

Retrofit Insulation Installers Training

Grant Guidelines



We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it.

We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

DEECA is committed to genuinely partnering with Victorian Traditional Owners and Victoria's Aboriginal community to progress their aspirations.

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Accessibility

To receive this publication in an alternative format, please contact the Victorian Energy Upgrades team at insulation.training@deeca.vic.gov.au. This document is also available on the internet at energy.vic.gov.au/victorian-energy-upgrades.

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1. About the program

What is the proposed ceiling insulation retrofit activity under the Victorian Energy Upgrades program?

The Victorian Government has committed \$12 million to introduce ceiling insulation retrofits as an activity under the Victorian Energy Upgrades (VEU) program. The proposed activity will support more Victorian energy consumers to upgrade their homes to be more energy efficient, improving thermal comfort and health benefits. VEU program funding is provided across three financial years to 30 June 2028.

The program of work will:

- introduce ceiling insulation into the VEU Program via changes to the Victorian Energy Efficiency Target (VEET) Regulations 2018 and VEET Specifications 2018
- uplift industry capability and capacity through training and certification of the retrofit insulation installation workforce, and
- develop an Insulation Quality, Assurance and Safety Framework in partnership with safety regulators, including developing a compliance and audit program. to ensure high standards for safe and quality ceiling insulation installations.

A staged rollout will build capability and capacity of the insulation industry, and ensure installations meet the highest safety and quality standards in Australia.

What is the retrofit insulation installers training program?

The retrofit insulation installers training program will provide grants to eligible Registered Training Organisations (RTOs) to deliver training to eligible students to expand and upskill the retrofit insulation installation workforce.

The Victorian Government is funding this grant to grow the capability and capacity of the retrofit insulation installation workforce. This will support the safe re-introduction of retrofit ceiling insulation as a proposed VEU activity, through ensuring the workforce is provided best practice training and skill development.

Education, training and certification are critical for ensuring quality and safety, as they equip professionals with the knowledge and skills needed to properly install, maintain and assess insulation work, while maximising quality and minimising risk.

Retrofit insulation installers must be Energy Efficiency Council certified to participate in the proposed VEU activity

The proposed VEU activity requirements will require all on-site retrofit insulation installers be certified through the Energy Efficiency Council's (EEC) Certified Insulation Installers (CII) program to participate in the program.

Certification under the CII program requires completion of the five training units listed in Appendix 1. This grant program will provide for fully funded training for eligible students to complete the units required to apply for certification under the EEC's CII program.

Successful RTO/s will be required to highlight the EEC certification pathway to eligible students as part of the overall promotion of the course and provide 'how to apply' information to students toward the conclusion of their studies.

For further information on the EEC CII program visit: <https://eeccertified.org.au/certified-insulation-installer/>

2. Funding details

2.1 What are the funding objectives?

The aim of this funding is to, by 30 June 2028:

- Train up to 182 students in the training units required for certification under the EEC's CII program
- Encourage existing insulation installers (retrofit and new build) to be trained and subsequently certified by the EEC as insulation installers
- Encourage people in adjacent trades to be trained and subsequently certified by the EEC as insulation installers
- Encourage greater diversity in the retrofit insulation installation workforce through a focus on attracting and training women, Aboriginal and Torres Strait Islander people and asylum seekers/refugees.

2.2 Who can apply?

This grant program is only open to RTOs who meet the below requirements.

To be eligible an RTO must demonstrate capacity to meet the following delivery requirements:

- Currently delivering the five units required for EEC Certification (listed in Appendix 1) or capable of having the five units in scope ready for delivery by 17 November 2025
- Have a simulated learning environment, or other suitable solution, that meets the assessment requirements of the units of training by 17 November 2025.

RTOs must also meet the following eligibility criteria:

- Have a current registration with the Victorian Registration and Qualifications Authority (VRQA) or Australian Skills Quality Authority (ASQA), held for a minimum of one year
- Agree to be subject to a Department of Jobs, Skills, Industry and Regions (DJSIR) review of National centre for Vocational Education Research (NCVER) data to ensure RTO compliance with course delivery and student data management requirements. This information may be requested from DJSIR by Solar Victoria at any time
- Be financially solvent, a registered business and have a learning facility located with Victoria.

2.3 What are the funding details?

The total funding available is up to \$700,000 (excluding GST) for the period 17 November 2025 to 30 June 2028 regardless of the number of RTOs selected to provide the training. Multiple RTOs may be selected to deliver the training.

Payments will be made upon the completion of units up until 30 June 2028 for all students that commenced studies by 31 March 2028. All assessment and certification activities for students must be completed by 30 June 2028.

Payments will be paid for each unit completed by a student. Payments will not be paid for units previously completed by a student for which a course credit has been approved.

2.4 What are the funding priorities?

The following are the priorities of the funding:

- Delivery of the training units in flexible ways to increase accessibility for students in metro Melbourne and regional Victoria. In-person requirements (refer Appendix 1) could be met through simulated learning environments, use of a mobile assessment facility, onsite or workplace visits,

partnerships with other RTOs with suitable simulated environments and/or other approved options. Delivery hours could include regular business hours, weekday evenings or weekends

- Administration of course credits and delivery of training units flexibly to meet student training requirements and demand for training
- Attracting existing retrofit and new-build insulation installer workforce and people from adjacent trades (plasterers, etc), to participate in training to meet target student numbers
- Engaging with insulation industry employers, operators and industry organisations to market the training and encourage enrolments to meet target student numbers
- Encouraging students to apply for Certification as an Insulation Installer with EEC on completion of their training
- Encouraging greater diversity in the insulation installation industry through a focus on training eligible women, Aboriginal and Torres Strait Islander people and asylum seekers/refugees.

2.5 What will be funded?

Development and delivery of the five units required for EEC Certification

- CPCCWHS2001 – Apply work health and safety requirements, policies and procedures in the construction industry
- CPCCOM1015 – Carry out measurements and calculations
- CPCCCM2012 – Work safely at heights
- CPCCPB3014 – Install bulk insulation and pliable membrane products
- EEC001 – Prepare for insulation retrofitting within ceiling spaces (not accredited)

In addition to the 5 training units, successful RTO/s will be provided with information regarding the EEC certification process, the Victorian Energy Upgrades (VEU) Insulation Program and the Solar Home Program (SHP) to deliver to students.

Student Eligibility

Funding will only be provided for students who meet the eligibility requirements provided in Appendix 2.

Hybrid delivery model

- RTOs are required to deliver the training courses using a hybrid delivery model, within the requirements set in Appendix 1.
- Assessments required to be undertaken in-person can be completed in a simulated environment at a learning facility, on a worksite, using a mobile simulated assessment environment, and/or other suitable method (with prior approval).
- RTOs are required to schedule the training/assessment flexibly to meet requirements and to provide students the ability to undertake an individual unit, any combination of the five units or the entire training program, depending on any course credits each student may be entitled to.
- RTOs will need to ensure in-person requirements can be met during business hours with options for evenings and/or weekends.

Competency specification and training materials for EEC001 unit

- The EEC001 competency specification is owned by the EEC. RTOs that wish to develop training materials that meet the EEC001 competency specification must provide them to the EEC for pre-approval.
- Alternatively, EEC001 training materials are available for license, the purchase of which can be funded under this grant program.

- The EEC CII team can advise RTOs on the development of training materials that meet the EEC001 competency specification, and the training materials available in the market. They can be contacted at certifications@eec.org.au.

2.6 Other funding details

Delivery timing to support workforce training requirements

The introduction of ceiling insulation as a proposed VEU activity will be rolled out in stages to build the capability and capacity of the insulation industry. Demand for training is therefore anticipated to vary in alignment with the projected insulation installations associated with each stage of the roll-out.

RTOs will need to be able to deliver training flexibly to support this anticipated variation in training demand over the delivery period.

The number of installers required to be trained to support the 2025-2026 target is approximately 25 installers. It is anticipated that these installers will be employed across less than five employers, facilitating workplace-based assessments.

The number of installers required to support the 2026-2027 and 2027-2028 years are set to increase. Students will likely be drawn from metro and regional locations, with varied employers ranging from large to small businesses.

Appendix 3 provides anticipated training requirements by financial year. RTOs can use this data to support forecasting and planning of training delivery.

Course credits and Recognised Prior Learning

Enrolled students who have previously completed one or more of the five training units are to be provided credit for those units per ASQA requirements. Students who have approved course credits will only be funded for training in the specific units not previously completed.

Funding for Recognised Prior Learning (RPL) is not a priority of this initiative. Any application for funding of RPL by an RTO will be considered on a case-by-case basis. The maximum RPL fee that will be payable under this program will be \$295.90 per student.

Booking Fee

RTOs are permitted to require students pay a booking fee of up to \$100 per student on enrolment to support attendance at training.

The booking fee must be fully administered by the RTO and fully reimbursed on completion of the training units.

Development of Nationally Recognised Training

Buildskills are currently undertaking work on the development of Nationally Recognised Training (NRT) focused on the installation of insulation.

Should such a NRT course be endorsed and adopted as a requirement of the CII program before the end of this program (30 June 2028), or there are any other changes to the training requirements of the CII program, the training units covered by this grant may be adapted to reflected required changes.

Any such changes will be negotiated with the RTO/s funded to deliver the training.

More information is available at <https://buildskills.com.au/training/insulation-installation-and-inspection>.

2.7 What will not be funded?

The following activities are not to be funded:

- the purchase of land

- routine or ongoing maintenance activities
- activities that have already started
- where duplicate services are in operation or planned for in a targeted community
- recurrent operating costs, for example rent and utility costs
- activities establishing expectations of ongoing funding
- activities located outside the State of Victoria.

3. Assessment of Applications

3.1 How will applications be assessed?

Applications will be checked for eligibility to ensure the applicant and their activity are eligible for funding. Applications that do not meet the eligibility requirements will not be considered further in the assessment process. Applicants may be asked to provide further information to demonstrate eligibility requirements are met.

Eligible applications will be assessed using the criteria listed below. Each criterion is given a percentage weighting to indicate its relative importance in the assessment process. Applications should address all relevant criteria.

ASSESSMENT CRITERIA	
1. Administration 30%	<ul style="list-style-type: none"> • Ability to promote the training to eligible cohorts to procure students to ensure delivery targets are met • Demonstrated experience in administration of the student experience including managing course queries, enrolment, delivery, issuance of certificates, collecting student feedback and other administrative tasks as required • Experience or demonstratable strategies to achieve one or more of the funding priorities • Ability to comply with Solar Victoria program reporting requirements, such as monthly reporting on student enrolment and completion data, and promotion activities.
2. Delivery 40%	<ul style="list-style-type: none"> • Have the training units listed in Appendix 1 on scope by 17 November 2025 • Offer hybrid training delivery options that meet the minimum requirements stipulated in Appendix 1 • Have facilities and equipment to deliver the training unit/s including a suitable online Learning Management System (LMS) and an appropriate facility or strategy to conduct the assessments required to be undertaken in-person • Ability to support the training requirements in metro Melbourne and regional areas of Victoria • Ability to schedule the training units flexibly to meet student requirements and demand.
3. Trainers 10%	<ul style="list-style-type: none"> • Trainers delivering the content have relevant industry experience in accordance with the VRQA /ASQA standards and guidelines.
4. Past and current experience 10%	<ul style="list-style-type: none"> • Demonstrable experience in delivering comparable training units • Proven experience of meeting student experience expectations when delivering similar training units • Provision of two (minimum) written references supporting the RTO's training excellence.
5. Value for money 10%	<ul style="list-style-type: none"> • Value for money as demonstrated in the Costing Table (refer Appendix 4) • Provision of an inclusive fee to cover administrative, delivery and training requirements.

3.2 What supporting documents will need to be provided?

Please submit the following documents with your application:

- Costings Spreadsheet (see Appendix 4)
- Proof of minimum 12 months registration with the VRQA or ASQA
- Training Assessment Strategy
- Trainer resume/capability statement
- Proof of trainer currency and professional development in the form of a professional development vocational currency log, trainer matrix or alternative document
- Provision of two (minimum) written references supporting the RTO's training excellence
- Photos of training and assessment facilities that will be used to deliver this training program.

4. Funding conditions

Funding agreements

Successful applicants must enter into a funding agreement with Department of Energy, Environment and Climate Action (DEECA). The Victorian Common Funding Agreement is used for funding agreements with not-for-profit organisations and Local Government Authorities.

It is recommended that applicants review the terms and conditions before applying. Information about the Victorian Common Funding Agreement is available on <https://www.vic.gov.au/victorian-common-funding-agreement>

The activity does not include using the Funding for political campaigning or advocacy activities for political parties.

Legislative and regulatory requirements

In delivering the activity grant recipients are required to comply with all relevant Commonwealth and state/territory legislations and regulations, including but not limited to:

- *The Privacy Act 1988 (Commonwealth)*
- *The Freedom of Information Act 1982 (Vic)*
- *Occupational Health and Safety Act 2004*
- *The Standards for RTOs 2015*
- *Racial Discrimination Act 1975 (Commonwealth)*
- *Sex Discrimination Act 1984 (Commonwealth)*
- *Disability Discrimination Act 1992 (Commonwealth)*
- *Equal Opportunity Act 2010 (Vic)*
- *Age Discrimination Act 2004 (Commonwealth)*
- *Racial and Religious Tolerance Act 2001 (Vic)*
- *Fair Work Act 2009 (Commonwealth)*
- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*

Tax implications

Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

Acknowledging the Victorian Government's support

Successful applicants are expected to acknowledge the Victorian Government's support and promotional guidelines (<https://www.deeca.vic.gov.au/grants>) will form part of the funding agreement. Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project.

Payments

Payments will be made as long as:

- the funding agreement has been signed by both parties
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- other terms and conditions of funding continue to be met.

Monitoring

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This may include progress reports, site inspections, completion reports and acquittal documentation.

Privacy

Any personal information about you or a third party in your application will be collected by the department for the purposes of administering your grant application and informing Members of Parliament of successful applications. Personal information may also be disclosed to external experts, such as members of assessment panels, or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

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

DEECA is committed to protecting the privacy of personal information. You can find the DEECA Privacy Policy online at <https://www.deeca.vic.gov.au/privacy>.

Requests for access to information about you held by DEECA should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 8002 or contact by emailing Foi.Unit@deeca.vic.gov.au.

5. Application process

Applications are submitted online using the Grants Online portal.

To apply, go to the grant program web page www.energy.vic.gov.au/grants/retrofit-insulation-installers-training and click on the 'Start New Application' button. To return to a saved draft application, click on the 'Access Saved Application' button.

Attaching required documents:

Ensure you attach to your application all items detailed in the Supporting Documentation section above. Supporting documents must be in an acceptable file type, such as Word, Excel, PDF, or JPEG. The maximum file size for each file is 10MB.

You will receive an application number when you submit an application online. Please quote this number in all communications with the department relating to your application.

If you have documents to submit that cannot be attached to your online application you can email them to the VEU Insulation Training team at insulation.training@deeca.vic.gov.au, quoting your application number. Attach all documents to one email, zipping the files if required.

Make sure your application is submitted by **5pm on 22 September 2025**.

Note: No hard copy applications will be accepted. Late and incomplete applications will not be considered.

5.1 Additional information and contacts

If you have questions regarding the requirements outlined in these Guidelines, contact the VEU Insulation Training team at insulation.training@deeca.vic.gov.au.

If you require assistance submitting your application online and require technical assistance, contact grantsinfo@deeca.vic.gov.au.

5.2 Notification process

Successful and unsuccessful applicants will be notified in writing once the assessment process is completed. All decisions are final and are not subject to further review. Unsuccessful applicants can ask for feedback on their application.

5.3 Key dates

Applications open	25 August 2025
RTO information session (online via Teams)	2 September 2025
Applications close	22 September 2025
Applicants notified	27 October 2025
Activities commence	17 November 2025
Activities completed and acquittal reports submitted	30 June 2028

5.4 Checklist

Read these guidelines and the information about this grant program at www.energy.vic.gov.au/grants/retrofit-insulation-installers-training before applying and complete the following checklist.

Have you:

- * read these guidelines carefully?
- * checked if you are, or your organisation is, eligible for this grant funding?
- * checked if your activity is eligible for this grant funding?
- * checked that you would be able to comply with all relevant laws and regulations in delivery of your activity?
- * prepared the appropriate supporting documents?

Appendices

Appendix 1 – In-person requirements for hybrid delivery model

Hybrid delivery is required and should be designed to minimise the in-person time commitment.

Refer below for the minimum in-person delivery requirements for each of the training units funded in this grant.

Unit	Course Material Delivery	Assessments
CPCCWHS2001 Apply work health and safety requirements, policies and procedures in the construction industry	Online or In-person	Online or In-person
CPCCOM1015 Carry out measurements and calculations	Online or In-person	Online or In-person
CPCCCM2012 Work safely at heights	Online or In-person	In-person
CPCCPB3014 Install bulk insulation and pliable membrane products	Online or In-person	In-person
EEC001 Prepare for insulation retrofitting within ceiling spaces (not accredited)	Online or In-person	In-person

Appendix 2 – Course prerequisite and student eligibility

Course Prerequisite

Students must have completed the General Construction Induction Certification (white card).

Student Eligibility

Students must meet the following criteria to be eligible for funding under this grant:

- be an Australian citizen or a permanent resident or have a visa with study and work rights in Australia (refer to visa requirements under [Asylum Seeker VET program](#) for guidance)
- be a Victorian resident (if the student is not a Victorian resident, Solar Victoria may consider them eligible if there is a demonstrable link to Victoria and written approval is provided prior to enrolment)
- meet the minimum work experience requirements regardless of employment status (total experience should be considered where an installer has predominantly casual work experience):
 - 6 months demonstrated experience in the installation of ceiling insulation (in new buildings and/or retrofit installations) or
 - 12 months demonstrated experience in an adjacent qualified trade (such as plasterer, etc) or
 - 12 months demonstrated experience in any role within the building/construction sector for women and Aboriginal and Torres Strait Islander people who meet the other eligibility requirements
- have an intention to apply for EEC certification on completion.

Appendix 3 – Anticipated workforce training requirements by year

The total workforce forecasted to support delivery of the proposed insulation activity through to 30 June 2028 is 182 trained and certified installers.

Demand is expected to vary over the delivery period (from 17 November 2025) due to the staged rollout of the proposed activity.

The table below provides an indicative forecast of expected workforce training demand by financial year reflecting the total 182 installers required. This forecast is indicative only.

	25/26FY	26/27FY	27/28 FY
Forecast workforce training demand	By 31 March 2026 Up to 25 installers trained	By 30 Sept 2026 An additional 76 installers trained	By 31 March 2028 An additional 16 installers trained
		By 30 June 2027 An additional 65 installers trained	

It is anticipated that approximately 70% of ceiling insulation installations under this program will occur in metropolitan Melbourne and the remaining 30% across regional Victoria, centred in the regional areas of Geelong, Mornington Peninsula, Gippsland, Ballarat and Bendigo.

Appendix 4 - Costings for course development and delivery

Applicants have been provided target student numbers per FY of the program (refer Appendix 3).

Applicants are required to provide their target number of students per year by cost per student, inclusive of all delivery, marketing and administrative costs.

Applicants are requested to provide all costings in the Excel template provided at www.energy.vic.gov.au/grants/retrofit-insulation-installers-training and submit with application materials.

