1000, Jobs Tasmania can:

- pay 50% of the approved cost of training on enrolment (with evidence of enrolment and a tax compliant invoice), and 50% on completion (with evidence of completion and a tax compliant invoice).
- Any costs over and above the approved funding amount is the responsibility of the applicant and will need to be paid directly to the training provider.
- In exceptional circumstances and *with prior approval only* will Jobs Tasmania reimburse costs to an individual upon receipt of a compliant tax invoice for the agreed funding, evidence of proof of payment and of training completed, e.g., a copy of licence, statement of attainment, results or certificate.

8. Administration and contact details

The program is administered by the Department of State Growth on behalf of the Crown in the Right of Tasmania.

Contact: rapid.response@jobstasmania.tas.gov.au

8.1 Note

All applicants must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, will be required to be repaid to the department.

9. Publicity of grant assistance

The Department of State Growth disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

10. Right to information

Information provided to the Department of State Growth may be subject to disclosure in accordance with the *Right to Information Act 2009*.

11. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The department may also:

1. Use information received in applications for any other departmental business.
2. Use information received in applications and during the delivery of the project for reporting purposes.

12. Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

This information may be accessed by the individual to whom it related, on request to the Department of State Growth. A fee for this service may be charged.

13. Disclosure

The following applies to all successful applicants:

- Despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- Please note that all obligations under the *Personal Information Protection Act 2004* (Tas) and the *Privacy Act 1988* (Cwlth) still apply.

14. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.



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