

Wind Worker Training Centre

Application 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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Message from the Minister

We know the energy transition will create thousands of jobs for Victorians – employing 67,000 Victorians by 2040. The Victorian Government is providing clear direction and leadership to the energy sector – driving investment and market confidence, and backing workers to get the skills they need to make the most of these opportunities.

To meet Victoria's energy needs, wind will play a critical role. An estimated 5.4GW of onshore wind will be required from 2024 to 2035, and we have legislated our nation-leading offshore wind generation targets of at least 2 GW by 2032, 4 GW by 2035 and 9GW by 2040.

We have a thriving onshore wind industry that will continue to scale-up to support the state's electrification. Victoria will be home to the nation's first offshore wind farms that will deliver workforce opportunities through all phases of development.

To support these opportunities, the Victorian Government is making up to \$4.9 million available in funding to establish the Wind Worker Training Centre.

The Wind Worker Training Centre will train up Victorian workers to meet industry demand. Importantly, it will demonstrate our determination to support all Victorians to benefit from the renewable energy transition and our commitment to First Peoples whose Land, Sea, River and Sky Country will be host to the infrastructure to deliver our energy transition.

The Worker Training Centre will provide innovative, responsive and accessible training that is delivered when and where it is needed, to meet the needs of workers and the emerging industry.



Commitment to First Peoples

The Victorian Government is committed to working in partnership with Traditional Owners as distinct rights holders to Land, Sea, River and Sky Country.

Traditional Owners and First Peoples' communities have historically not had a seat at the table in the formation of the state's energy infrastructure and technology development. Communities have been negatively impacted and disempowered by a lack of a voice or not receiving long-term and sustainable benefits from energy projects.

Within the scope of the Wind Worker Training Centre, we will ensure that First Peoples are at the centre of decision-making processes around issues that directly affect them and as such have opportunities to benefit from the renewable energy transition. It will build awareness and understanding of the opportunities for First Peoples in the wind sector, and create pathways for First Peoples to access, enter, and thrive in careers across the renewable energy industry.

We will continually be guided by Traditional Owners and First Peoples' communities – now and into the future – who have expressed a strong interest in investing in renewable energy to deliver their interests and meet their communities' cultural, spiritual and economic needs.

Introduction

Victoria is undertaking a once-in-a-generation energy transition. The transition is driven by the need to reduce our reliance on aging and increasingly unreliable coal-fired power plants and reduce our emissions to minimise the effect of global warming on our communities and economy. This enormous change provides an opportunity to build a clean and competitive economy, and shape new, thriving whole-of-career employment sectors.

The government is building an energy workforce with the right skills and career pathways. As set out in *Cheaper, Cleaner, Renewable: Our Plan for Victoria's Electricity Future*, for a successful energy transition, it is essential to skill, up-skill, and train Victoria's energy workforce and have a supply chain that meets our growing energy sector needs.

The Victorian Government has some of the most ambitious emissions reduction targets in the world. We have set a target to reduce Victoria's emissions by 75-80 per cent, to have 95 per cent renewable electricity generation by 2035 and brought forward the date to achieve net-zero emissions from 2050 to 2045.

Victoria's offshore wind sector will play a key role in helping Victoria meet its ambitious and legislated offshore wind energy generation targets — with targets of at least 2 gigawatts (GW) of offshore generation capacity by 2032 (enough to power 1.5 million homes), 4 GW by 2035, and 9 GW by 2040. Victoria has also projected from 2024, an additional 5.4GW of onshore wind will be generated by 2035.

Victoria is leading the nation in establishing an offshore wind sector, complementing the already growing onshore wind industry. Established offshore wind sectors worldwide offer valuable insights and lessons that can be applied to the Victorian context.

To ensure an energy transition that has the wind workforce it needs, the Victorian Government is making available **up to \$4.9 million in grant funding to establish a Wind Worker Training Centre.**

Offshore wind energy will bring considerable opportunity for Victoria's workforce, mobilising thousands of workers to deliver Victoria's pipeline of 9 GW by 2040, creating significant long-term opportunities during the lifetime of the industry, particularly in the regions closest to offshore wind sites.

The Wind Worker Training Centre is part of a suite of activities the Victorian Government is undertaking to ensure that the workforce is evolving in line with the transition.

What is the Wind Worker Training Centre?

The Wind Worker Training Centre (Worker Training Centre) will utilise an innovative teaching approach to respond to industry and worker needs, with a flexible and inclusive curriculum, in locations where it is needed to grow Victoria's wind industry. There will be an emphasis on certified short courses to allow workers to upskill or reskill with ease, and on attracting diverse groups of people to this sector.

Wind workforce supply priorities

The Worker Training Centre will support the sector's growth. It will adapt to industry needs as the sector evolves, supporting renewable energy generation targets by addressing workforce training, upskilling and reskilling.

The Worker Training Centre will tackle three identified workforce supply challenges:

1. **Evolving skill needs in a competitive environment:** The wind sector is rapidly growing in Victoria, with offshore wind, in particular, about to experience high growth in the context of other rapidly growing sectors such as, solar and the Big Build. An agile, flexible training program will be required to attract workers and meet the upskilling demand in preparation for industry growth.
2. **Challenges for workers who may be experiencing marginalisation:** Industry can benefit from the under-utilised skillsets of workers who are experiencing marginalisation. However, these workers face complex systematic challenges that hinder them from entering and staying in the energy sector, meaning our workforce isn't representative of the community and we aren't utilising the full workforce potential.
3. **Shortage of qualified and experienced trainers:** A lack of qualified trainers and teachers to train-the-trainers, and insufficient involvement from industry leaders and experts hampers workforce development.

Immediate and short-term priorities

The immediate and short-term priority (2-5 years) of the Worker Training Centre will be to tackle the critical skills shortages that are forecast and already being experienced in the wind industry, particularly due to global demand driven by offshore wind projects. To meet the short-term workforce needs of industry, the Worker Training Centre needs to deliver training faster than national standards because they can lag behind industry needs.

The Worker Training Centre will deliver an agile and flexible curriculum that will evolve to support the development of the sector. It will deliver short-term training solutions that are, at a minimum, industry recognised and ideally accredited or working towards accreditation where feasible, such as short stackable courses and micro-credentials to upskill workers quickly (within months). It will provide flexible and value for money options for workers to acquire specialised skills and knowledge needed to enter or grow in the workforce with a focus on:

- **Quality trainers:** providing high quality trainers in collaboration with industry and involvement from industry leaders and experts
- **Marine construction:** a focus on construction of offshore wind turbines will necessitate upskilling workforces with a marine-specific skill layer, with courses needing to account for working in and around water, waves and sea-weather systems
- **Quality control:** utilising existing and emerging international standards of best-practice, ensure training offerings are industry-recognised
- **Quick upskilling:** developing shorter-duration courses (e.g. micro-credential, stackable courses, industry recognised) to attract transitioning workforces and people at various career-points
- **Accessible and inclusive pathways:** developing a multi-pronged approach to ensure accessible training and increase participation by groups experiencing marginalisation

Long-term priorities

As the wind industry and technology continue to evolve, the workforce training solutions will need to adapt, ensuring a pipeline of appropriately skilled workers are available to drive the renewable energy transition, particularly in the locations where industry is being established.

Long-term (5+ years) priorities for wind training will be informed by the evolution of the skills required to transition from the initial construction phase to full operation:

- **Adaptability:** the initial construction phase for Victoria's offshore wind sector will move to operating and maintaining the wind turbines and associated infrastructure, meaning training focus will need to shift to upskill workers for these phases. Eventually, decommissioning training will also be required. The numbers of workers required to be trained for the phases of wind projects will also accordingly change
- **Pipeline of emerging workers:** as the industry matures, a steady supply of workers will need to be maintained
- **Continued best practice:** methods of training delivery, training accreditation and industry endorsement will need to keep evolving as industry and standards advance

Vision and objectives

The Worker Training Centre will ensure Victoria has a pipeline of skilled workers to meet workforce needs and deliver the pipeline of wind projects, including the anticipated offshore wind projects.

The Worker Training Centre will play a key role in attracting, upskilling, and delivering training that supports the accessibility, growth, mobility, and retention of workers. The successful project will offer training solutions that can be leveraged by organisations (for example, designing professional competency frameworks) to support broader workforce development

The Worker Training Centre will help position Victoria as the leading training and education state in Australia for the wind industry.

The overarching vision for the Worker Training Centre is:

Supporting the renewable energy transition through quality, innovative and industry-responsive training that is inclusive of individuals at all skill and career levels and enable the growth of Victoria's wind industry.

To achieve this vision, the Worker Training Centre has three guiding objectives, which are supported by outcomes and actions:

1. Coordinated and flexible

As the onshore wind industry continues to grow and the offshore wind industry scales up to meet ambitious Victorian targets, the Worker Training Centre will provide responsive and flexible training that meets industry demand and is attractive to workers in a highly competitive national and international market. The flexibility of the training will be underpinned by quality trainers, accredited or industry recognised offerings and fit-for-purpose Occupational Health and Safety, delivered in coordination with industry, training and government partners as applicable.

2. Accessible and meaningfully inclusive

The Worker Training Centre will build the workforce we need and one that is representative of the Victorian community by attracting and retaining cohorts who experience marginalisation, including women, First Peoples, people with a disability, and multicultural communities. The Worker Training Centre will actively foster accessibility and flexibility to reduce barriers for people who are experiencing marginalisation.

3. Provide local benefits by supporting workforce development where it is needed

The energy transition provides an opportunity to deliver local, state-wide and national benefits. The Worker Training Centre will co-locate with industry and existing training facilities where possible, to support workforce development in the locations where it is needed. Industry co-location supports the development of local business, leverages its expertise, and ensures training provides a hands-on component and keeps up with latest industry practices.

Regional areas with transitioning workforces won't be able to fill the projected workforce demand needed to achieve a successful energy transition. Therefore, it will be important for workers from beyond the regions to access the Worker Training Centre too. Solutions to ensure accessibility to all workers may include: a hub and spoke model with satellite training locations, online training or flexible class times.

Program outcomes and actions

The successful applicant will design the Worker Training Centre with outcomes that will support the industry's growth and benefit workers.

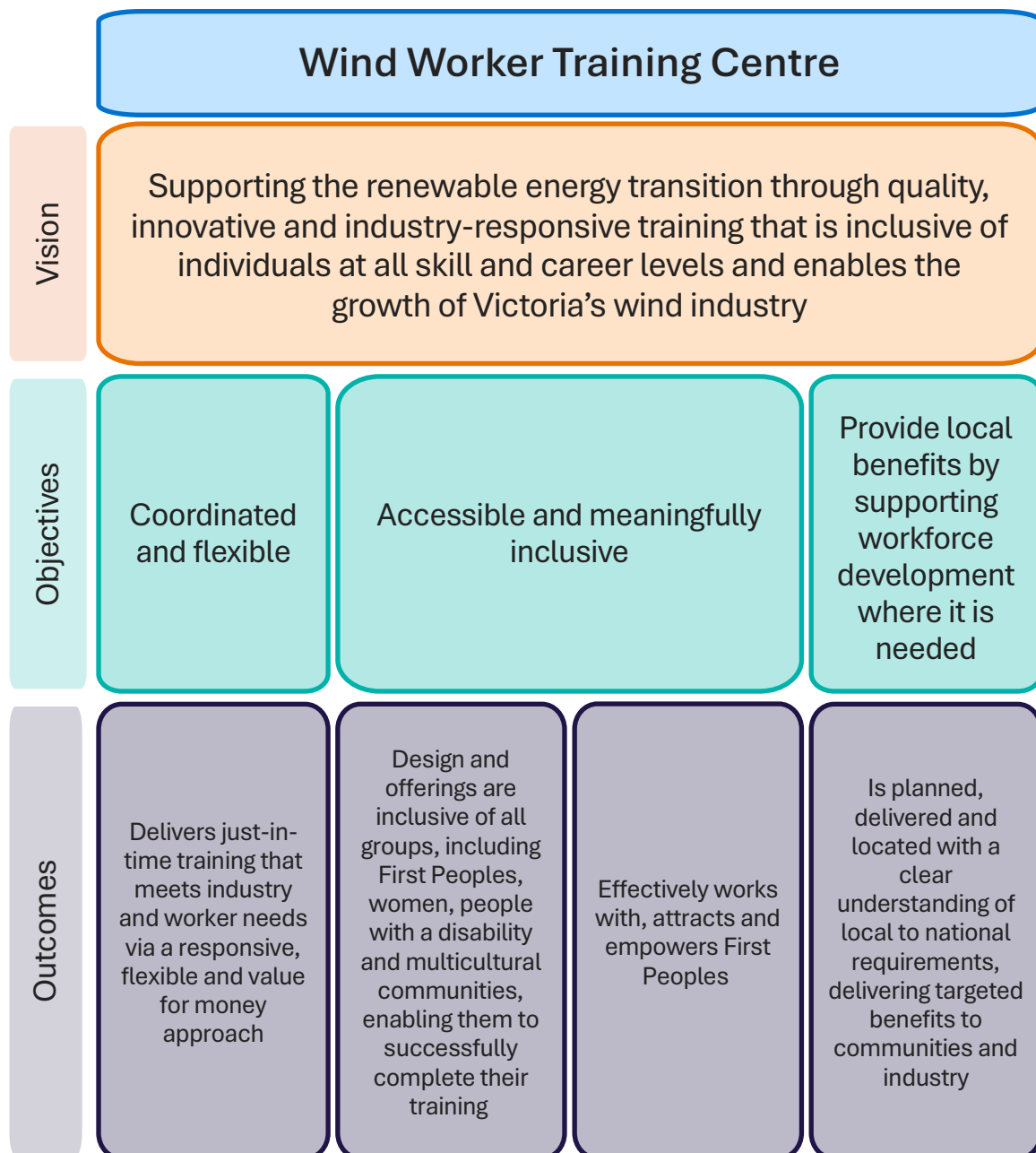


Figure 1: Worker Training Centre vision, objectives and outcomes

Objective 1. Coordinated and flexible

Outcome 1: The Worker Training Centre delivers just-in-time training that meets industry and worker needs via a responsive, flexible, and value for money approach

Proposed actions to achieve the outcome:

- Deliver fit-for-purpose training curriculum to transitioning and new workers which is tailored to their skills-gaps
- Provide course offerings with whole-of-career clarity so workers can make informed decisions
- Offer training that has a strong marine-specific skills and OH&S component to ensure safe practices in a challenging marine environment
- Offer training that is flexible to enable career transitions such as micro-credentials, stackable courses, and hybrid components
- Provide accredited training, or at the very least industry recognised and certified*, and where appropriate, working toward accreditation. As such, it keeps abreast of emerging national and international standards
- Work closely with accreditation authorities to explore ways to ensure accredited training meets specific industry requirements
- Provide trainers who are well-equipped and world standard
- Deliver just-in-time training to meet evolving industry needs by assessing current and projected demand with strong data
- Establish national and international partnerships (e.g. Global Wind Organisation, Asia Pacific Renewable Energy Training Centre (APRTEC)), to drive alignment and innovation and avoid duplication
- Leverage and partner with stakeholders to ensure the training offerings are aligned with industry practice and government priorities. This could include but is not limited to:
 - Employers, unions, universities, Jobs and Skills Councils, and other stakeholders
 - Other training centres that are responding to the same national priority
 - TAFEs and other training providers, including through the National TAFE Network
 - SEC Centre of Training Excellence (SEC CoTE)
 - Victoria Skills Authority (VSA)
 - Australian Apprentices including the New Energy Apprenticeship Program
 - State and Commonwealth Governments
 - Non worker stakeholders including disability groups, local community, Registered Aboriginal Parties

** Certified means that a certification of some form must be provided at the end of the course to demonstrate that learners have successfully completed the learning objectives and this has been verified.*

Objective 2. Accessible and meaningfully inclusive

Outcome 2a: The Worker Training Centre design and offerings are inclusive of all groups, including First Peoples, women, people with a disability and multicultural communities, enabling them to successfully complete their training

Proposed actions to achieve the outcome:

- Trainers and staff are trained to ensure the culture of the Worker Training Centre is safe and inclusive for all groups including active bystander, disability awareness, sexual harassment, and cultural safety training
- Facilities are safe and inclusive for workers from groups experiencing marginalisation, beyond requirements that are already stipulated under current regulations such as gender-neutral toilets, culture and gender appropriate Personal Protective Equipment (PPE), prayer rooms, women's private rooms and wheelchair access
- Facilities are accessible by being located close to public transport, childcare facilities and other community services
- Active programs exist to assist future workers who are from cohorts that experience marginalisation to enter and complete training, which are informed by an evidence-based approach, such as financial incentives/discounts, "earn and learn" industry partnerships
- Training programs are as flexible as possible, including hybrid delivery, evening, and weekend courses
- The Worker Training Centre showcases talent from people who experience marginalisation
- The Worker Training Centre meaningfully engages with workers experiencing marginalisation in a timely way to raise awareness of available career paths, such as through engagement with high-schools and local communities
- Advisory boards for the Worker Training Centre either already include people from groups experiencing marginalisation or have a clear plan and targets to achieve this

Outcome 2b: The Worker Training Centre effectively works with, attracts, and empowers First Peoples

Proposed actions to achieve the outcome:

- The Worker Training Centre and its programs are designed and delivered in a culturally safe environment for First Peoples
- Trainers and staff are trained in culturally safe engagement and operations to support meaningful participation by First Peoples, and demonstrate an understanding of the Country on which the training is delivered
- Future curriculum has a comprehensive learning and development program on First Peoples, including both location-specific and national knowledge, and mandatory modules
- The Worker Training Centre understands, recognises and supports the cultural practices of First Peoples, for example the importance of Sorry Business
- The Worker Training Centre procures First Peoples organisations to deliver key goods and services
- Based on contemporary research and evidence, the Worker Training Centre and its training programs are delivered to attract and support First Peoples to understand, enter, complete training, and progress in their careers; including showcasing their talent to further build inclusivity
- First Peoples' policies and strategies exist to attract and support First Peoples and contain quantifiable targets that are developed in partnership with First People. They embody principles of self-determination and shared decision-making (e.g. First Peoples' voice is included in policies about them)
- Evidence that First Peoples' policies and strategies embed self-determination and are developed in partnership with First Peoples
- The relevant Registered Aboriginal Party (RAP) has been engaged on the development of the Worker Training Centre from pre-planning stage and on terms as self-determined. Outcomes may include but are not limited to:
 - Provisional letter of support from RAP, including support regarding the Worker Training Centre location
 - Expectations are met in terms of local community engagement and benefit sharing
 - Commitment to have a RAP representative on the Worker Training Centre advisory board
 - Has ongoing partnership development plan with the RAP and local community

Objective 3. Provide local benefits by supporting workforce development where it is needed

Outcome 3: The Worker Training Centre is planned, delivered and located with a clear understanding of local to national requirements, delivering targeted benefits to communities and industry

Proposed actions to achieve the outcome:

- Where possible, the Worker Training Centre is co-located with industry to foster collaboration, industry endorsement, innovation, and best student outcomes (e.g. providing apprenticeships and hands-on training)
- Considers innovative models for delivery such as a hub and spoke model to provide benefits across the regions and increase accessibility to where future workforces live
- The location makes best use of existing training facilities (e.g. TAFE or university campuses)
- The location is strategically placed near other facilities such as public transport and childcare to support local and wider community access
- The Worker Training Centre engages meaningfully with local community to foster long-term economic prosperity and peer-learning communities

Note that as part of an innovative approach, the applicant may propose different actions to achieve program objectives, which will be considered if put forward in recognition of their expertise and additional insights they may have about workforce and industry needs.

Eligibility

Eligible applicants

Who can apply?

The following organisations can apply for funding:

- Private sector businesses and agencies
- Training and educational institutions
- Registered Training Organisations
- Vocational Education and Training bodies
- Industry clusters, networks, associations, and peak bodies
- Public entities
- Local Government Authorities
- Not-for-profit organisations

Joint applications

We are seeking proposals that demonstrate both the ability to deliver rapid, quality workforce training solutions and understand the needs of industry. To achieve the initiative's objectives, applicants are strongly encouraged to apply as a consortium, with one organisation taking the role of lead applicant.

We anticipate that consortia will need to comprise of participants with the necessary capabilities and capacity to meet our objectives and project parameters. This could include but is not limited to:

- Registered Training Organisation
- Industry or industry association
- Recognised Aboriginal Party
- Other entities

Applicant eligibility criteria

To be eligible to proceed to the merit assessment stage, you must satisfy the following applicant eligibility criteria. Applicants that fail to meet these criteria will be deemed ineligible and disqualified from the assessment process.

The lead applicant and all consortium members must:

1. Have an Australian Business Number (ABN) and be GST registered
2. Declare they are not subject to any insolvency event, including the subject of an order or resolution for winding up or dissolution (other than for the purposes of reconstruction or amalgamation), or the appointment of a receiver, liquidator, administrator or similar
3. Not be named as non-compliant with the [*Workplace Gender Equality Act 2012*](#)
4. Be able to demonstrate that either the lead applicant or the lead applicant's parent company has at least three years' operating history
5. Be the legal and beneficial owner of, or have all necessary rights to use, any Intellectual Property necessary to carry out the project
6. Agree to enter into a knowledge sharing plan, as set out in the Funding Agreement
7. Declare they are not subject to any legal proceedings or investigations, including litigation, arbitration, mediation or conciliation taking place, pending or (to the best of the applicant's knowledge, after having made proper enquiry) threatened against the applicant or a related body corporate (as defined in the Corporations Act 2001 (Cth)) to the extent that such Claims objectively either:

- a. Affect, could affect, or be perceived to affect, the reputation of the State of Victoria (including their officers, Ministers and employees)
 - b. Conflict with, may conflict with, or be perceived to conflict with the potential funding or your obligations under the Funding Agreement or project more generally
 - c. Impact (materially or otherwise) your ability to complete the project or comply with your obligations under the Funding Agreement
8. Comply with:
 - a. All obligations under employment contracts, industrial agreements and awards
 - b. All codes of conduct and practice relevant to conditions of service and to the relations between the applicant and the employees employed by the applicant
 - c. All applicable Workplace Health and Safety legislation
9. Declare that at the time of the application, they hold all insurances required by law in line with the terms of the Funding Agreement
10. Not be named on the list of persons and entities on the Australian Department of Foreign Affairs [Trade sanctions list](#)
11. The Department of Energy, Environment and Climate Action (the Department) reserves the right to accept non-conforming applications with respect to eligible organisational entity types

Who cannot apply?

The following organisations and individuals are ineligible to apply for funding:

- Individuals (as the lead organisation)
- Public sector bodies
- Unincorporated entities

What will be funded?

The funding is for the establishment of a Wind Worker Training Centre that delivers innovative and industry-responsive training to support the development of Victoria's wind industry.

Grant funding will be provided to the proponent who is successful through the open competitive selection process by being assessed against the assessment criteria.

The total funding available is up to \$4,900,000 over a period of two years.

Project progress expectations at end of grant funding

The Worker Training Centre needs to be operational by the end of the two-year grant funding period, meaning that:

- Workforce gaps have been identified with sound evidence
- Curriculum to address immediate workforce priorities has been designed, endorsed by industry, and includes a certification
- The Worker Training Centre is actively delivering training courses, with emphasis on quick-win solutions as soon as possible
- The courses being delivered can be online, hybrid or in person
- Any building upgrades are completed
- There is a business plan for sustainable operation beyond the two-year funding period, ensuring continued alignment with the vision, objectives and outcomes, as well as continuing affordability of training to workers

Co-contribution

A cash co-contribution of at least 50 per cent of the project cost is required. Evidence of additional in-kind contributions can also be detailed.

Eligible expenditure

Training solutions

Development and design costs of new curriculum and training solutions, which may include:

- Training solutions that meet rapid industry workforce demand and provide quick-win solutions, such as short courses, adaptations of existing courses, ability to credit overseas qualifications (where this is not appropriate for formal recognition for example via Trades Recognition Australia), and provide skills “top-ups” for transitioning workers
- Training solutions that:
 - Respond to clear industry and workforce need based on evidence
 - Are innovative, stackable, short-courses or micro-credential offerings, which are either accredited or industry recognised, and are additional, complementary or a component part of an Australian Qualifications Framework (AQF) qualification
 - Offer a certification that assesses whether the learner has achieved the required learning objectives, to ensure quality control
- National or international subject matter experts and any related costs

Training the Worker Training Centre staff and trainers

- Training for staff to operate training technology and equipment
- Any accreditations required for trainers to deliver the training (e.g. OH&S training for use of new technology equipment, Certificate IV in Training and Assessment)
- First Peoples Cultural Safety training for trainers and staff (e.g. closing the gap, deficit discourse)
- Diversity, Inclusion, and Equality Training for trainers and staff on workers experiencing marginalisation e.g. racism and sexism

Capital expenditure

- Refurbishment or upgrades of existing buildings
- Facilities to improve accessibility for workers experiencing marginalisation beyond the requirements that are already stipulated under current regulations (e.g. prayer room, gender neutral bathroom, private spaces for women and mothers)
- Training technologies, such as assets and equipment that support innovative solutions and a superior outcome for students, while demonstrating value for money

Other costs

- Marketing costs to attract workers and students to the Worker Training Centre (e.g. design of promotional materials, production, advertising, and other distribution costs)
- Project management costs, Recognised Aboriginal Party engagement costs, and costs of reporting and evaluation specifically related to the establishment of the Worker Training Centre
- Diversity and inclusion initiatives and programs to enhance accessibility for workers experiencing marginalisation to participate in training offered (e.g. course fee subsidies, pre-course support, support staff, transport cost subsidies, providing laptops or other training equipment)

The following rules apply to eligible expenditure:

- Expenditure must be related directly to the undertaking of the Project

- Expenditure is calculated as the GST inclusive amount less any GST credits the recipient, or its representative member is entitled to claim
- Expenditure cannot be categorised as eligible expenditure if it is undertaken prior to the signing of the Funding Agreement or after the completion date for the Project specified in the Funding Agreement
- Opportunity costs are not eligible expenditure
- Where resources are used on a Project as well as on unrelated activities, the cost of those resources should be apportioned to the Project, based on the proportion of those resources that were used in undertaking the Project
- Related party transactions must be treated without mark-up, unless the recipient can demonstrate to the satisfaction of the Department, that the transaction has been calculated on an arm's-length basis
- Generally accepted accounting principles are to be followed, and it must be possible to track Project expenditure through a Recipient's accounting system to meet the financial reporting and audit requirements in the Funding Agreement

Ineligible expenditure

Training solutions

- Courses that are not accredited or industry-recognised
- Training that duplicates existing offerings without justification (e.g. new format or mode of delivery demonstrating benefits)
- Changes to existing school curriculum (this is government responsibility)
- Full-length university or AQF qualifications (given focus is on rapid upskilling to meet demand)

Capital expenditure

- Purchases of land, ongoing equipment or program maintenance costs, including rent, business case feasibility studies, holding costs of sites identified for new buildings, and costs incurred prior to entering into the Funding Agreement or already supported via other funding streams (including land/building holding costs)
- New buildings
- Disposal of technology or equipment (the proponent is responsible for safe and responsible decommissioning and disposal of technologies or equipment)

Other costs

- Expenditure related to the general operations and administration of the recipient entity that the recipient could reasonably be expected to undertake in the normal course of business
- Salaries and staffing expenses for any staff except for subject-matter experts required to establish the training centre and curriculum

What is the application process?

- Applications must be made via the online grant management portal
- For the submission and other key dates, please refer to the “Key dates” section of this document and the Worker Training Centre website. Applicants are also encouraged to register on the website to receive alerts and updates: [Wind worker training centre](#)
- Applications must be completed in full and should address all relevant criteria and provide all supporting documents. Please note that all evidence required to substantiate your submission must be provided prior to the submission deadline
- If Applicants do not provide the specified information in the format required, the Department may (but is not obliged to) seek supplementary information or clarification from Applicants, or it may assess the application as unsuccessful
- Applicants should note that this is a competitive process and are therefore encouraged to provide as high a quality application as possible on lodgement, and not assume that the Department will seek further information or clarification
- Late applications or applications lodged other than in accordance with the requirements of this section will only be accepted if they do not compromise the integrity of the application process. In these circumstances, the Department can accept or decline late applications at our sole discretion. In accordance with probity principles, exceptional circumstances will be considered on their merits and are characterised by one or more of the following:
 - Reasonably unforeseeable
 - Beyond the applicant's control
 - Unable to be managed or resolved within the application period
- Applicants will receive an individual number when an application is submitted online. This number is to be quoted in all communications with the Department relating to the application
- Applicants **must** review and accept the terms and conditions of the Funding Agreement template (available at [Wind worker training centre](#)) as part of the application. Any requested departures are to be limited, and submitted in the application, however the Department at our sole discretion, reserve the right to accept or decline any departures proposed by applicants.
- Applicants must identify the proposed recipients of the grant funding in the application. The Department will undertake an assessment of the lead applicant and any proposed recipients, including due diligence checks to confirm sound financial standing

Questions

- For any clarifications, please refer to the Frequently Asked Questions (FAQ) document, which is regularly updated: [Wind worker training centre](#)
- Applicants can submit questions to training.centres@deeca.vic.gov.au up until 5pm (AEST), seven calendar days before the applications period closes
- For assistance with the online application, email grantsinfo@deeca.vic.gov.au

How will applications be assessed?

Assessment process

- We will review applications for completeness, and confirm they meet the applicant and project eligibility criteria. Applications that do not meet the eligibility requirements will not be considered further in the assessment process
- All eligible applications will be assessed on merit against the assessment criteria. See “What are the assessment criteria?” for a high-level summary of the criteria; also refer to the objectives, outcomes and actions for an informed understanding of the principles guiding the assessment criteria
- In the event that two or more applications are ranked as the highest merit projects, the Department may use a competitive negotiation process to determine the successful applicant
- Once a successful applicant is identified as the highest merit eligible application, following approval, they will be provided a letter of offer to execute a Funding Agreement with the Department
- At the end of the assessment process, we will advise all applicants in writing about the outcome of the assessment of their application

Due diligence

- At our sole discretion, we reserve the right to conduct due diligence enquiries on any application as we see fit to verify any information or to satisfy criteria for release of funding. Applicants must comply with any requests for information as part of these due diligence checks
- Where project contributions are expected to include debt financing, we may require access to, and reliance on, professional due diligence commissioned by debt financiers to satisfy one or more criteria for release of funds under the Funding Agreement. Accordingly, we will need to liaise with applicants and facilitate appropriate terms and arrangements when engaging with debt financiers
- The information submitted in the application may be subject to investigation, reference checking, invoice comparison, site visits, interview, enquiries and confirmation and may include but is not limited to:
 - Invitation to present the application to us and/or our consultants and advisers
 - Commissioning or completing research, analysis, and modelling to support assessments
 - Contacting identified consortium members and participating organisations to confirm or verify elements of your application
 - Contacting any relevant government agency, consultant, advisor, or third party about the application to verify claims
 - Asking to disclose any information and materials reasonably required in respect to the evaluation of eligibility and assessment criteria
- As a result of the due diligence the Department may, in their discretion, require that the lead applicant provide a form of guarantee for the performance of the Funding Agreement (for example, a parent company guarantee)

What are the assessment criteria?

Criteria	Weighting	Requirements
Alignment with Outcome 1 <i>The Worker Training Centre delivers just-in-time training that meets industry and worker needs via a responsive, flexible, and value for money approach</i>	25%	<ul style="list-style-type: none"> • Demonstrates evidence and data on workforce modelling and industry insights, or how it will be collected. The evidence informs training which addresses identified immediate, short-term and long-term skills gaps of the target workforce • The proposed training model is innovative and accessible to workers and includes quality control measures (including certification) with a whole-of-career approach that emphasises transferable skills and stackable credential-building • The proposed training is aligned with industry and helps it to grow. The training is responsive to industry needs, utilises industry codes of practice, is developed and delivered in partnership with industry and is recognised or accredited by them • The proposed training understands government legislation, regulation, and OH&S requirements • Proposes a pathway of collaboration with government, SEC CoTE, and other training/education providers • Demonstrates an understanding of the current training system, including development of training courses and resources • There is a marketing and engagement approach to attract, train, and retain quality trainers
Alignment with Outcome 2a <i>The Worker Training Centre design and offerings are inclusive of all groups, including First Peoples, women, people with a disability, and multicultural communities, enabling them to successfully complete their training</i>	10%	<ul style="list-style-type: none"> • Proposed facilities, curriculum and staff are inclusive of workers who experience marginalisation to ensure their attraction and retention. This may include cultural training for staff, developing facilities that go beyond minimum requirements to support inclusivity, locating facilities with access to services and amenities, evidence-based, inclusive and flexible curriculum, and completion initiatives • There is proposed meaningful representation and authority for groups who experience marginalisation, including representation on boards, showcasing talent, and engagement with their communities to raise awareness of career paths • Policies exist to embed inclusivity practices and implement ambitious targets, demonstrating their commitment and actions towards creating a safe workplace, free from bullying, harassment, and discrimination. For example, a Gender Equality Action Plan in line with the <i>Workplace Gender Equality Action Planning Playbook</i>
Alignment with Outcome 2b <i>The Worker Training Centre effectively works with, attracts, and empowers First Peoples</i>	5%	<ul style="list-style-type: none"> • Cultural safety and cultural rights are embedded in proposed Worker Training Centre policy, practice and curriculum, ideally developed in partnership with First Peoples on the principles of self determination • Evidence of existing cultural safety training • Evidence of meaningful collaboration with relevant Registered Aboriginal Party in the Worker Training

Criteria	Weighting	Requirements
		<p>Centre design, including on the location, such as a letter of support and RAP representative on board</p> <ul style="list-style-type: none"> • Inclusion of targets for procurement from First Peoples' businesses • There is a strategic approach for First Peoples to be showcased and engaged to complete training
Alignment with Outcome 3 <i>The Worker Training Centre is planned, delivered, and located with a clear understanding of local to national requirements, delivering targeted benefits to communities and industry</i>	10%	<ul style="list-style-type: none"> • Proposed location is evidence based to take advantage of industry collaboration opportunities, with consideration of accessibility for workers and utilisation of existing facilities where possible • The delivery model is innovative to maximising benefits and accessibility to train workers locally, statewide, and nationwide • There is a plan for local communities to be meaningfully engaged with to ensure their long-term economic prosperity and build peer-learning
Applicant capability and capacity	25%	<p>The applicant and partner organisations must substantiate strong capability and capacity to deliver a major project, including:</p> <ul style="list-style-type: none"> • Demonstration of past delivery of similar projects and organisational success • Demonstration of skills and experience of all key project staff involved in the Worker Training Centre delivery, including project partners. This includes demonstrating sufficient staff resources and expertise, their roles in the project, FTE, and remunerations • Familiarity with technical and regulatory requirements, including government approvals, planning and permit requirements, technology acquisition, any technical or feasibility studies, quotes, proofs of ownership, and more as applicable to proposed model • Establish a partnership between the training sector and wind industry to ensure collaboration in the design, development, and delivery of training solutions for workers. Evidence must include letters of support.
Project plan and delivery model	25%	<ul style="list-style-type: none"> • A strong project plan for the first two years includes at a minimum the assumptions, budget, timeline, governance arrangements, risk register, marketing and stakeholder engagement plan, expected employment opportunities (including Local Jobs First policy), expected business and worker involvement and actions to promote further cooperation, value for money, data, and evaluation plan • Business Plan (draft) shows strategy and operating model to continue delivering program vision, objectives and outcomes beyond the funding period. This entails continuing affordability of training to workers and ongoing financial sustainability of Worker Training Centre, with clear budget planning, value for money, proposed management of overruns, and viability beyond life of grant (including a reasonable cost-recovery approach to ensure training model is accessible to other providers)

Criteria	Weighting	Requirements
		<ul style="list-style-type: none"> • Evidence of available cash co-contribution of at least 50 per cent of the project cost is required. Evidence of additional in-kind contributions can also be detailed

What supporting documents will need to be provided?

An online application form will set out all requirements for supporting documentation. Supporting documentation / information required includes:

- Project Plan
- Project budget template
- Draft Business Plan
- Project delivery schedule
- Funding Agreement departures (if relevant)
- Knowledge Sharing Plan
- Evidence of cash co-contribution
- Project risk register
- Any other documents to support and provide context for the application, including letters of support. However, the Department is not obliged to consider these documents in the assessment of the application

Templates for supporting documents can be downloaded from [Wind worker training centre](#)

Attaching required documents:

- 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
- If you have documents to submit that cannot be attached to your online application, you can email them to grantsinfo@deeca.vic.gov.au quoting your application number. Attach all documents to one email, zipping the files if required

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

What are the funding conditions?

Letter of offer

The successful applicant will be issued a non-binding letter of offer to enter into a Funding Agreement. The letter of offer will outline the terms under which the Department is prepared to enter into negotiations for a Funding Agreement for the Project, including:

- Value of grant funding that is being offered
- Development milestones and timetable that you are required to meet (such as relevant milestones up to and including financial close)
- Terms under which we may withdraw the offer of funding
- Requirements for confirmation that you are proceeding with the project, via meetings or written communication

Receipt of a letter of offer does not guarantee payment of any funds by the Department and will be subject to the execution of a Funding Agreement.

The Funding Agreement is the legal framework that defines the parties, their commitments and the funding terms and conditions. It outlines each party's obligations and payment terms for the successful applicant.

If you receive a letter of offer, you **must keep the information confidential** until advised by the Department. Any public communication regarding the initiative between the time that the successful applicant receives a letter of offer, and the execution of the Funding Agreement can only be done with the Departments prior written consent. The Department may withdraw from negotiations if you do not comply with this requirement.

Funding Agreement

The Funding Agreement establishes the parties and outlines their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It provides the legal framework for each party's obligations and terms of payment for the successful applicant. It is essential that applicants review the terms and conditions before applying. The Funding Agreement template is available [here](#).

Applicants are expected to accept the conditions of the Funding Agreement template. Proposed departures must be declared at the time of application. Any proposed departures should be described in a level of detail that is sufficient for the Department to understand what departure, amendment, qualification, limitation, assumption or exclusion relating to the Funding Agreement terms is being proposed (including the proposed revised wording), and the applicant's reasons for seeking that departure. The Department, at its sole discretion, reserve the right to accept or decline any departures from the Funding Agreement proposed by applicants.

You will be asked to confirm your understanding and acceptance of the terms and conditions within the Funding Agreement before you can finalise and submit your application.

Please note, the Funding Agreement template is based on a lead applicant model. If the applicant wishes to deviate from a lead applicant model for the grant funding, you must include details of the proposed model for the Department's consideration. If the proposed model is approved, the Funding Agreement will require amendment by the Department to cater for the different funding model.

No funding will be released until the Department and the applicant have executed the Funding Agreement and the appropriate milestone evidence identified in the Funding Agreement has been met. The Department reserve the right to withhold payments in cases where evidence has been provided but we deem that there are concerns relating to the delivery of the project. In this instance, we will release funding when appropriate actions have been taken to ensure the project is delivered within the agreed timeframes.

Local Jobs First Policy

Through its [Local Jobs First Policy](#) (LJF), the Victorian Government is committed to improving opportunities for local suppliers to create more new jobs and grow the economy. The *Local Jobs First Policy* applies to awarded grants of:

- \$1 million or greater for projects in Rural and Regional Victoria

- \$3 million or greater for projects in Metropolitan Melbourne or statewide

The requirements will be a condition of the Funding Agreement. You can find more information about the Local Jobs First Policy at <https://localjobsfirst.vic.gov.au/>

Payments

Payments will be made as long as:

- The Funding Agreement has been signed by the Department and successful applicant
- The grant recipient provides the required milestone evidence identified in the Funding Agreement to a satisfactory standard
- Other terms and conditions of funding continue to be met

The Department may withhold payments if activity is delayed, and project timeframes have passed, or incomplete milestone evidence is provided.

Project monitoring and delivery

The grant recipient is required to comply with project monitoring and reporting requirements outlined in the Funding Agreement.

- Recipients are responsible for project delivery, including any project cost overruns should they occur
- In cases where a project is delayed for an unreasonable length of time, where substantive changes to scope are made after funding has been approved without prior approval of the Department, or where a project fails to be delivered, the Department reserves the right to cancel the grant and, if applicable, recoup any payment that has already been provided
- The recipient will agree to all monitoring and evaluation requirements as set out in the Funding Agreement. This includes the Department undertaking site visits and possible participation in project working groups.

Cost

The Department is not liable for any costs, expenses, losses, claims, or damages that may be incurred by grant recipient or other potential recipients in connection with the application process, including in preparing or submitting an application, providing further information to the Department, or participating in negotiations with the Department.

Tax implications

Grants provided by the Department are classified as income and tax may be payable by recipients. Recipients are responsible for determining their tax liabilities for grant payments. Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

Successfully funded projects will be offered funding as a GST exclusive amount. However, for non-government related organisations with an ABN and who are GST registered, payment will be made GST inclusive.

Legislative and regulatory requirements

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

- Privacy Act 1988 (Commonwealth)
- Freedom of Information Act 1982 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Planning and Environment Act 1987 (Vic)

Acknowledging the Victorian Government's support

The successful applicant must acknowledge the Victorian Government's funding support in all printed and verbal promotional materials.

For capital projects, the Victorian Government logo must be displayed on signage.

Approval from the Department's Project Delivery Team must be requested prior to the publishing of promotional materials or coordinating public events or announcements related to the project (training.centres@deeca.vic.gov.au).

The Department may produce communication materials which will require the successful applicant to provide information on project outcomes.

The Department's promotional guidelines will form part of the Funding Agreement (<https://www.deeca.vic.gov.au/grants>).

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 the assessment panels, or other Government Departments for assessment, reporting, advice, comment or for discussion 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 *Privacy and Data Protection Act 2014* and other applicable laws.

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

Requests to access information about you held by the Department should be sent to the Manager Privacy at P.O. Box 500 East Melbourne 8002 or contact by emailing foi.unit@deeca.vic.gov.au.

Confidentiality – Commercial-in-Confidence

The applicant must identify what information provided in the application is Commercial-in-Confidence and to be treated by the Department confidentially. The Department will, to the extent permitted by law, treat all information as strictly confidential and Commercial-in-Confidence where relevant.

During application assessment the Department may disclose Commercial-in-Confidence information provided by applicants to the following parties:

- Members of the assessment panel
- The Minister(s) or Minister(s)'s office of the Victorian Government
- The Victorian Ombudsman and Audit Office of Victoria
- The Department or any agency or body of the Victorian Government
- Where authorised or required by law to be disclosed, to those parties

Where Government initiatives are connected information may be shared where there is a direct need to know. This may include sharing information and learnings with the federal, state or territory agency or body.

If the Department discloses Commercial-in-Confidence information to any of the above parties, the third-party will be informed that the information is strictly confidential. We will otherwise only disclose Commercial-in-Confidence information provided by applicants with direct consent.

Under this initiative, the successful project may involve the application of commercial courses which require the sensitive treatment of intellectual property. In this event, an Intellectual Property Management Plan may be appropriate and will be included as a condition of funding under the successful applicant's Funding Agreement.

Probity for application procedure

The applicant and any of its associates must not offer any incentive to or otherwise attempt to influence any of the persons who are either directly or indirectly involved in the application process, or in awarding any subsequent contract. If we determine that you or any of your associates have violated this condition, you may be disqualified from further consideration, in our absolute discretion.

By submitting an application, you consent to us performing probity and financial checks and procedures in relation to you or any of your associates. If we request these probity checks, you must agree to seek consents from the individuals involved.

We will administer conflict of interest procedures for the initiative, including procedures for all staff to declare their interests.

All consultants and advisers that we engage to assist in the delivery of the initiative will be required to disclose any conflicts of interest they may have in relation to applicants and may be excluded from work if required under our probity procedures.

Limitations

No representation, warranty or guarantee

The Department and its employees, agents and officers (the Department Parties) do not give any representation, warranty or guarantee, whether express or implied, in relation to the information contained in any materials released by the Department associated with the Worker Training Centre initiative (Initiative Materials) including their completeness, accuracy, currency or reliability or the process by which they were prepared. None of the Department Parties give opinions regarding, legal, accounting, regulatory, taxation or any other matters. Without limiting the foregoing, nothing in the Initiative Materials is or should be regarded as advice in relation to those matters. Nothing contained in the Initiative Materials is or may be relied upon as a promise, guarantee, representation or warranty.

No obligation to update

The Initiative Materials, the information contained herein and the matters to which it relates may be amended, updated or withdrawn at any time, at the Department's discretion. However, the Department Parties do not accept any responsibility to update, supplement or correct the Initiative Materials, nor to inform Applicants about any matter that may affect the Initiative Materials.

No liability

Each Department Party expressly disclaims all liability for any loss or damage incurred by any person arising from, or because of, any person's use of or reliance on any information, statement, opinion or matter (express or implied) contained in, derived from, or omitted from the Initiative Materials, except for any liability which cannot be excluded as a matter of law.

Other limitations

The Initiative Materials are not an offer, recommendation or invitation by any Department Party in respect of any contract or commitment and (subject to a Funding Agreement being fully executed) nothing in the Initiative Materials will form the basis of any contract or commitment.

Applicants must rely entirely upon their own investigations, review and analysis in relation to the assessment of whether to apply to and participate in the Worker Training Centre Initiative.

Key dates

Activity	Indicative Timing
Applications open	17 April 2025
Questions close	5.00pm, 9 July 2025
Applications close	16 July 2025
Successful applicant notified	October 2025
Funding Agreement executed and project commences	December 2025 / January 2026
Activities completed and acquittal reports submitted	January 2028

Checklist before applying

Read these guidelines and the information about this grant program at [Wind worker training centre](#) 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
- ☐ Reviewed the Funding Agreement and its terms and conditions