

Trade Pathways Program Connecting Women to Trades grant program (round two) guidelines

Version 2 updated 6/12/22

Table 1 Grant program details

Grant details	
Application opening date:	22 November 2022
Application closing date:	21 December 2022
Funder:	NSW Department of Education (the department)
Application method:	Electronic lodgement of applications at trainingservicesnsw.smartygrants.com.au
Administering entity:	Training Services NSW (TSNSW)
Enquiries:	Please direct all enquiries to: WomeninTrades@det.nsw.edu.au by 19 December 2022, 5pm AEST
Type of grant opportunity:	Open competitive

Trade Pathways Program Connecting Women to Trades grant program (round two) guidelines	1
Table 1 Grant program details.....	1
1. Background.....	3
2. Women in Trades Strategy 2021-2024	3
3. Aim of the Connecting Women to Trades grant program (round two)	3
4. Project scope.....	4
5. Project objectives and outcomes	4
Table 2 Women in Trades Strategy 2021-24 - Pillars of action and desired outcomes	4
5.1 Project outputs.....	5
Table 3 Project outputs	5
6. Eligibility criteria.....	5
6.1 Eligible applicants include:.....	6
6.2 Eligible participants.....	6
7. Grant information	6
7.1 NSW flood recovery.....	7
The same assessment criteria applies for projects delivered in the affected LGAs but applicants should identify the delivery LGAs.	7
The department will assess all eligible project proposals for the NSW flood affected LGAs, ensuring that at least \$500,000 is awarded specifically for these areas.....	7
7.2. Project value	7
7.3 Multiple projects.....	7
7.4 Project duration.....	7
8. Grant payments.....	7
9. Budget item inclusions.....	7
9.1 Budget exclusions.....	8
10. Assessment criteria	8
10.1 Application criteria weighting	9
Table 4 Criteria and weighting.....	9
11. Key dates	9
Table 5 Connecting Women to Trades Key dates.....	9
12. How to Apply	9
13. How applications are assessed.....	10
14. Notification of application outcomes.....	10
14.1 Successful grant applications.....	10
14.2 Unsuccessful grant applications.....	10
15. Behavioural Insights Unit NSW (BIU) Training.....	10
Appendix.....	12
Appendix A. Training Services NSW (TSNSW)	12
Appendix B. Partnerships.....	12
Appendix C. TSNSW regional areas.....	12
Appendix D. Project outputs - further information	12
Careers information	12
Delivery of accredited training	13
Table 6 Example unit code and description	14
Job Readiness Training	14
Marketing and Promotion	14
Appendix E. Registered Training Organisations (RTOs).....	15

1. Background

In response to the NSW Productivity Commission's 2020 Green Paper and the 2021 White Paper *Rebooting the Economy* the NSW Government announced on 11 November 2020 the State's first trade recognition and pathways initiative, the Trade Skills Pathways Centre – now known as the Trade Pathways Program. This program is focussed on initiatives to support a robust trade workforce and sustainable skills development to drive job growth and economic prosperity.

The implementation of the Trade Pathways Program is managed by Training Services NSW (TSNSW), a branch of the NSW Department of Education (the Department). TSNSW is responsible for government-funded vocational education and training (VET) in NSW (see [Appendix A](#)).

The Trade Pathways Program has two current areas of focus being:

1. The advancement of experienced but unqualified workers through a recognition of prior learning (RPL) and gap training skills assessment process.
2. Increasing the participation of Women in Trades.

2. Women in Trades Strategy 2021-2024

Women make up only 2% of qualified trade workers in industries with major skills shortages such as construction, electrotechnology and automotive.

The [Women in Trades Strategy 2021-24](#) (the Women's Strategy) includes three 'pillars of action' to increase the representation of women in male dominated trades:

1. Increase the appeal of trades to raise women's level of participation.
2. Facilitate change to remove cultural and societal barriers.
3. Support women's learning to maximise vocational outcomes.

The Women's Strategy provides the foundation to the Connecting Women to Trades (CWTT) grant program. The Trade Pathways Program launched the first Connecting Women to Trades grant round in 2021. Eligible applicants were funded to deliver introductory trade training experiences and careers information sessions. This second grant round will fund larger projects delivered by a wider range of organisations.

In 2022 Trade Pathways Program commissioned the Behavioural Insights Unit (BIU) at NSW Department of Customer Service to conduct research on barriers and enablers existing for women entering trade training and employment, with a particular focus on male-dominated trades. The research will inform the design of behavioural solutions to increase the representation of women in non-traditional trades. [Women in Trades Promising Practice Review](#) is the first publication from the research project.

3. Aim of the Connecting Women to Trades grant program (round two)

Connecting Women to Trades grant program (round two) aims to address the underrepresentation of women in non-traditional trades and trades experiencing skills shortages. Funded projects will deliver a wide range of activities to encourage and support more women into trade training and progress into a career in trades.

Training Services NSW is inviting applicants to apply for grants of up to \$300,000. The grant will fund the design and delivery of innovative and targeted projects delivered through partnerships and aligned to the three pillars of action and outcomes of the Women’s Strategy.

4. Project scope

Projects should:

- utilise partnerships (see [Appendix B](#)) with multiple organisations such as industry, community organisations, and women’s groups to deliver relevant and engaging projects for women which meet the desired outcomes set out in Table 2.
- be delivered in one or more of the nine Training Services NSW regions (see [Appendix C](#)).
- align outcomes and objectives to the Women’s Strategy.
- aim to incorporate recommendations from the *Women in Trades Promising Practice Review*
- deliver multiple outputs to progress women into trade training and employment.
- focus on developing skills in trades where women are underrepresented such as automotive, electrotechnology and construction; and/or in trade occupations experiencing skills shortage.
- conclude no later than April 2024.

5. Project objectives and outcomes

All grant projects should prioritise objectives and outcomes that support the [Women in Trades Strategy 2021-24](#).

- Project objectives should address at least one pillar of action from the Women’s Strategy.
- Project outcomes should reflect at least one of the desired outcomes from the Women’s Strategy Table 2.

Pillars of action and desired outcomes are listed in Table 2.

An expected outcome for all projects is to increase the progression of women to trade training and employment. Projects delivering accredited trade-related will be measured on the completion of trade-related training and progressions into employment.

Table 2 Women in Trades Strategy 2021-24 - Pillars of action and desired outcomes

Pillars of action	Desired outcomes		
Pillar one: Increase the appeal of trades to raise women’s level of participation	1. Boost awareness of the social and economic benefits of a career in trades	2. Improved exposure of trade pathways for women	3. Greater visibility of female trade ambassadors

Pillars of action		Desired outcomes	
Pillar two: Facilitate change to remove cultural and societal barriers	4. Greater numbers of women taking part and completing vocational education training	5. Development of skills that lead to a career in trades	6. Increased awareness of gender discrimination across
Pillar three: Support women's learning to maximise vocational outcomes	7. Confidence to enter training and employment in trades	8. Stronger networks between industry, employers and women	9. Reduced financial barriers that deter women from entering trades

5.1 Project outputs

Projects should include multiple outputs that support women to pursue a career in trades. Examples of outputs are in Table 3. Further information on project outputs is in [Appendix D](#).

Alternative outputs that deliver benefits to women in trades (not listed in Table 3) may be included in a project proposal and funded at the discretion of the Department.

Table 3 Project outputs

Project outputs
Accredited training
Careers information
Job Readiness Training
Marketing and promotion
Work tasters and placements

6. Eligibility criteria

To be eligible to apply for a grant, an applicant must:

- Be a legal entity with the capacity to contract
- Currently operate in NSW
- Be registered for GST and have an Australian Business Number (ABN)
- Covered by public liability insurance
- Be financially viable

-
- Demonstrate partnerships which may include industry, community organisations and women’s trade advocacy networks to co-design and deliver projects
 - If proposing subcontractor arrangements, please disclose partnerships within the project proposal

6.1 Eligible applicants include:

- Not-for-profit organisations
- Businesses with a trade workforce
- Businesses providing advocacy and support services for women
- Social Enterprises
- Local Government Organisations

Which may include:

- Registered Training Organisations (RTOs)
- Group Training Organisations (GTOs)
- Industry Training Advisory Bodies (ITABS)
- Industry Associations
- Trade Unions
- Community Organisations
- Indigenous Organisations
- Women's Interest and Advocacy Groups

If you have any questions regarding eligibility, please contact WomeninTrades@det.nsw.edu.au

6.2 Eligible participants

The majority of participants are expected to be women. However, some projects may seek to deliver activities that will include participation by men as a means to address the gender imbalance in trade. This could include workplaces, schools or engagement with parents, carers or career advisors.

Project participants must meet the following Smart and Skilled eligibility criteria to participate in accredited training:

- 15 years or older at the time of enrolment
- No longer be at school
- Living or working in NSW
- Australian Citizens, permanent residents, humanitarian visa holders or NZ citizens

7. Grant information

The 2022-2024 budget for the Connecting Women to Trades grant program round two is \$5,000,000 (GST exclusive).

7.1 NSW flood recovery

\$500,000 is allocated from the total grant budget to fund projects in local government areas (LGAs) affected by floods in 2022. The LGAs declared flood affected can be found here: <https://www.nsw.gov.au/disaster-recovery/natural-disaster-declarations>.

The same assessment criteria applies for projects delivered in the affected LGAs but applicants should identify the delivery LGAs.

The department will assess all eligible project proposals for the NSW flood affected LGAs, ensuring that at least \$500,000 is awarded specifically for these areas.

7.2. Project value

Applicants can apply for up to \$300,000 (GST exclusive) per project.

7.3 Multiple projects

Applicants wishing to apply for more than one project will submit **one application only** and may attach multiple project proposals.

7.4 Project duration

The Connecting Women to Trades Grant (round two) projects will commence in February 2023 and conclude in April 2024.

8. Grant payments

Grants will be paid in three stages:

1. 50% Project commencement, on the execution of the Funding agreement.
2. 30% Mid-point
3. 20% Completion.

All payments are subject to projects meeting milestones and all other specified requirements set out in the Funding agreement.

9. Budget item inclusions

- **PPE** - costs associated with overcoming a barrier to participation in trades e.g., the purchase of PPE (up to a cap of \$300 per participant) to enable participants to undertake practical training delivered by a Smart and Skilled RTO.
- **Travel and transport** - costs associated with travel are to be directly related to attending a training site or facility where project delivery will occur, especially in the case of rural and remote project delivery.
- **Childcare** - Providers can reimburse costs incurred by participants who require childcare such as long daycare, occasional care and family day care services to complete training. It is the responsibility of the Provider to ensure that the long daycare/occasional care/family day care service is accredited by the Australian Children's Education and Care Quality Authority (ACECQA).

9.1 Budget exclusions

- Capital equipment, capital works or capital expenses
- Print collateral
- Operating expenses not directly related to the project
- Projects delivered outside NSW
- Retrospective funding e.g., projects that have already commenced prior to grant award
- Fundraising events
- Costs associated with accredited training that is approved for funding under Smart and Skilled

Program participants must not pay any fees. The grant funding is to be utilised to provide a fully funded program.

10. Assessment criteria

Applicants must address the assessment criteria and provide all required information in the application. Incomplete applications will not be accepted.

1. How the project addresses the pillars of action and desired outcomes of the Women in Trades Strategy 2021-24.

- Select a minimum of one pillar of action.
- Identify a minimum of one desired outcome the project will address.
- Explain how the project will address each outcome identified (max 500 words).

2. How the project utilises partnerships and networks to recruit suitable participants and deliver outcomes.

When addressing the criteria, applicants should:

- Outline partnerships and current networks that will be utilised in the project, specifying the role and contribution of each organisation (max 300 words). [See Appendix E](#) for RTO information.
- Describe how these networks will assist the project in recruiting and engaging suitable participants (max 300 words).
- Attach a letter of support from your partner organisation(s) outlining their role in the project delivery.

3. Capability and capacity of organisation to respond to challenges and deliver a project achieving value for money.

When addressing the criteria, applicants should:

- Describe capacity and capability to successfully deliver the project, including experience in delivering similar projects (max 300 words).
- Identify key challenges (e.g., attracting participants, recruiting participants, responding to requirements of Public Health Orders, retention of participants) relating to the implementation of the project. Detail how these challenges will be addressed (max 300 words).
- Outline how the project achieves value for money (max 200 words).
- Attach a maximum of two letters of support from partnering organisations or groups relating to past projects.

4. Provide a project proposal including the aim of the project, project scope, project objectives, outcomes and outputs, proposed activities, risks, communications plan, and project timeline.

Applicants are to utilise the project proposal template included in the application. To address the criteria applicants should:

- Explain how the proposed project activities align with the findings of the Women in Trades Promising Practice Review.

10.1 Application criteria weighting

Table 4 Criteria and weighting

Criteria	Weighting
Criteria 1 – Addressing the Pillars of action and desired outcomes of the Women’s Strategy	20%
Criteria 2 – Participant recruitment and delivery of outcomes through partnership and networks	10%
Criteria 3 - Capability and capacity of applicant to respond to challenges and deliver a project achieving value for money	20%
Criteria 4 - Project proposal	50%
TOTAL	100%

11. Key dates

Table 5 Connecting Women to Trades Key dates

Activity	Timeframe
Grant applications open	22 November 2022
Grant applications close	21 December 2022
Notification of outcome to all applicants	From 21 February 2023

12. How to Apply

Visit trainingservicesnsw.smartygrants.com.au and select the Connecting Women to Trades grant program round two application when open.

Log in or register if the organisation does not already have a current SmartyGrants account.

Complete the application, including attaching all required supporting documentation.

Submit the application by **11pm AEST, 21 December 2022**.

Please allow sufficient time to complete the application and upload all necessary documents. The Department will not accept hard copy, incomplete or late applications. The application must include sufficient information and associated supporting documentation to enable the assessment panel to adequately assess the application.

All applications must be submitted online via trainingservicesnsw.smartygrants.com.au. Enquiries regarding the application process can be sent to WomeninTrades@det.nsw.edu.au.

13. How applications are assessed

The department may progress an application to the next stage or reject application.

Without limiting the above, the department also reserves the right to:

- discontinue this application process
- accept or reject any application that does not comply with these guidelines
- alter, amend or vary these guidelines
- request further information from any applicant including financial information
- consider any information about the applicant that the department receives from any source.

Applications will be assessed by an assessment panel against the criteria listed in Table .

The department may seek additional information about the applicant and/or application to assist in the assessment process.

As part of the assessment process the department may determine to award full or partial funds for the proposal and may also negotiate amendments to activities and outcomes outlined in the project proposal(s).

Decisions related to successful or unsuccessful applications remain at the department's discretion.

14. Notification of application outcomes

The department will advise all applicants of the outcome of their applications in writing from 21 February 2023.

14.1 Successful grant applications

Successful applicants will be notified from 21 February 2023 and will be provided with a funding deed for signing.

The funding deed must be executed by the successful applicant and the department before the department can make any grant payments.

Successful applicants must sign and return the funding deed within 28 days of receipt. The offer may lapse if both parties do not sign the funding deed within this time. The department may extend this period at its discretion.

14.2 Unsuccessful grant applications

Unsuccessful applicants may seek feedback relating to their application. The department will provide feedback to applicants within a reasonable timeframe.

15. Behavioural Insights Unit NSW (BIU) Training

Successful grant applicants are required to undertake Behavioural Insights (BIU) training. Behavioural workshops will provide applicants with advice and guidance on applying behavioural insights to the

grant projects, with a particular focus on recruiting women participants. Training Services NSW will arrange the workshops and fund the BIU training.

Appendix

Appendix A. Training Services NSW (TSNSW)

TSNSW leads strategic policy, planning, funding, regulation and advice on vocational education and training (VET) to support economic, regional and community development. TSNSW is committed to enhancing the lives of people in NSW by enabling a skilled and employable workforce that meets the evolving needs of individuals and the economy.

Appendix B. Partnerships

Applicants must demonstrate partnerships to deliver the project outcomes. Partnerships could be formed between industry bodies or organisations, women's groups, community organisations, training organisations and businesses to collaborate for the recruitment of women participants and for project delivery.

Partnerships should focus on engaging participants, curating content, training, and/or experiences that increase the appeal of trades to raise women's participation, facilitate change to remove cultural and societal barriers, and/or support women's learning to maximise vocational outcomes.

Example 1: A community organisation engages with an industry organisation to hold workshops for women in a local area to try a trade and develop a social media campaign to raise the profile of non-traditional trade opportunities.

Appendix C. TSNSW regional areas

For the purpose of this grant applicants may apply for a grant for all or any of the following TSNSW regional areas:

- Central & Northern Sydney
- Southern & South Western Sydney
- Western Sydney and Blue Mountains
- Hunter & Central Coast
- North Coast & Mid North Coast
- New England
- Western NSW
- Riverina
- Illawarra & South East NSW

Further information about TSNSW regions is available at https://www.training.nsw.gov.au/smartandskilled/regions_postcodes.html.

Appendix D. Project outputs - further information

Careers information

Projects should encourage participants to access services from Careers NSW. Projects must ensure that provision of careers information does not duplicate the service offer of Careers NSW.

Where relevant, careers information resources developed through Connecting Women to Trades projects should be made available to Careers NSW. Projects should also consider the recruitment of female trade ambassadors to participate in the Careers NSW Industry Experts program.

As part of the provision of careers information, where possible Industry representatives and/or qualified tradespeople should be engaged to:

- Introduce participants to the project and training scope
- Promote awareness of a career in trades
- Provide suitable career advice and information on pathways to a career in trades.

Example 1: Invite a guest speaker from a construction company to provide an overview of the benefits of working in construction.

Example 2: Arrange an industry workplace visit to enable participants to gain initial exposure to the industry (please consider PPE requirements).

Example 3: Deliver information sessions and/or educational seminars that raise awareness of career opportunities in trades, highlighting social and economic benefits.

Example 4: Develop a structured mentoring program which provides project participants with support and guidance of a mentor within the trades industry for a 12-month duration.

Example 5: Invite a female tradeswoman with industry experience to inspire women by sharing her journey.

Delivery of accredited training

Delivery of accredited vocational training must be undertaken by an approved Smart and Skilled Registered Training Organisation (RTO). Grant funds must not be used for a fee-for-service arrangement to pay for accredited vocational training. The requirements are listed below:

- Engage an approved Smart and Skilled RTO for the delivery of trade-related units of competency (<https://smartandskilled.nsw.gov.au/>).
 - Units of competency must combine theory and practice
 - Units of competency must relate to the trade qualification of the industry(s) identified in the project proposal
 - Units of competency should have industry relevance and aim to support the progression of women into further trade training and employment.
- Costs associated with accredited training are to be covered by the RTO under Smart and Skilled funding. Grant funds must not be used for accredited training costs.
- RTOs must submit a Training Needs Identification (TNI) to the department for the delivery of part-qualification accredited training. If the TNI is approved via the issue of a Provider Activity Schedule (PAS), training costs will be paid directly to the RTO.
- Where accredited training is an output of the project, participants should undertake at least three units of competency each by the completion of the project.

Table 6 Example unit code and description

RTO	Unit code	Description
ABCZE Pty Ltd	CPCWHS1001	White Card Course NSW. Prepare to work safely in the construction industry
ABCZE Pty Ltd	RIISAM203E	Use hand and power tools

Job Readiness Training

Projects delivering job readiness training, which may be unaccredited, must align with the outcomes of the grant program and take into consideration the following factors:

- Training is to be delivered by a suitably qualified training provider.
- Training should focus on trade-skills development, job-readiness including employability skills, and career development which supports a pathway to trades.
- Costs associated with delivery of job readiness training are funded through the grant.

Example 1: Engage with a licenced carpenter or trades training provider to deliver an introductory workshop in which participants can practice using hand and power tools.

Example 2: Deliver a workshop over several days/weeks which combines trades training experience, resume-writing, interview skills and resilience building workshop.

Example 3: Introduce school-aged women to trades through an introduction to trades workshops.

Marketing and Promotion

Marketing and promotion projects can produce digital marketing resources to increase the appeal of trade-training or a career in trades for women. Marketing and promotion components must directly support the Women's Strategy pillars of action and align to the desired outcomes.

- Grant funds may be used to enhance existing website tools and platforms to drive women to pursue a career in trades.
- Project funds cannot be applied retrospectively for website enhancements, resources, digital campaigns.
- Print collateral is not funded under the grant program.
- Marketing and promotion must adhere to the Department of Education branding guidelines and promote the CWTT program. See style guidelines for additional information <https://education.nsw.gov.au/about-us/gel/content-guidelines/content-style-guide>.
- Funding for marketing and promotional activities concludes at the end of the project.

Example 1: Design a social media campaign promoting CWTT projects, apprenticeships, employment, and training opportunities for women to upskill and begin a career in trades.

Example 2: Develop an online platform which educates young women about school subjects that support a career in trades. Develop learning resources and tools such as virtual tours across job sites to provide authentic experiences of trades environments to help women transition into apprenticeships.

Example 3: Develop resources to showcase women trade-ambassadors sharing career journeys and advice, and experiences of working in non-traditional trades.

Appendix E. Registered Training Organisations (RTOs)

A registered training organisation (RTO) is a training provider registered by ASQA (or a state regulator) to deliver VET services. RTOs provide quality training and qualifications that are nationally recognised. RTOs can include TAFE NSW, private training providers, adult and community education colleges, some industry associations, and companies.

Approved Smart and Skilled training providers – including TAFE NSW, Adult and Community Education (ACE) colleges and private training organisations – are contracted to deliver government-subsidised courses. Approved training providers have obligations to deliver quality training, adhere to Smart and Skilled guidelines and policies, implement the fee arrangements, and establish consumer protection processes. For a list of approved Smart and Skilled Training Providers see the **Course Finder**.