

GUIDE TO COMPLETING A SADI APPLICATION

PART B – INSTRUCTIONS FOR COMPLETING AN APPLICATION

<u>INSTRUCTIONS FOR COMPLETING A SADI APPLICATION FORM</u>	2
<u>About these instructions</u>	3
<u>Using the Application Form</u>	3
<u>Filling in the application form</u>	3
<u>Submitting the application form</u>	3
<u>Providing evidence of costs/value for money</u>	3
<u>Step by Step Instructions for Completing your Application</u>	3
<u>Section 1 : Entity Eligibility</u>	4
<u>Section 1a: Company Details (Mandatory)</u>	4
<u>Section 1b: Company Profile (Mandatory)</u>	4
<u>Section 1c: Company Defence Business (Mandatory)</u>	4
<u>Section 2: Training Activity Eligibility and Budget</u>	4
<u>Section 2a: Training Activity Costs (Mandatory)</u>	5
<u>Section 2b: Training Activity Particulars (Mandatory)</u>	5
<u>Section 2c: Request for Domestic and International Travel Support (Optional)</u>	5
<u>Section 2d: Priority Industry Capability (PIC) & Strategic Industry Capability (SIC)</u> <u>(Mandatory if applicable)</u>	6
<u>Section 3: Internal and Overseas Training</u>	6
<u>Section 3a: Internal Course Development (Optional)</u>	6
<u>Section 3b: Internal Training Delivery (Optional)</u>	6
<u>Section 3c: Original Equipment Manufacturer (OEM) Training (Optional)</u>	7
<u>Section 4: SADI Apprenticeship Supervision Support (Optional)</u>	7
<u>Section 5: Declaration of Existing Funding Arrangements (Mandatory)</u>	7

Instructions for Completing a SADI Application Form

About these instructions

These instructions are intended to provide you with information to assist in completing the Skilling Australia's Defence Industry (SADI) *Application Form*. These instructions should be used in conjunction with the *SADI Funding Guidelines* and the *Guide to Completing a SADI Application Form*, which will be made available upon the launch of the Round.

Important: SADI will only accept **one application, per company**. Please ensure you collate a unified application if your company has several locations or divisions wanting to apply for SADI funding.

Using the Application Form

The form is specifically designed for applications for SADI grants. This application form is available from the SADI website at www.defence.gov.au/dmo/id/sadi/ and can be filled in using Microsoft Word.

For help with filling in, or submitting the application form, contact the SADI Hotline on 1800 651 292 or at IndustryDiv.SADIProgram@defence.gov.au.

Filling in the application form

Please provide a response to every question. Failure to answer all questions may lead to a delay in the assessment of your application or result in your application being assessed as ineligible.

Use a response of “not applicable” to indicate if you have considered the question and found it does not apply to your circumstances.

Submitting the application form

When the form has been completed, submit the form via email to: IndustryDiv.SADIProgram@defence.gov.au.

Providing evidence of costs/value for money

Companies applying for SADI funding must, in addition to completing and submitting the application, provide supporting evidence in the form of quotes for all training and travel cost that you are seeking support for.

The only items that do not require a quote, or evidence of cost at the time of application are:

- **Administration** – This will be allocated to each successful company at a rate of \$165.00 per annum;
- **Accommodation** – Quotes are not required for this. A flat rate of \$160.00 per night to a maximum of five nights will be applied, however, you will only be reimbursed what is paid (i.e. if you only pay \$140.00 per night, you will only be reimbursed at the rate of \$140.00 per night).

Step by Step Instructions for Completing your Application

The SADI Application Form consists of five sections. All companies will have to complete Section 1 and 5. Those applying for:

- Standard course delivery or travel will have to complete section 2,;
- Internal course development or delivery, or original equipment manufacturer training will have to complete section 3;

- Apprenticeship support will have to complete section 4.

Section 1: Entity Eligibility

- For your application to be considered for funding, your organisation must be able to meet all of the SADI eligibility criteria.
- The SADI Assessor will primarily consider the information provided in Section 1 to determine if your company meets the required eligibility criteria.
- You should only complete Section 1 A – C once per company, not per training activity.

Section 1a: Company Details (Mandatory)

- ♦ Complete all fields in this section.
- ♦ A company is considered an SME by Defence if it has less than 200 employees.
- ♦ **Registered Business Name** is the name registered with your ABN. If your trading name is different to your registered business name, note that beside it.
- ♦ **Country of Incorporation** must be Australia to be eligible for SADI funding.
- ♦ A **Postal Address** is required for receipt of your SADI Funding Agreement, if successful.
- ♦ **Primary Point of Contact Details** are for the individual the SADI Team should contact in regard to the particulars of this application. Please nominate one person per company.
- ♦ **Name and Position of Delegate** is the person who will sign the SADI Funding Agreement on behalf of the company.
- ♦ **Financial Institution Details** are required so the SADI Team can set up (or check) DMO Vendor Numbers which are required for preparing your SADI Purchase Order, to reimburse your training costs.

Section 1b: Company Profile (Mandatory)

- ♦ Provide an overview of the current and anticipated work undertaken by your company. Please also include the number of employees and any skills gaps you are currently facing in your workforce, or are anticipating on facing in the near future.

Section 1c: Company Defence Business (Mandatory)

- ♦ When listing your current Defence work in the table provided, please be as detailed as possible. The SADI team needs to ensure that your company currently supports an Australian Defence contract.
- ♦ If you have signed a contract with Defence, please provide the contract number. If you cannot link your current or future work to a contract, please provide the **DCP (Defence Capability Plan) Project Number**. These numbers may be used to contact a DMO representative to verify your claim.
- ♦ **Identified Company Skills Shortage** – If your company currently faces a skilled employee shortage, and this may impact your ability to deliver on the contract, please include these skill sets in this section.
- ♦ **Which of your Training Activities does this Contract link to?** SADI Funding is to be used to train or upskill new or existing employees in a trade, technical or professional skill set that is required to meet a current or future Defence capability (i.e. unique welding skills associated with building the hulls of the Air Warfare Destroyer in Australia). The Training Activities you apply for must clearly link to the work you do for a current Defence contract or an anticipated future tender.

Section 2: Training Activity Eligibility and Budget

- Once an assessor can confirm that your company is eligible for funding, they must determine if your training activity is eligible for funding.
- The SADI Assessor will primarily consider the information provided in Section 2 to determine if your training activity meets the required eligibility criteria, and what cost SADI may support.
- You should complete a new Section 2 for each training activity you are seeking support for.

Section 2a: Training Activity Costs (Mandatory)

- ♦ This section **MUST** be repeated for each training activity your company is applying for.
- ♦ Quotes **MUST** be attached at the time of submission. Applications submitted without the required quotes will not be processed. Scan copies of the quotes and attach them to your submission.
- ♦ Quotes are required for all training activities, venue bookings, course materials, course fees and airfares at the time of submission.
- ♦ **Course components** must be broken down to a per student cost. If the costs are not dependent upon student numbers, please divide the cost by the total number of student undertaking the course.
- ♦ If you are delivering the course across multiple venues, please note them in the **Venue** cell.
- ♦ If you are applying for **Workshop Test Materials** you will be required to complete the Estimated Inventory at Appendix A.
- ♦ You are required to know the **Training Provider** you will be using for your training activity at the time of submission.
- ♦ SADI does not cover the cost of catering. If catering is built into your training provider's quote, you will need to subtract this cost from the figure you are requesting.
- ♦ Complete **Section 2c** before completing the details of travel costs in this section. Please note that you need to provide the total costs, not the per student costs, for travel.
- ♦ Please note that domestic airfares are **ONLY** considered when flying to or from a remote or rural location (refer to point 31 in this document for examples of these locations).
- ♦ **Accommodation** is only considered when the student is travelling to or from a rural or remote location. Accommodation is capped at 5 nights per student at a rate of \$160.00 (excluding GST) per night.
- ♦ SADI will only consider funding fully flexible economy international and domestic airfares.
- ♦ SADI will consider funding the fully flexible economy airfares and 5 nights of accommodation for a training provider you need to bring to your location to deliver the training.
- ♦ **Total Cost of this Training Activity** – please calculate the **TOTAL** cost anticipated for all students, training providers, course materials, flights and accommodation you require for this Training Activity to take place. The figure can be reached by adding up all the \$ boxes on the right side of this page. **The total figure should be GST Exclusive.**

Section 2b: Training Activity Particulars (Mandatory)

- ♦ This section **MUST** be repeated for each training activity your company is applying for.
- ♦ This page is to describe the course you are applying for. Please remember that SADI funding is to train or upskill new or existing employees in a trade, technical or professional skill set that you require in order to meet a current or future Defence contract.
- ♦ **3a** - Rather than describing each training activity, you are welcome to attach the course program information supplied to you by your chosen training provider. These brochures usually have a detailed course description, along with assessment requirements, attendance costs, delivery timeframe and program format.
- ♦ Where the course cost is not clearly listed on the course brochure, **you are required to submit a quote** for the cost of the training.
- ♦ Please list the names of all students who will be attending the course from your company. The number of names listed should match the **Number of Students** you identified in Section 2a. If there is insufficient space, please attach an additional page.

Section 2c: Request for Domestic and International Travel Support (Optional)

- ♦ Please repeat this table for each training activity where you are requesting Domestic or International Travel Support.
- ♦ Domestic airfares will only be considered when participants are flying to or from a rural or remote location. Refer to point 31 in this document for further details.

- ♦ If requesting travel, please note that all flights must be fully flexible economy airfares and that quotes must be submitted to substantiate the figure you are requesting (an online Qantas / Virgin quote is acceptable).
- ♦ Accommodation will only be considered for students or instructors travelling to or from a rural or remote location, or overseas to receive training.
- ♦ Accommodation is capped at 5 nights per student at a maximum cost of \$160.00 (excluding GST) per night.

Section 2d: Priority Industry Capability (PIC) & Strategic Industry Capability (SIC) (Mandatory if applicable)

- ♦ It is vitally important that before completing this section of the application you carefully read and understand the documentation found at **Chapter 4 and Annex A** of *Building a Defence Capability: A Policy for a Smarter and more Agile Defence Industry Base* at www.defence.gov.au/dmo/id/dips/dips_2010.pdf
- ♦ Priority SADI Funding may be given to skilling activities that support a PIC or SIC where the company can demonstrate that a skills shortage exists in relation to the PIC or SIC and that the training activity contributes to the improvement or health of the PIC or SIC.
- ♦ **To be eligible for priority funding you must be able to prove that you are currently involved in a contract, or that you will be tendering for a contract within the next 12 months, for Defence related work linked to your PIC/SIC capability.**
- ♦ ***Please do not complete this section unless you are confident that your company can demonstrate that you support a Priority Industry or Strategic Industry Capability.***

Section 3: Internal and Overseas Training

- For those training activities that fall outside of standard course delivery, such as internal training development or delivery, or original equipment manufacturer training, you will need to complete one of the tables in Section 3.

Section 3a: Internal Course Development (Optional)

- ♦ This section should only be completed if you intend to develop an internal training course.
- ♦ If you intend to develop a course you must ensure that there is not a commercially available course that would match your training needs. SADI will not consider funding a course where a commercially available equivalent already exists.
- ♦ SADI may provide funding up to 50% of the costs associated with developing a course.
- ♦ Please ensure you clearly describe why you have chosen to develop the course internally.
- ♦ ***A detailed Training Plan (describing course content, outcomes, assessment and delivery) must be submitted for your proposal to be considered.***
- ♦ An itemised and detailed breakdown of the development costs must be attached to your application in order for funding to be considered.

Section 3b: Internal Training Delivery (Optional)

- ♦ If you intend to deliver internal training, as no external provider exists, you are required to attach a detailed training plan (describing course content, outcomes, assessment and delivery).
- ♦ ***Please note that SADI will only consider funding an internally run course on a costs recovery basis.***
- ♦ You are required to name the person/s within your company who will deliver the training.
- ♦ You are required to provide a “per hour” figure for the cost of the individual who will deliver the training. Please note that if your application is successful, you will be required to submit a copy of this individual’s payslip when invoicing after completion of the training.
- ♦ You must provide the number of hours required to deliver training. This must not incorporate travel time, or any other time not spent on core course delivery.

Section 3c: Original Equipment Manufacturer (OEM) Training (Optional)

- ♦ OEM training will only be considered for employees who have not undertaken that training in the past
- ♦ SADI will consider OEM Training for up to three employees per piece of equipment.
- ♦ SADI will not fund the cost of OEM continuation training, as it is expected that OEM knowledge transfer will occur within the company, at the company's expense.
- ♦ ***You are required to submit both an OEM Training Quote and an OEM Training Plan at the time of submission.***

Section 4: SADI Apprenticeship Supervision Support (Optional)

- ♦ This section will need to be completed if you would like SADI to consider providing funding support for the supervision of your apprentices where those apprentices are linked to a defence capability for a major proportion of their work.
- ♦ All fields on the “***Company Apprenticeship Workforce***” table are considered **Mandatory**.
- ♦ In instances where hiring an apprentice in FY2011/2012 is anticipated, please record “*to be advised*” in the “Apprentice's Name” column.
- ♦ ***Qualification to be attained*** – When the apprenticeship is completed – what will the student be qualified as?
- ♦ SADI support is provided on a sliding scale in recognition of the level of supervision required and the productivity level of the apprentice. See number 38 in this document for further details.
- ♦ If your apprenticeship program runs by calendar year, please note the division of the apprenticeship training year in the **Year of Apprenticeship** column.

Section 5: Declaration of Existing Funding Arrangements (Mandatory)

- ♦ Complete and declare any funding you have received or may receive from other sources for activities related to the SADI application.
- ♦ SADI Program funding must not be used for activities previously funded or currently being funded by State or other Commonwealth departments or through any other funding scheme.