

Digital Jobs – AI Career Conversion Program Guidelines

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1. Program overview

The Digital Jobs – AI Career Conversion program will deliver targeted training to upskill workers to transition into AI roles and become specialists.

The program will support Victorian businesses to embed AI capability, strengthen business competitiveness in Victoria's key industries, and support local job creation as AI transforms how we work.

The program was announced by the Victorian Government in January 2026 as part of the AI Mission Statement and builds on the success of the Digital Jobs programs, which have reskilled and upskilled over 6,200 Victorians for jobs in the digital economy.

The \$8.2 million AI Career Conversion program will commence in October 2026.

Businesses can apply for training vouchers to enrol their staff in AI training courses that are delivered by leading training providers in Victoria. Training is designed to upskill leaders and workers on the job, offering a mix of 1-day intensive workshops and 4 to 6-week specialist AI skills courses.

Training courses offered through the program will upskill Victorian workers with in-demand AI skills currently working in occupations being impacted by AI, such as data analytics, software development, product management, UX design, web development, IT systems and solutions, digital marketing and business management operations, including legal, finance and human resources. The full suite of training is listed in the Digital Jobs - AI Career Conversion Program Handbook <https://business.vic.gov.au/djaicc>.

The program is delivered by the Department of Jobs, Skills, Industry and Regions (the department).

1.1 Program objective

The objective of the Digital Jobs – AI Career Conversion program is to deliver targeted training to upskill workers to transition into AI roles and become specialists.

The program will support Victorian businesses in key sectors to embed AI capability, strengthen business competitiveness, and support local job creation as AI transforms how we work.

1.2 Program outcomes

The following outcomes are expected to be achieved by the end of the program:

- More technology professionals have the capability to adapt to the emerging AI needs of their employers



- More professional workers have the capability to incorporate AI into their existing roles
- At-risk workers have the capability to pivot into adjacent or new AI related roles
- Participating leaders have a greater awareness of the benefits of AI to business innovation and productivity.

2. Key program dates

The program will run in rounds, with approximately 2-3 training rounds per year. Round 1 will commence from October 2026.

Applications for the program will remain open with businesses invited to apply online at any time for scheduled courses, subject to funding availability.

Only final applications that are lodged with the department will be considered and assessed, and applications in draft stage that have not been submitted will not be considered.

As the Victorian State election will be held on Saturday 28 November 2026, the Victorian Government will assume a caretaker role from 6.00pm on 3 November 2026 until such time that either it becomes clear that the incumbent government will be returned, or when a new government is commissioned.

In line with the caretaker conventions, the incoming government will determine whether to continue this grant process and award grants after the caretaker period.

Applicants should be aware that:

- all information about this grant process represents the position of the current government only, and is subject to change; and
- an incoming government may decide to not continue with this grant program.

3. Voucher model

Eligible businesses can apply for training vouchers to enrol their staff in AI training courses that are delivered by leading training providers in Victoria.

An eligible business can apply for up to 5 vouchers per round to undertake courses or workshops, subject to availability. Only one voucher is available per employee per round.

Requests by businesses for additional vouchers per round may be approved at the department's discretion. Reasons could include businesses in regional Victoria undertaking a digital transformation; and/or businesses upskilling underrepresented

cohorts e.g. upskilling women for tech roles, and/or businesses undergoing significant structural adjustment.

Applications will be processed in order of receipt of application. If the program is oversubscribed, preference may be given to businesses that have accessed fewer vouchers.

Vouchers are valid for up to 6 months and must be used to enrol in the next available round of training. In exceptional circumstances, businesses can apply to defer their voucher to the next available round.

4. Who is eligible for a voucher?

4.1 The applicant business

To be eligible to apply, the business must:

- a) be an employing business operating in a key industry (refer to 4.1.1)
- b) be applying to upskill an employee currently working in a target occupation listed in section 4.3 below
- c) be a legal entity¹ with an operating presence in Victoria
- d) have an Australian Business Number (ABN) and held that ABN on and from 1 January 2026
- e) have been registered for Goods and Services Tax (GST) on and from 1 January 2026
- f) have met all industrial relations obligations as an employer in accordance with the National Employment Standards.

4.1.1 Key industries currently include the Economic Growth Statement priority sectors of:

- Advanced manufacturing and defence
- Health technologies and medical research
- Circular economy
- Digital technologies
- Agribusiness

These key industries may be updated at any time at the department's discretion. Updates will be published on the program website.

¹ An Incorporated Trustee can apply on behalf of a Trust provided that the Trustee: will remain sufficiently liable for the performance of any agreement it signs; has a right to be indemnified from the assets of the Trust; is indemnified from the assets of the Trust and complies with the eligibility criteria.

4.1.2 To be eligible for the 4-6 week training courses, the business must be a small to medium sized business, employing less than 200 employees in Victoria.

The business must agree:

- a) that they will make their nominated employee/s available for training in the selected training round;
- b) that they will provide an opportunity for the employee to apply the training 'on the job'; and
- c) that both the business and their employee/s will participate in program surveys and future program evaluation activities.

4.2 Ineligible applicants

The following are **not eligible** to apply:

- individuals
- a sole trader that does not have employees
- partnerships
- Commonwealth, state and local government agencies or bodies
- publicly funded research institutions
- industry associations or business chambers
- community-based organisations.

4.3 Participant employees

Participant employees can undertake a 4-6 week course or one-day intensive course.

Participants can only apply for one voucher per round.

Employees participating in training must:

- be employed directly by the applicant business and undertake this employment within the state of Victoria
- be 18 years of age or older
- be a full-time or part-time employee (not a casual employee)
- have the capability and skills (e.g. technical skills) to complete the proposed training
- meet any of the pre-existing requirements of the nominated training course.

The nominated employee/s must currently be employed in one of the AI Career Conversion target occupations, which include:

- Data & analytics

- Software development
- Product management
- UX design
- Web development
- IT systems & solutions
- Digital marketing, media and communications
- Business management operations, including legal, finance and human resources.

This list of occupations may be updated each round as industry demand for AI skills evolves. Updates will be published on the website.

5. Training options

Training, by way of courses and workshops, is provided by leading Victorian universities and TAFEs. Courses will typically be delivered part time, online over 4-6 weeks.

Workshops will typically be delivered over one day and in-person. The full list of training courses and workshops is available in the Digital Jobs Program Handbook at <https://business.vic.gov.au/djaicc>.

The list of training courses and workshops will be reviewed and updated each round in response to industry demand.

When selecting a course or workshop, businesses are responsible for understanding the requirements of the training, including time commitments, and how the relevant training will provide their employee with further skills related to their role.

6. How the program works

Step 1: After reading these guidelines, the applicant business identifies preferred course/s from the 'Digital Jobs Program – AI Career Conversion Program Handbook' and potential nominated employee/s who will undertake the training.

Step 2: The applicant business applies to the department via the online application form at <https://business.vic.gov.au/djaicc>. The applicant business will be required to nominate the preferred training courses, provide their ABN and Workcover Employer Number (WEN), and may also be requested to provide their WorkCover Insurance premium notice or the Certificate of Currency.

Step 3: The department assesses the application for eligibility (refer to section 4).



Step 4: If eligible, the department issues a ‘Successful Email’ that includes a Course Confirmation Form which will ask the applicant business to agree to the terms and conditions of the program and will request confirmation of the preferred course/s and the names of the participating employees and their email addresses.

If the applicant business wishes to change the details of the courses or cancel a nominated training course at this point, they can request a change by email to digitaljobsprogram@ecodev.vic.gov.au.

Note: Please check spam or junk mail if the Successful email cannot be seen in your inbox.

Step 5: After the applicant business returns the Course Confirmation Form to the department, a unique voucher code will be issued to the applicant business for each participant employee linked to their individual training course.

Step 6: The applicant business enrolls participant employees in their nominated course or workshop directly with the training provider, quoting the relevant voucher code and participant details.

Step 7: The applicant business receives confirmation of enrolment from the training provider.

If the applicant business wishes to cancel or vary an enrolment, they can request a change by email to digitaljobsprogram@ecodev.vic.gov.au.

Step 8: The employee completes the course or workshop, and the applicant business provides the employee with opportunities to apply their new skills on the job.

Step 9: The department pays 100% of the course fee directly to the training provider.

Step 10: The applicant business and participant complete program participation surveys from the department.

6.1 Who is authorised to submit the application

The person submitting the application must be an employee of the business. The person submitting the application for the business must attest that they have the authority to apply on behalf of the business, and to legally bind it to perform the obligations.

If relevant, an incorporated trustee can apply on behalf of a trust provided that the trustee would otherwise be eligible and be able to meet the obligations under the signed agreement.

7. Terms and conditions of voucher use

The applicant business must accept and agree to be bound by the terms and conditions of the voucher outlined in the application form, the Course Confirmation Form and these guidelines. Issue of the voucher/s will create an agreement between the Applicant and the Department on the terms and conditions of the program.

7.1 Voucher use

An eligible business can request up to 5 vouchers per round to undertake courses or workshops, subject to availability. An individual employee can only be allocated one voucher per round.

A voucher can only be used once and must be used by the assigned business.

Vouchers are valid for up to 6 months from date of issue and must be used to enrol in the next available round of training.

7.2 Change of course or participant

Voucher recipients may be able to change workshops, courses or participants prior to enrolling with the training provider, with approval from the department. Changes can be requested by email to digitaljobsprogram@ecodev.vic.gov.au.

7.3 Promotion and publicity

Voucher recipients must co-operate with the department in relation to all publicity and promotion of the program.

The department may require voucher recipients to acknowledge the Victorian Government's support on all promotional materials and appropriate signage, which must be consistent with the Guidelines for Victorian Government Advertising and Communications (available at www.dpc.vic.gov.au) or as otherwise specified by the department.

7.4 Other obligations

Voucher recipients may be subject to audit and will be required to retain records following completion of the training and provide access to relevant data and assist the department, its representatives, and the Auditor General of Victoria with the conduct of the audit, as required.

8. Assessment

8.1 Assessment and approval process

The following process will be undertaken:

- Applications will be verified against the eligibility criteria and may be subject to due diligence checks as noted in Section 8.2 below.
- Recommendations for approval will be made to an appropriate department executive under the authority of the Minister for Economic Growth and Jobs.

8.2 Due diligence checks

Due diligence checks will be undertaken to enable the department to assess any risks associated with the application. Such checks may include:

- registration status and other information held with the appropriate regulator (e.g. ABR and ASIC)
- the potential for reputational risk to the State
- the delivery performance of other grants contracted with the Victorian Government and whether the applicant has failed to meet key contractual obligations.

Outcomes from such assessments may be taken into account in any decision to recommend a voucher for approval.

The department may, at any time, remove an applicant from the application and assessment process, if in the department's opinion, association with the applicant may bring the department, a minister or the State of Victoria into disrepute.

9. Outcome notification

The department will notify applicants of the outcome of their complete application via email, as soon as possible following approval of the application.

There may be longer processing times and delays in notification of the outcome of the application if it:

- does not meet the eligibility criteria
- is incomplete
- has incorrect information, such as ABN (Australian Business Number)
- does not include current or accurate information registered with relevant regulators or partner agencies
- requires further information or evidence to verify or validate the application.

10. Privacy Statement

Any personal information provided for this program will be collected and used by the department for the purposes of assessing eligibility, program administration, program review and evaluation.

The department completes a range of eligibility assessments that may include data matching to clarify the accuracy and quality of information supplied. This is part of our auditing and monitoring processes and for confirming eligibility across this program.

In assessing an application for the program as well as in any audit or evaluation of a successful grant, it may be necessary to share personal information with State and Commonwealth Government departments and agencies, as well as other external experts. If personal information about an employee or third party is included in the application, the applicant must ensure the employee, or third party is aware of and consents to the contents of this privacy statement.

The department collects demographic information for economic reporting purposes. No personal information is used in reporting; all reports are presented with aggregated data.

Any personal information about the applicant or a third party will be collected, held, managed, used, disclosed, or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

Enquiries about access or correction to your personal information, can be emailed to digitaljobsprogram@ecodev.vic.gov.au.

Other concerns regarding the privacy of personal information, can be emailed to the department's Privacy Unit at privacy@ecodev.vic.gov.au. The department's privacy policy is also available by emailing the department's Privacy Unit.

11. Department probity and decision making

The Victorian Government makes every effort to ensure the application and assessment process is fair and undertaken in line with the published program guidelines.

Decisions in recommending and awarding a voucher under this program are at the minister's and department discretion. This may include not offering vouchers.

These guidelines and application terms may be changed from time to time, at the discretion of the department and the changes will apply to your application.

The department may request the applicant provide further information should it be necessary to assess an application.

Victorian Government staff are required to act in accord with the Code of Conduct for Victorian Public Sector Employees (Section 61) issued under the *Public Administration Act 2004* (Vic). This includes an obligation to avoid conflicts of interest wherever possible and declare and manage any conflicts of interest that cannot be avoided.

11.1 Feedback for unsuccessful applicants

Applicants may request feedback on their unsuccessful application by directing their request in writing to the program team at digitaljobsprogram@ecodev.vic.gov.au. The level of detail in feedback may vary depending on the volume of applications and the number of feedback requests received.

11.2 Complaints

If an applicant wants to lodge a complaint or provide feedback to the department about the process for a voucher application, requests can be made via this online [form](#) or by sending a written request to digitaljobsprogram@ecodev.vic.gov.au.

Requests can be made in relation to the application process and adherence to these guidelines. Re-assessment of an application or overturning of a decision for a voucher, will not be considered through the complaints process.

Once your complaint has been received by the department, it will be acknowledged within 5 working days and provided to the review team to be resolved.

Your complaint will be resolved within 28 business days unless further investigation is required. If further investigation is required, you may be contacted by phone or email asking for additional information.

12. Further information

Further information can be found on the Digital Jobs – AI Career Conversion program website: <https://business.vic.gov.au/djaicc>.

Details of online information sessions will be published on the website: <https://business.vic.gov.au/djaicc>.

For email inquiries relating to the Digital Jobs – AI Career Conversion program, email digitaljobsprogram@ecodev.vic.gov.au.

Or phone the Business Victoria Hotline on 13 22 15.