

Digital Jobs Program 2025 Guidelines

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1. Program overview

The Digital Jobs program is providing Victorian construction and advanced manufacturing businesses with free, industry-endorsed training to upskill their workforce.

The program was announced by the Victorian Government in December 2024 as part of the Economic Growth Statement, and builds on the success of the Digital Jobs and Digital Jobs for Manufacturing programs which have reskilled and upskilled over 6,000 Victorians for jobs in the digital economy.

The program offers access to key training opportunities for in-demand digital skills that are critical for innovation and technology adoption in the construction and advanced manufacturing sectors. The program will support businesses to:

- utilise digital technologies to keep up to date with emerging changes in their industries; and
- make informed and strategic decisions on technology adoption.

The Economic Growth Statement identifies digital technology as a priority sector for Victoria and this program issues ‘vouchers’ that allow eligible businesses to enrol their employees and senior leaders in relevant training courses and leadership workshops at no cost to the business. A business may access up to 5 vouchers per round subject to availability.

The training courses and workshops are detailed in the Digital Jobs Program Handbook <https://business.vic.gov.au/djp>.

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

1.1 Program objective

The objective of the program is to support Victorian construction and advanced manufacturing businesses to grow and maintain their competitive advantage by providing training opportunities in critical digital skills for workers and leaders in these sectors.

1.2 Program outcomes

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

- Business leaders have more capability to keep abreast of or adjust to changes in their industry
- Businesses have a more digitally capable workforce to fill skills gaps and support growth

- Businesses are supporting employment progression for upskilled employees
- Businesses are better placed to retain their skilled workers.

2. Key program dates

Applications will be accepted for the program in 4 rounds with training expected to commence: August 2025, February 2026, August 2026 and February 2027.

Note: 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.

The number of available places per round may be limited to manage demand. If the program is oversubscribed, preference will be given in order of receipt of application and 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.

3. Who is eligible for a voucher?

3.1 The applicant business

The program is open to businesses in the construction and advanced manufacturing supply chain that want to better utilise their workforce by applying digital technology to their operations.

To be eligible to apply, the business must:

- a) be a legal entity¹ with an operating presence in Victoria
- b) be a business operating in the construction and/or manufacturing sectors
- c) have a Australian Business Number (ABN) and held that ABN on and from 1 June 2025
- d) have been registered for Goods and Services Tax (GST) on and from 1 June 2025

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.

- e) have met all industrial relations obligations as an employer in accordance with the National Employment Standards.

To be eligible for the free six-week training courses, the business must be a small to medium sized, employing business with less than 200 employees.

The business must also 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 any future program evaluation activities.

3.2 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.

3.3 Participant employees

An eligible business can request up to 5 vouchers per round subject to availability to undertake courses or workshops.

A participant employee (including owners/directors) can undertake either a specialist digital skills course, a leadership workshop or training for trades on the tools:

Employees participating in training must:

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

4. Training options

A range of training options are offered through the program. Courses and workshops are provided by leading Victorian universities and TAFEs. Courses will typically be delivered part time over 6 weeks. Workshops will typically be delivered over one day and in-person. A comprehensive list of courses and workshops are available in the Digital Jobs Program Handbook at <https://business.vic.gov.au/djp>

In 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 or business leader with further skills related to their role.

Courses and workshops may be updated throughout the life of the program based on industry demand.

4.1 Skills and knowledge offerings

Courses and workshops offer the following types of skills and knowledge sets.

Specialist digital skills courses provide in-depth knowledge to enable digital transformations at the operational level. Examples of possible courses include:

- Agile project management
- Artificial Intelligence (AI) / machine learning
- Building Information Modelling (BIM)
- Computer aided design/manufacturing (CAD/CAM)
- Data analytics
- Digital marketing.

Leadership workshops can inform strategic decision making on technology adoption. Examples of possible workshops include:

- Digital tools for business management
- Emerging construction technologies
- Introduction to AI / cyber / data analytics
- Manufacturing industry 4.0
- Project management
- Smart buildings / building lifecycle management.

Intensive courses to upskill trades on the tools with specific skills. Examples of possible courses include:

- Introduction to BIM

5. How the program works

Step 1: After reading these guidelines, the applicant business identifies preferred course/s from the 'Digital Jobs 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/djp> before the program close date. 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 for their WorkCover Insurance premium notice or the Certificate of Currency.

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

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 through a Change of Preference Form.

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.

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.

5.1 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.

6. 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.

6.1 Voucher use

An eligible business can request up to 5 vouchers per round to undertake courses or workshops, subject to availability.

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.

An individual employee can apply to participate in more than one course or workshop.

6.2 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. A Change of Preference Form will be made available to voucher recipients to request a change.

6.3 Promotion and publicity

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

The department may require grant 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.

6.4 Other obligations

Successful applicants 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.

7. Assessment

7.1 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 7.2 below.
- Recommendations for approval will be made to an appropriate department executive under the authority of the Minister for Economic Growth and Jobs.

7.2 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.

8. Outcome notification

The department will notify applicants of the outcome of their complete application via email, as soon as possible after the closing date of each round of the program.

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.

9. 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.

10. 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.

10.1 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.

10.2 Complaints

If an applicant wants to lodge a complaint or provide feedback to the department about the process for a grant 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.

11. Further information

Further information can be found on the Digital Jobs Program website:

<https://business.vic.gov.au/djp>

Details of online information sessions will be published on the website:

<https://business.vic.gov.au/djp>

For email inquiries relating to the Digital Jobs Program, email

digitaljobsprogram@ecodev.vic.gov.au.

Or phone the Business Victoria Hotline on 13 22 15.