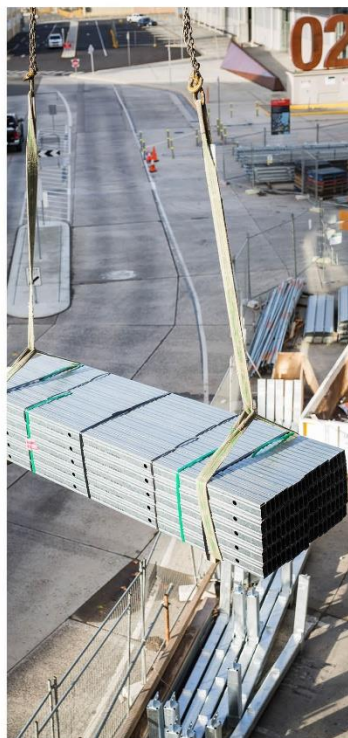


Program Guidelines



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Job Ready Fund

The Tasmanian Government is committed to responding to current business and industry labour-supply demands. \$2 million has been allocated over two-years to support Tasmanian jobseekers gain the entry-level training and essential tools they need to get a job - including White Card accreditation, work boots, protective clothing or tools, or training.

Eligible Tasmanians can receive up to \$750 towards these costs to ensure that they are work-ready on day one of their new pathway and career.

Several growth industries in Tasmania have core requirements for new entrants that come with additional costs to the job seeker that may be a barrier to employment.

For example:

- the building and construction sector requires a 'White Card' to enter a work site (White Card is a mandatory short industry/work site Work Health and Safety induction course and accreditation).
- the care services sectors (particularly disability and early childhood education and care) require a Working with Vulnerable People registration for voluntary work, work experience or employment.
- the tourism and hospitality sectors require entry-level training such as barista training and Responsible Service of Alcohol accreditation.
- new or first-time employees, including trainees and apprentices, require essential tools, equipment or clothing to assist with the costs of starting a new job and career.

The **Job Ready Fund** will support eligible individuals *who don't have the capacity to pay* to address these barriers, i.e., via a Workforce Australia provider, or fee-free training at TasTAFE.

The Job Ready Fund is administered by the Tasmanian Government's [Career Connector](#) service provider – the Searson Buck Group Pty Ltd (Searson Buck).

1. Jobseeker eligibility

Job Ready Fund - you are eligible if you are facing financial hardship and:

- are an Australian Citizen and/or Permanent Resident with a Tasmanian residential address, or if not a Permanent Resident, a migrant who have been residing in Tasmania for more than six months, has working rights and are unemployed or underemployed, **or**
- are a young person (18-25 years), **or**
- are a woman, parent or carer returning to work; **or**
- are in receipt of a Centrelink allowance such as JobSeeker, Youth Allowance, Disability Support Pension, ABSTUDY, Austudy and/or a current Health Care Card, or listed on a current Health Care Card as a dependent

And:

- have started a new job in the last six months, **or**
- have an offer of employment (that can be verified with an employer if necessary), **or**
- are currently enrolled in a nationally recognised training program, or have completed a qualification or training (evidenced by a statement of attainment or qualification achieved in the last six months), **or**
- provided Searson Buck with the evidence or argument that the proposed training or equipment will lead to improved employability skills or work readiness and cannot be sourced from an alternative provider or source (i.e., Workforce Australia provider, TasTAFE etc)

And:

- have not been approved to access the Job Ready Fund in the previous 12 months.

Tasmanian School-aged Students Eligibility:

- if you are a school student currently enrolled in a Tasmanian Government, Catholic or Independent school **you are ineligible**.

For any queries about the eligibility criteria, discuss with Searson Buck by emailing cc@searsonbuck.com.au or phoning 1800 151 331.

2. Application process

The Job Ready Fund is administered by the [Career Connector](#) service provider – Searson Buck.

Searson Buck will:

- confirm eligibility of applicant; and
- interview, assess and advise eligible applicants on how to achieve or work towards an appropriate training outcome; or
- work with an organisation who is supporting the individual (ie. not for profit); and
- administer the resources of the Job Ready Fund to help eligible jobseekers obtain the entry-level training, essential tools and equipment, accreditation or licencing, clothing or safety gear, or entry-level training needed to address specific barriers to employment.

Applicants will be required to provide evidence, or clearly explain why they require the specific training, licence and/or equipment, for example:

- as part of the requirements for a new job (evidenced by a letter of job offer or contact details of the employer, or started a job in the last six months), or
- to complement a nationally recognised qualification or skill set (evidenced by a confirmation of enrolment, a statement of attainment or qualification achieved in the last six months), or
- if Searson Buck is satisfied that the proposed training or equipment cannot be sourced from an alternative provider or source (i.e., Workforce Australia provider, a fee-free

TasTAFE course etc), and will lead to improved employability skills or work readiness.

NOTE: the funding does not go directly to the eligible applicant – Searson Buck administer the funding on behalf of the applicant.

3. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of State Growth grants. 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, Jobs Tasmania.

Your request must be received within 28 days from the date of the service provider notifying you of the decision about your application.

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

4. Administration and contact details

The program will be administered by the Searson Buck Group Ltd for the Department of State Growth on behalf of the Crown in the Right of Tasmania.

Contact Searson Buck by emailing cc@searsonbuck.com.au or phoning 1800 151 331.

4.1 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.

5. 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.

6. 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*.

7. 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.

8. 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.

9. 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.

10. 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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