

**26TEN Grants Program for**

**Employers 2022–23**

**Information for Applicants**



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**At a glance**

If you want to run a project\* to improve the reading, writing, maths, speaking and listening, and basic digital skills of employees (and/or volunteers) in your workplace, we invite you to apply for a 26TEN Employer Grant. You may be eligible if you are:

* an employer
* part of an employer group
* a Registered Training Organisation (in partnership with a Tasmanian employer)

Your project should support employees to improve their skills to be able to do their jobs better, providing mutual benefit to your organisation and individual employees. Your organisation would contribute by allowing employees to participate in the project and supporting the project happening in your workplace. This might include:

* releasing employees for literacy tuition during work hours
* releasing managers to participate in organising the project
* assisting employees to participate
* allowing the use of resources such as training rooms, computer, office space.

**26TEN Get Ready Grant**

**\***If you don’t know how to get started designing a project, and would like some support, you may wish to apply for a $5 000 **‘Get Ready’** grant. With this funding, you would employ an Adult Literacy Skills Officer to work with your organisation to determine your business needs, skill gaps, and help you design a suitable project. See Appendix 6 for more information.

Grants open: 18 July 2022

Grants close: 17 February 2023

Total grant pool: $500 000 (ex GST)

Grant range: $5 000 - $50 000 (ex GST)

**We strongly recommend you speak to us at 26TEN before starting to plan your project.**

Contact Jennifer Dunbabin or Kate Boatwright by email: [programs@26TEN.tas.gov.au](mailto:programs@26TEN.tas.gov.au) phone: 03 6165 6122.

Apply online at SmartyGrants:

<https://doetasmania.smartygrants.com.au> and select 2022-23 26TEN employer grants.**When can my organisation apply?**

You can apply between Monday 18 July 2022 and Friday 17 February 2023 (inclusive).

Applications will be assessed, and grants awarded to successful applicants in two tranches during the round:

* Tranche 1 applications will close on **Friday 30 September 2022**, with awarding of grants in early December 2022.
* Tranche 2 applications will close **Friday 17 February 2023**, with awarding of grants in early May 2023.

To be successful, your application must meet all selection criteria to a satisfactory level, and overall be of a high standard.

**Get Ready** grant applications will be assessed and awarded throughout the grant round. See Appendix 5for information about the Get Ready application process.

# What is the application process?

You should begin by reading this document thoroughly. Then:

1. contact Jennifer Dunbabin or Kate Boatwright on 03 6165 6122 or [programs@26TEN.tas.gov.au](mailto:programs@26TEN.tas.gov.au) to discuss your possible project proposal
2. complete **results chain** document (explained in Appendix 2)
3. complete and submit your application and results chain in [SmartyGrants portal](https://doetasmania.smartygrants.com.au/)
4. your application will be assessed by Selection Panel
5. the Minister for Education will approve your application
6. you will be notified of results.

Note - If you are from the aged care, early childhood, or disability sectors, speak with your peak body first. They have all run 26TEN projects and have resources that may benefit your project.

# Who can apply?

You may be able to apply if you are operating in Tasmania and fit into one of the following categories:

* organisation or sole trader
* group of organisations or sole traders
* private or not-for-profit organisation
* industry association or peak body
* Registered Training Organisation (in partnership with any of the above).

You may apply up to two years funding but must make an application each grant round (annually).

If you are a large organisation with significant operations in various areas of the state, you may apply for grants at individual sites.

If you have employees or volunteers on work visas, they are not eligible to participate in grant projects.

Before you apply, we recommend your organisation’s management participate in a (free) 1-hour [26TEN Literacy Awareness workshop](https://26ten.tas.gov.au/Pages/Workshops.aspx). If your application is successful, this will become a required first step in your project. We also recommend you run a free [26TEN Plain English workshop](https://26ten.tas.gov.au/Pages/Workshops.aspx) for your organisation.

# What is the program focus?

Our focus is on:

* businesses who have a large proportion of workers with low or no qualifications
* industries likely to have employees with low literacy
* micro, small and medium-sized businesses
* alignment with the [26TEN Coalition](https://26ten.tas.gov.au/about-26ten/Pages/bios.aspx) sector plans: community, legal, media, state government, local government, agriculture, education, and health
* [Tasmanian Government’s key industry sectors](https://www.skills.tas.gov.au/__data/assets/pdf_file/0006/175875/Ministerial_Priorities_for_Training_and_Workforce_Development_2018-21.pdf):
  + tourism and hospitality
  + building and construction (including civil construction)
  + advanced manufacturing (including maritime and defence manufacturing)
  + information and communications technology
  + aged services
  + disability services
  + agriculture
  + aquaculture
  + transport and logistics.

# What types of projects will be funded?

Your project must show a good understanding of the reading, writing, maths, and digital skills required in your organisation, and the development needs of proposed participants.

If you can provide evidence (for example, informal or formal assessment data or information, anecdotal evidence), your application may score more highly.

We fund projects in these categories:

1. **project provides general reading, writing, maths, and speaking and listening support to employees in your workplace who lack the necessary level of skill to do their jobs**
2. **project provides reading, writing, maths, and speaking and listening support for adults participating in existing workplace training or learning programs**

Funding will be provided only for the literacy training component (not the existing program). You must explain why literacy training isn’t already provided, and why it should be funded by 26TEN.

1. **Project is a new idea that has been discussed with and approved by 26TEN.**

Your project may also include the following elements:

* basic digital literacy training for employees with low reading, writing, or maths skills - Australian Core Skills Framework (ACSF) level 3 and below
* development of training resources for use in your project
* improving workplace communication skills (including plain English)
* training for staff to equip them to work with low literacy employees or clients on an ongoing basis
* surveys, consultations, research to determine literacy needs of your employees
* training in learning skills (ACSF core skill 1 – ‘learning how to learn’).

**Your project must include 50% of A1 or A2 activity.**

We will ***not*** fund:

* projects or activities that are funded by other sources
* the costs of existing projects (retrospective funding)
* projects for which funding is available elsewhere
* costs not directly attributable to your project, or
* hardware and equipment purchases.

# How do I plan my project?

Please complete the results chain **prior to** writing your application. **Consider it a planning tool.**

*Tip:* *a good approach is to start with what you want to achieve and work* ***backwards****.*

Here is a [blank results chain template](https://26ten.tas.gov.au/build-your-business/_layouts/15/WopiFrame.aspx?sourcedoc=/build-your-business/Documents/Results%20Chain%20Template%20Employer%20Grants.docx&action=default) for your use.

**You must submit your completed results chain document as part of your application.**

# How should I write my application?

Here are some tips for writing your application:

* Assume the assessor doesn’t know the background of your organisation.
* Write in [plain English.](https://26ten.tas.gov.au/communicate-clearly/Pages/What-is-Plain-English.aspx)
* Write acronyms fully the first time you use them.
* Make sure your budget is completed correctly - [example budget](https://26ten.tas.gov.au/build-your-business/Pages/Budget-Sample.aspx).
* Be clear and specific (for example, rather than “a large number of people will benefit” say “a minimum of 25 employees will receive 10 hours of 1:1 training”).
* Where possible, provide examples and evidence that support your claims.
* Provide supporting documents to identify roles and responsibilities of your partner organisations.
* Ask a friend or colleague to read your application before submitting it.

# What are the selection criteria?

1. **Capability (of the personnel involved)**

* your project team members, particularly the person leading or managing the project in conjunction with the Adult Literacy Skills Officer, have relevant skill and experience in planning, managing, delivering, and evaluating adult literacy or similar projects
* the Adult Literacy Skills Officer selected for your project has the necessary skills and experience
* there is evidence that prospective participants have literacy and / or numeracy needs that are impacting their ability to do their jobs.

1. **Capacity (readiness of the organisation)**

* your project team shows evidence of solid commitment to the project, including the time and drive to make it happen
* letters of support from your project partners demonstrate strong working relationships
* demonstrated strong buy-in from upper and middle management (commitment across your organisation)
* there is evidence of commitment to lasting change by embedding a culture of learning / 26TEN / literacy and numeracy across your organisation, for example:
  + planning to have one or more staff members complete TasTAFE’s [Tutor Adult Literacy Learners (TALL)](https://www.tastafe.tas.edu.au/courses/course/chcss00101) course so that they can provide ongoing literacy support to employees who need it after the project finishes
  + adding a 26TEN element to an existing and ongoing job role within your organisation
  + thoughtful ways to address the stigma of low literacy within your organisation.

1. **Benefits (value for money)**

* high likelihood that your proposed project will bring significant benefits - to the individual, organisation, sector and / or community:
  + participants in the project will meet their LLND learning goals
  + your organisation will meet its goals (eg increased efficiency, better morale, employee retention or promotion)
* there is an in-kind contribution from your organisation and partners
* your project aims to overcome remote, rural, or other barriers to participation within your sector
* your project supports and furthers the work of government and communities, for example workforce development plans, regional development plans.

**Selection criteria weighting**

|  |  |  |
| --- | --- | --- |
| **Category** | **Criterion** | **Weighting** |
| Capability | 1 | 30% |
| Capacity | 2 | 30% |
| Benefits | 3 | 40% |

**Scoring scale**

0 = criteria not met

1 = criteria not met, but a few elements present

2 = criteria not met, but very close

3 = criteria met

4 = criteria met to a high standard

5 = criteria met to a very high standard

During the selection process, we may seek advice and further information from:

* 26TEN staff
* government / industry sources
* you and your project partner/s.

# Who will deliver the reading, writing, or maths training?

Your project may be delivered by a literacy practitioner working for a Registered Training Organisation, or by an individual practitioner. Both will work within this program as an Adult Literacy Skills Officer (ALSO).

You should identify your ALSO as part of your application.

If you need help recruiting an ALSO, contact us well before the application due date. We have a register of ALSOs with relevant experience and skills which include:

* an understanding of and ability to use the Australian Core Skills Framework for assessment and planning
* a teaching or education qualification (TAE Cert IV or higher)
* a minimum 2 years’ experience teaching literacy and numeracy to adults
* an understanding of the issues surrounding adult literacy.

Appendix 3 has information about pay rates for ALSOs.

# How will reading, writing or maths be measured?

Your ALSO will measure improvements using the Australian Core Skills Framework (ACSF).

Your ALSO must use or develop appropriate measurement practices and tools. A finer-grained approach to using the ACSF is often the most appropriate.

The ACSF has five core skills that are essential for individuals to participate effectively in our society. The core skills are:

* Learning
* Reading
* Writing
* Oral Communication
* Numeracy

[More information about the ACSF](http://www.llncommunity.com.au/australian-core-skills-framework/).

Please contact us if you would like support setting up your measures.

# What do I need to report?

Reporting is mandatory.

Your reporting helps us to support your project and provides information about what activities, methods and strategies work best. Your reports also provide evidence for us to continue to fund literacy projects in Tasmania.

You must complete a:

* mid-project report (26TEN template)
* final report and evaluation (26TEN template)
* financial acquittal (template provided)
* minimum of three stories for use by 26TEN during the project.

# What are the grant conditions?

* As a grant recipient, your organisation will become an ongoing member of the [26TEN Network](https://26ten.tas.gov.au/Pages/Become-a-member.aspx). If a grant is made to an RTO (in partnership with one or more organisations) those organisations become members of 26TEN.
* Your employees / volunteers should not have to pay for any funded activity.
* Your funding must be spent according to the budget.
* You are required to promote 26TEN throughout your project, including using the 26TEN logo on any materials produced during the grant.
* Any funds you don’t spend must be returned to 26TEN (Libraries Tasmania) according to the grant deed. If there is a small underspend you can request to use it to support LLN in the organisation, at the discretion of Manager 26TEN.
* We will publicise your grant details on our website and may promote your project on our Facebook page and in our newsletter.
* If you have overdue reporting obligations for your 26TEN project, will not receive further funding until obligations are met.
* You may be required to take part in an evaluation at the end of your project.

We (26TEN) are not bound to accept any application and reserves the right to change the application, selection process and vary the selection criteria. We may negotiate with you before awarding a grant if the Selection Panel requires changes to your project plan.

Other more general conditions are included in the Deed of Grant (available on request).

# Intellectual property

Intellectual property in material produced under projects conducted through the 26TEN grants program will vest in 26TEN (Libraries Tasmania) in right of the State of Tasmania (through the Department of Education). See Appendix 4 for more information.

# Appendix 1 – Case Study

**Aquaculture Business 26TEN Project**

In 2018, a large Tasmanian aquaculture and food processing business identified a need to improve employee communication, digital literacy, and general literacy skills within their business. They had noticed that employees wrote documents that were often difficult to understand, didn’t include the required information, and they filled out forms incorrectly. These errors resulted in all sorts of issues throughout the business.

To address the underlying literacy issues, the business worked with 26TEN to put together a grant application and were successful. With their grant, the business employed an Adult Literacy Skills Officer (ALSO) who worked closely with the project team to:

* provide reading, writing and maths support to identified employees, to help them develop their skills and confidence to be able to do their jobs better
* support the business to rewrite documentation in plain English to allow greater accessibility for employees with low literacy.

Their project had good outcomes, but there was still more work to do. So, they applied for a second grant in 2019 and were successful. The same ALSO continued to work with the business in 2019 to:

* educate managers about how to support employees with low literacy and reduce the stigma associated with receiving help
* support employee competence and confidence using internal digital tools and software
* continue to support employees to improve their reading, writing and maths skills
* create an assessment to determine readiness of employees to complete additional training
* create a workplace policy to support literacy skill development across all job roles

The project was a huge success because:

* the ALSO developed a positive working relationship with all employees
* each employee involved in literacy training received over 25 hours’ worth of support – enough to make a significant difference
* the whole organisation was on board with the project
* the ALSO was flexible and worked around employees’ timetables

The business received such value from the improvement in literacy and digital skills of their staff that they continued to employ the ALSO - even though 26TEN funding had finished. The business will soon be rolling out their workplace literacy policy and will continue to support employees with their reading, writing, maths, and digital skills as needed.

There are more stories about 26TEN projects [on our website](https://26ten.tas.gov.au/stories/Pages/default.aspx).

# Appendix 2 – Understanding the Results Chain

[Results chain template](https://26ten.tas.gov.au/build-your-business/Documents/Results%20Chain%20Template%20Employer%20Grants.docx)  - for you to use and upload as part of your application.

The results chain model breaks the steps down into manageable stages with clear terms.

Here are the project terms we use:

Activities

Activities are made up of the actions you take within the project. For example, an activity could be *‘deliver a digital skills workshop’* or *‘create a training resource’*.

Outputs

Outputs are the immediate products of activities. Outputs include for example, the number of:

* meetings you hold
* participants receiving LLN training,
* assessments conducted
* learning plans created.

Outcomes

Outcomes are the changes that occur because of your project. They happen because of the outputs. Outcomes should have a measurable benefit and gauge the success of the project and need to link to activities and outputs. These outcomes will help answer questions like ‘*what have we achieved?’* and ‘*how do we know?’*

Impacts

Impacts are the desired end goals of the project. An example of an impact could be ‘improved quality of life for participants.’

It can be difficult to measure impact goals. While we can measure activities (delivery of a training program), outputs (10 participants engaging in the training program), and outcomes (8 participants improving their LLN skills), isolating overall impact is hard. Completing a training program may eventually lead to better quality of life for participants but having a fuller sense of that impact will likely take a long time. Measuring the longer-term benefits and impacts will likely be beyond the scope of this project.

However, it is important to try and identify and measure overall impact as best you can. You can ask yourself – *what do we hope to achieve with this project and how might we measure success?*

See below for two examples - a simple one about making a birthday cake, and an example from a recent 26TEN project application.

**Making a birthday cake for a child**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What actions will you take?** |  | **What will be produced?** |  | **What will be the effect?** |  | **What are you hoping to achieve?** |
| **Activities** | **→** | **Outputs** | **→** | **Outcomes** | **→** | **Impacts / Benefits** |
|  |  |  |  |  |  |  |
| * Select recipe * Purchase required ingredients * Gather baking supplies * Prepare the cake * Bake the cake * Decorate the cake * Serve the cake | **→** | * # of pieces of cake produced * # of family members who ate cake | **→** | * Happy child on their birthday | **→** | * Family bonds increase * Child’s sense of security and being loved improve |

This is an actual example from a recent 26TEN Employer Grant application. The project is based around supporting existing employees, new apprentices, and trainees to move from a paper-based to digital based work system.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What actions will you take?** |  | **What will be produced?** |  | **What changes will occur?** |  | **What are you hoping to achieve?** |
| **Activities** | **→** | **Outputs** | **→** | **Outcomes** | **→** | **Impacts / Benefits** |
|  |  |  |  |  |  |  |
| **LLN skills building**   * Assess learning needs * Assess job role Language, Literacy and Numeracy (LLN) requirements * Assess job role digital literacy requirements * Develop individual learning plans for participants * Prepare tailored training materials * Deliver group and individual LLN and digital literacy training | **→** | * 40 workers attending group / individual training * 4 job roles assessed for LLN and digital skills requirements * 20 individual learning plans created * 1 LLN and digital literacy induction assessment created * All new workers assessed with induction assessment * 40 informal LLN and digital literacy assessments completed | **→** | * Participants improve an ACSF level or part of a level (finer grained measure) * Participants use digital platform effectively every day in their work * Participants increase their confidence as learners * Trainees or apprentices feel supported in their training and complete it successfully | **→** | * Improved wellbeing and quality of life for participants * Improved job security * Promotion at work / higher earnings * Trainees and apprentices do well in their roles |
|  |  |  |  |  |  |  |
| **Improving the business**   * Streamline digital processes * Increase the workforce by employing and supporting more trainees and apprentices | **→** | * 2 meetings with technical support to discuss process improvements * 2 individual learning plans prepared | **→** | * Improved digital processes * Trainees and apprentices are confident learners and workers * Trainees and apprentices complete training successfully | **→** | * Workers can easily learn digital processes in future * Business efficiency improves |
|  |  |  |  |  |  |  |
| **Setting up lasting supportive LLN environment within the business**   * Train technical support officer to mentor workers in digital literacy skills * Train supervisors to assist in digital literacy training * Coordinate Plain English workshops * Make sure all levels of the organisation are aware of and support the project * Past learners of the digital literacy demonstrate their support of the program | **→** | * 2 workshops to train technical support officer and supervisors to be mentors of digital literacy * 5 coordinators attend plain English workshop * Spread the word of the digital literacy project through the intranet, newsletter and events * 5 past learners of the digital literacy project champion the project | **→** | * Mentors support workers with digital literacy skills improvement * Workplace documents are created using plain English * All levels of the organisation are aware of and supportive of 26TEN project * Participants feel like they are learning skills that are relevant and necessary | **→** | * Workers are supported in their learning into the future * Workplace documents are accessible for all workers in the future * Higher job satisfaction for workers * The organisation has a culture of encouraging and supporting learning and development * Good workforce morale * Having low LLN skills is no longer stigmatised |
|  |  |  |  |  |  |  |
| **26TEN Campaign Support**   * Support the work of local 26TEN community of practice * Support the 26TEN communities program * Collect learner stories for 26TEN team about the project * Collect photos for 26TEN team about the project | **→** | * 3 meetings with community of practice to discuss ways to support their work * Collect 3 stories of learners to submit to 26TEN | **→** | * 26TEN becomes more visible and able to work towards more change * People are influenced by stories and are motivated to get help * Other workplaces can see the benefits of improving LLN skills in their workplaces | **→** | * 26TEN campaign increases momentum * Adult literacy levels in Tasmania improve |

# Appendix 3 - Adult Literacy Skills Officer Pay Rates

As part of your application, you must include a detailed budget which includes the cost of employing an ALSO. This should include their pay rate as well as number of hours worked per week / fortnight.

Usually, it is simplest if you employ your ALSO as a contractor.

This guide provides information on suggested pay rates for the employment of ALSOs within this program. It is encouraged that you offer a salary within this range to be competitive with other successful grantees. The suggested rate reflects the skills and experience needed to be an ALSO. The range is based on experience.

The following pay rates are suggested:

|  |  |
| --- | --- |
| **Sessional/casual employment**  (Hourly rate) | $58.15 - $81.36 per contact / ACSF assessment hour |
| **Part-time/full-time employment**  (Salary range, pro-rata) | $60,524 - $84,184 (incorporates all teaching duties, including ACSF assessment hours) |
| **Contractor** | Negotiated with contractor.  This could range from $60 - $100 depending on the experience of the ALSO. |

Note - There may be other obligations for the ALSO, such as attending moderation and professional development sessions. 26TEN will provide further details as they become available.

# Appendix 4 – Intellectual Property

Intellectual property in material produced under projects conducted through the 26TEN grants program will vest in 26TEN (Libraries Tasmania) in right of the State of Tasmania (through the Department of Education).

In most circumstances, materials will be shared under a Creative Commons licence (Attribution-BY).

Where third parties own intellectual property in components of existing material (ie material drawn from existing sources) incorporated into project material but it is not substantial, project managers or private entities (where relevant), must obtain a licence for the State in this material, so as to ensure that the State (and any other person or organisation under licence from the State) will be able to use the project material for its intended purpose and without breaching third party intellectual property rights.

Where project managers subcontract aspects of the project to other persons or organisations, then those project managers must enter into arrangements with those persons or organisations consistent with the conditions above.

Where substantial amounts of pre-existing material are used with only minor modifications made for the purposes of this project (eg transfer to electronic media), organisations may negotiate arrangements for intellectual property rights with the State.

# Appendix 5 – Get Ready grant information

You might like to apply for a Get Ready Grant, if you:

* have employees and / or volunteers within your organisation with literacy and numeracy gaps that are impacting their ability to do their job
* don’t know how to fix these gaps
* have not been involved in a 26TEN employer grant project before
* are committed to helping your employees to improve their skills but don’t know where to start.

The funding would allow you to employ a 26TEN Adult Literacy Skills Officer (ALSO) to help you design a project and put together an application.

You can apply anytime throughout the usual 33-week grant round. Applications will be assessed, and grants awarded throughout the round.

Once your grant is approved, the first step in your project should be a [26TEN Literacy Awareness workshop](https://26ten.tas.gov.au/Pages/Workshops.aspx) for management and the project team. We can help you organise this.

**What is the application process?**

Begin by reading this document thoroughly to give yourself an idea of the bigger picture of the grants program. Then:

1. contact Jennifer Dunbabin or Kate Boatwright on 03 6165 6122 or [programs@26TEN.tas.gov.au](mailto:programs@26TEN.tas.gov.au) for more information about the Get Ready grant
2. complete and submit your application in [SmartyGrants portal](https://doetasmania.smartygrants.com.au/)
3. your application will be assessed shortly after submission
4. decision on awarding of grant advised.

**What are the selection criteria?**

1. you have a strong project manager / team committed to making change throughout your organisation, with the time to make it happen
2. you have a qualified and experienced ALSO committed to working with your organisation to identify issues / needs and develop a suitable project plan
3. you have some evidence, likely anecdotal, of problems that exist within your organisation that could be addressed by improving the literacy and / or numeracy of your employees / volunteers.