

# Digital Jobs for Manufacturing

## Funding Guidelines

### 1. Program Summary

Global manufacturing is becoming increasingly technology driven, requiring highly skilled workers and a competitive edge in new techniques. Manufacturing technologies are constantly changing and manufacturers in Victoria need to continuously adapt to maintain their advantage.

The *Digital Jobs for Manufacturing Program* assists Victorian manufacturing businesses adapt to a digital operating environment by providing nominated employees with fully subsidised digital skills training.

Funding is available to manufacturing businesses to enrol their employees in a training course in a highly sought-after digital skill. Businesses can select from a list of 12-week online, part-time industry endorsed courses. Examples include (but are not limited to): data analytics; cloud computing; IT operations and support; web development; digital marketing; enterprise resource planning (ERP); customer relationship management (CRM); or robotic process automation. The full list of available modules is outlined in Section 2 below.

Grants of up to \$5,000 are available per employee and require funded manufacturers to ensure their nominated employee is provided an opportunity to earn and learn. This includes incorporating a digital element into the employee's position description upon completion of the training, and ensuring the employee is assigned relevant work activities and tasks to apply and embed their learning.

Eligible businesses can receive funding for up to five (5) employees to undertake training under the program.

### 2. Eligibility Criteria

#### The Applicant Business

The program is open to businesses with an existing manufacturing presence in Victoria which are on a growth trajectory and are seeking to utilise their existing workforce to apply digital technology to their operations.

Applicants must meet the following criteria to be eligible under the program:

- a) Is a legal entity with an operating business presence in Victoria
- b) Has a current Australian Business Number (ABN) and held that ABN on and from 1 October 2022
- c) Has been registered for Goods and Services Tax (GST) on and from 1 October 2022
- d) Has met all industrial relations obligations as an employer in accordance with the National Employment Standards

- e) Attests that they will make their nominated employee/s available for training in the selected training round; and
- f) Attests that both the applicant and their employee/s will participate in any future program evaluation activities.

### Trust Structures

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
- comply with the criteria as set out for Applicants under items a) to f) above.

### Ineligible Applicants

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

- individuals
- partnerships
- Commonwealth, state and local government agencies or bodies
- publicly funded research institutions
- industry associations or business chambers
- not-for-profit organisations
- community-based organisations.

### Employees

Employees nominated for training must be employed directly by the Applicant and be subject to all applicable entitlements and protections in accordance with the National Employment Standards.

Training modules under the Digital Jobs for Manufacturing Program cater for a range of skill levels, but all participating employees must at a minimum be confident using common computer programs and navigating the internet. Some courses may be better suited to the employee than others, depending on the existing level of their digital skill levels.

Any eligible business wishing to apply for funding should refer to the relevant course guides on the Digital Jobs for Manufacturing Program website to understand the requirements of a particular training course.

## Eligible Courses

Applicant businesses can nominate an employee to undertake training in one of the following disciplines<sup>1</sup>:

- Additive manufacturing
- Artificial Intelligence (AI) / machine learning
- Computer aided design/manufacturing (CAD/CAM)
- Cloud computing
- Customer relationship management (CRM)
- Cyber security
- Data analytics
- Digital marketing
- Enterprise resource planning (ERP)
- IT operations and support
- Product management
- Programming / software development
- Project management (agile)
- Robotic process automation (RPA)
- User experience / User interface (UX/UI); and
- Web development

Other training modules may be included throughout the life of the program.

Businesses can select from a range of 12-week online, part-time industry endorsed courses covering the training modules outlined above. Courses will be delivered by the following universities, TAFEs and private providers:

- Academy Xi
- Bendigo Kangan Institute
- CyberCX
- Federation University
- General Assembly
- La Trobe University
- Lumify
- Monash College
- RMIT Online
- Swinburne University of Technology
- University of Melbourne
- Victoria University Polytechnic

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<sup>1</sup> The Department and its associated training providers may limit to the number of places available in any one module.

Training will be delivered across five rounds commencing: January 2023, May 2023, September 2023, January 2024 and April 2024, with the program set to close in June 2024.

Funding can only be used to enrol with an approved training provider in one of the courses listed above.

### 3. Grant Funding and Co-Contribution

The grant amount will be calculated based on the course selected, up to a maximum amount of \$5,000 per employee<sup>2</sup>.

Eligible businesses can receive funding for up to five (5) employees to undertake training throughout the life of the program.

Successful applicants are not required to co-contribute cash towards training but must commit to ensuring their nominated employee is provided an opportunity to earn and learn.

This includes incorporating a digital element into the employee's position description upon completion of the training, and ensuring the employee of assigned relevant work activities and tasks to apply and embed their learning.

### 4. Application Process

Applicants must undertake the following steps to apply:

1. Carefully read these program guidelines.
2. Identify the training module, course and training provider and confirm details of the employee/s to attend training<sup>3</sup>.
3. Submit an application online via [business.vic.gov.au/difm](https://business.vic.gov.au/difm)
4. Await email confirmation of application submission. Please check spam or junk mail if confirmation email cannot be seen in your inbox.

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 Program will be open for applications until funds are allocated or 11.59pm 31 March 2024, whichever is earlier.

#### Other Conditions of Applying

Submission of an application does not guarantee that an application will be supported for funding.

Priority may be given to first-time applicants to the program.

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<sup>2</sup> Costs associated with individual training modules vary between training providers.

<sup>3</sup> Applicants must make their own judgement about which training module, course and training provider is appropriate for their business. The State of Victoria is not responsible or liable for any loss whatsoever arising from or in connection with the training which is the subject of the grant.

## 5. Assessment Process

### Due Diligence Assessments

Due diligence assessments are used by the Department to determine financial and other (non-financial) risks associated with the proposed project and with entering into a funding agreement with the applicant. Outcomes from such assessments may be taken into account in any decision to recommend or award a grant and in contracting with successful applicants. Such checks may include:

- the potential for reputational risk to the State of Victoria
- the delivery performance of other grants contracted with the Victorian Government and whether the applicant has failed to meet key contractual obligations for previous grant agreements
- the Australian Business Number (ABN) registration and status
- business regulator check – this may be undertaken to verify business details provided with the Australian Business Register, Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or other applicable regulator

The following information provided in the application form will also be considered during the assessment process:

- Extent to which the applicant business is currently engaged in manufacturing or the manufacturing supply chain in Victoria
- Details of any existing or proposed digital investment by the applicant business to increase efficiency in manufacturing or backend processes
- Confirmation that the business has nominated an employee with capacity and capability to complete the proposed training
- Commitment from the applicant business to employ the nominated employee in a digital skills role, and what that role will be.

## 6. Recommendation for Approval

### Approval Process

The Minister (or an authorised officer) will approve the application.

Applicants will be advised of the decision relating to their application via an email of acceptance.

As the Victorian State election will be held on Saturday 26 November 2022, the Victorian Government will assume a caretaker role from 6.00pm on 1 November 2022 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 proceed with this grant process and enter into grant agreements 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
- the incoming government may decide to not proceed with this grant process.

### **Discretion of Decisions**

Decisions on all matters relating to the awarding of grant funding under this program are at the department's and Minister's absolute discretion. The department reserves the right to request the applicant provide further information should it be deemed necessary.

Nothing contained in these guidelines are to be construed as creating any obligation, commitment or undertaking by the department to provide additional or further assistance or funding beyond that provided in these guidelines.

## **7. Conditions of Funding**

### **Grant Agreement**

Successful applicants will enter into a funding agreement with the department as part of the application process where the applicant will accept and agree to be bound by the terms and conditions of the grant as set out in the application form and these guidelines.

By completing the application form, the applicant is making an offer to the department and will be bound by the terms of the offer if accepted by the department. These terms establish the parties and their commitments and obligations to each other and set out the general terms and conditions of funding.

If the applicant is successful, the department will notify the applicant via an email of acceptance. This will form an agreement between the applicant and the department on the terms contained in the applicant's application, the email of acceptance, these guidelines, and the terms and conditions of the grant in the application form. An authorised representative of the applicant will need to acknowledge the email of acceptance.

The funding agreement will include reference to the following:

- Funding recipients must make their nominated employee/s available for training in the selected training round specified in the application.
- Funds must be spent on the training as described in the application.
- Grants to organisations not registered for GST will be made exclusive of GST.

### **Payments**

Payments will be made conditional upon:

- the applicant acknowledging the email of acceptance
- milestones (if any) having been achieved to the department's satisfaction including provision of required/requested information and reports to the satisfaction of the department; and
- other terms and conditions of funding continue to be met.

## Reporting

All recipients of grant funds must agree to report on the outcomes of the project under the terms and conditions of the grant agreement. This may include, but not be limited to:

- an outcome completion report
- participation in any program evaluation activities i.e. surveys by the department or its agents

## Promotion and Publicity

Successful applicants must agree to cooperate with the department in the promotion of the program. This may include involvement in media releases, case studies or promotional events and activities.

## 8. Privacy and Information Management

Any personal information about the applicant or a third party in the application will be collected by the department for the purpose of grant administration. This information may be provided to other Victorian Government agencies for the purposes of assessing applications. If personal information about third parties is included in the application, ensure third parties are aware of the contents of this privacy statement and the contents of the DJPR Privacy Policy available from the Privacy Officer (details below).

Any personal information about the applicant or a third party in correspondence 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. DJPR is committed to protecting the privacy of personal information.

The department's privacy policy is available from:

### Privacy Officer

Department of Jobs, Precincts and Regions

GPO Box 2392

Melbourne, VIC, 3001

Email: [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au)

Enquiries about access to information about you held by DJPR should be directed to:

### Freedom of Information Manager

Department of Jobs, Precincts and Regions

GPO Box 2392

Melbourne, VIC, 3001

Email: [foi@ecodev.vic.gov.au](mailto:foi@ecodev.vic.gov.au)

## 9. Other Information about this Program

The department reserves the right to amend these guidelines and the application terms at any time as it deems appropriate.

For more information:

- Business Victoria program webpage: <https://business.vic.gov.au/grants-and-programs/digital-jobs-for-manufacturing>
- Call the Business Victoria Help Line on 13 22 15.