

Vocational Training Assistance Grants

Category Description

Grants will be made to vocational education providers who request financial assistance to commence a new training initiative with specific employment related objectives or to support an existing course or training initiative that has a need for funding which is not otherwise available. Both capital and expense related funding is anticipated.

Requests for funding will be invited by an open *Call for Requests for Funding* section which is shown below. This is supported by a section on *Format of Request for Funding Assistance* which is also shown below.

The Trust may also initiate a Vocational Training Assistance Grant when a need is identified such that a new or existing course or training initiative will substantially benefit participants by the provision of a Grant

This program category is primarily intended to fund projects which are short term in nature and under normal circumstances would not exceed one year in duration. They will typically involve a grant of US\$5K to US\$20K per project.

Category Criteria - Specific

In addition to the General criteria listed below, the following specific selection criteria apply:

The Grant is related to a course which;

- a. will be delivered by an organisation which is/ or is in the process of becoming a Registered Training Organisation (RTO) - (as proposed),
- b. leads/will lead to employment opportunities for its successful students,
- c. leads to an Award within the Timor-Leste's Certification Framework (as proposed),
- d. has strong support from employers and/or the community,
- e. has appropriate practical training or workplace experience built into its structure,
- f. uses competent staff, and
- g. is able to continue after the Trust's funding assistance ceases.

Category Criteria - General

Before financial support is given to any program or project, it is necessary that an Agreement is reached between the Trust and one or more implementing parties. All Agreements will be on the basis that the following general criteria are met for each program or project in that it is;

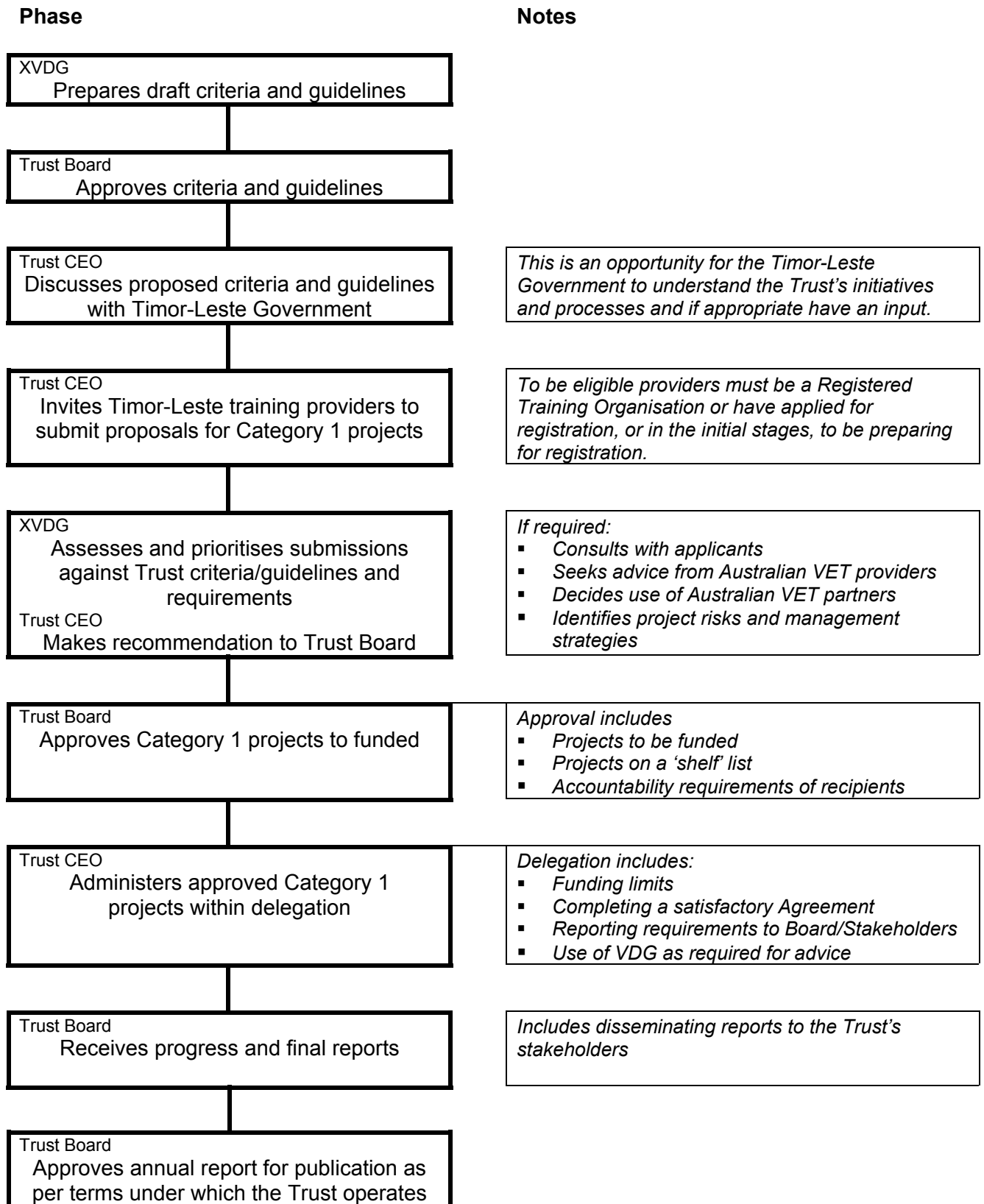
- a. compatible with the Trust's vision, mission, principles and strategies,
- b. appropriate to enhance the vocational education system of Timor-Leste, and has a high potential to contribute to the system in an ongoing sustainable way.
- c. conceived, established and managed within the bounds of ethical behaviour and applicable Laws and Regulations,
- d. not in conflict with the policy or stated directions of the elected government of Timor-Leste or any MOU which is in place,
- e. open to all and, except where is has been agreed that the program is one of positive discrimination to assist the development of a particular disadvantaged group, is without regard to colour, race, creed, nationality, language, politics or gender of the program participants,
- f. judged to have a reasonable chance of successfully achieving the desired outcomes specified in the program or project documentation,
- g. clear that all the parties to an Agreement are willing and capable of meeting any conditions attached to funding by the Trust, and
- h. acknowledged and agreed in particular that reporting requirements documented in any Agreement relating to accounting for expenditure, program/project progress, student course outcomes, and employment outcomes will be adhered to.

To create a self sustaining vocational education system that meets the needs of the people of Timor-Leste



Category Processes

1. Project Flowchart



2. Call for Requests for Funding

The Trust invites Requests for Vocational Training Assistance Grants from organisations which are involved in delivering vocational education and training in Timor-Leste: either Registered Training Organisations or those in the process of obtaining registration.

This category provides a support grant to:

- a. assist the introduction of a new course with specific employment related objectives and outcomes, or
- b. provide facilities or support that is essential for a current or proposed course which has specific employment related objectives or outcomes, when it has not been possible to attract the necessary funding from other sources.

The criteria for selection is that:

- a. the course will be delivered by an organization which is/will become a Registered Training Organisation,
- b. the course is leading/will lead to employment opportunities for its successful students,
- c. the course will lead to an Award within the Certification Framework,
- d. there is a strong justification for the course as expressed through the support of employers or the community,
- e. appropriate and agreed practical training and/or workplace experience is included in the course, and
- f. there are competent staff to plan and deliver the course,
- g. the course is planned to continue after the Trust's Vocational Training Assistance Grant ceases.

Requests should include the following:

- a. Details of the organization submitting the request, the person authorizing its submission and a contact person with full contact details.
- b. The vocational education and training objectives of the organization and its development plans.
- c. Information which enables each of the above criteria a.to f. to be assessed.
- d. The specific objectives to be achieved by the funding requested.
- e. Why funding support is required for this course and the benefits that will be achieved if it is available.
- f. The location(s) at which the course will be delivered.
- g. The proposed budget for the course.
- h. Current level of provision of the course in Timor-Leste.
- i. The estimated number and types of students who will benefit from participating in the course.

Submission of Applications.

Requests under this funding category can be made at any time. The format for requests is outlined in Appendix 2. They will be considered in February, June and October.

They should be addressed to:

CEO, Xanana Vocational Education Trust,
PO Box 19444
Southbank, 3006 Vic, Australia.

The Trust reserves the right to make any decision in relation to the requests submitted in response to this Call. It may also request further information. It will require a report to be submitted by the grant recipient at nominated stages during the project and also at the completion of each funded project. This report will outline the achievements made possible by the grant and evaluate the outcomes achieved against the project objectives.

3. Format of Request for Funding Assistance

The Request for Funding Assistance should address the matters outlined in the Call for Requests for Funding under the following general headings - generally in no more than three A4 pages:

What is the project title?

What is the organisation making the request?

- Name
- Address
- Brief outline of the organisation's functions
- Educational objectives of the organisation
- Development plans of the organisation
- Person authorizing the request and their position

Who is the contact person, what are their contact details, and what is their role?

What is the vocational education course for which assistance is required?

- Title of course
- Brief description of course
- Level of certificate to be awarded
- Duration of the course for each student group.
- Number of students to be enrolled
- Type of students to be enrolled
- Where the course will be delivered
- Availability of qualified and trained teaching staff

What is the amount of assistance requested? What other funding sources are available? Who else had been approached to assist?

What is the purpose of the expenditure and what is the proposed budget and cash flow?

What is the justification for the request?

What outcomes will be achieved if the funds are granted?

What specific initiatives are being used to liaise with potential relevant employers to find job placements for students on completion of the course?

What practical training or work-based experience is offered to the students as part of the course?