Knowledge Sharing Plan

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| --- | --- |
| Project name | [Name] |
| Lead applicant name | [Name] |
| Date | [DD/MM/YYYY] |

### Guidance to filling out this template

This is a knowledge sharing plan (KSP) template for the Wind Worker Training Centre project (the project) as referred to in the Funding Agreement. This template is to be completed by the lead applicant as part of the grant application process.

The completed KSP, submitted by the applicant is required to address the objectives set out in the application guidelines, suitably address the unique experiences of the proposed project and incorporate any related prior discussions with the Department of Energy, Environment and Climate Action (the Department).

The applicant is expected to add their own content within Table 2 in the square brackets indicated as *[Insert]*.

The Department can provide feedback and request changes or additions -potentially relating to the successful applicant’s proposal - to the plan before its acceptance and implementation by the successful grant proponent.

Please note that the Department retains the discretion to require an alternative knowledge sharing plan as considered appropriate. Items in Table 1 that are not required or cannot be delivered, should be included as a departure in the funding application in the Departures Template.

### Introduction

The objective of this KSP is to provide a reference document that captures knowledge sharing expectations and activities related to the proposed project.

The KSP specifies the planned and agreed knowledge sharing activities, their aim and intended content, responsibilities, key audiences and related risks. It covers the period specified in the Funding Agreement.

The KSP describes how the learnings and outcomes of the project will be made available to the department, public, energy and training industries, and how information will be shared with the project’s key audiences.

It is expected that these activities will lead to:

* accelerate delivery and effectiveness of skills training programs to bridge the critical workforce and skills gaps in the wind sector
* the ability of future projects to avoid or mitigate the issues experienced in the supported project
* reduce barriers for people who experience marginalisation to successfully enter and thrive in renewable energy jobs
* improve public awareness of the training and employment opportunities of the renewable energy transition, including those from groups who can be marginalised
* support government policy and government decision makers
* First Peoples actively participating in the renewable energy transition

### Obligations

The KSP forms part of the Funding Agreement between the grant awardee (the Proponent) and the Department

This KSP may need to be updated throughout the lifetime of the project. Changes are required to be agreed in writing by the Proponent and the Department.

### Confidentiality and dissemination of knowledge

Treatment of confidential material forms part of the Funding Agreement and is outlined in the Grant Application Guidelines.

Any confidential or sensitive data will be aggregated, anonymised and protected.

The Department reserves the right to share any such data or information with third parties, and any additional contracted third parties to help perform its knowledge sharing function. Any such third parties (knowledge sharing agents) are bound by the same confidentiality restrictions as the Department.

Any confidentiality considerations must be identified in the description of the knowledge sharing deliverables when the deliverable is submitted to the Department or the knowledge sharing agent.

The level of confidentiality of information to be shared as part of the KSP has been categorised as follows:

* public unrestricted – the information may be shared freely within and between government, with industry participants and the general public
* public restricted – subject to any reasonable restrictions imposed by the applicant, the information may be shared freely within and between government, and with industry participants
* Proponent confidential – the information may be shared freely within and between the Department and with other areas of government, with equivalent privacy management and control processes.

Applicants should endeavour to have as much public unrestricted information as practicable. Where a deliverable contains a mix of confidential and non-confidential information, the confidential information should be clearly and specifically identified.

Further details on confidentiality can be found in the Funding Agreement and Grant Application Guidelines.

### Knowledge sharing deliverables

The Proponent is required to provide knowledge sharing deliverables. The standard knowledge sharing deliverable categories for the project are set out in Table 1. Project-specific knowledge sharing deliverables are to be put forward by the Proponent and agreed to by the Department in Table 2.

#### Standard knowledge sharing deliverables – Table 1

Standard knowledge sharing deliverables are the activities and outputs listed in Table 1. The table sets out the baseline expectations for knowledge sharing deliverables that we expect applicants to accept and agree to. Any proposed departures from these standard knowledge sharing deliverables are required to be set out in the Departures Template as part of the application and agreed to before the execution of the Funding Agreement.

#### Project-specific knowledge sharing deliverables – Table 2

Proponents are expected to nominate project-specific activities that are unique and creative, identifying the best way to connect with the project’s key audience. Project-specific activities provide an opportunity to share critical project information in a way that works best for the applicant, project partners and other funding partners. Examples of project-specific knowledge sharing deliverables include the development, replication and scaling of wind curriculum/courses, or commercialisation of innovative, emerging wind technologies.

Table 1 outlines our minimum expectations; applicants are expected to populate Table 2 with project specific requirements.

#### Table 1 Standard knowledge sharing deliverables

Applicants are required to put forward proposed amendments in the Departures Template as part of the grant application.

| **Knowledge sharing deliverable**  | **Information to be shared** | **Project stage and frequency** | **Aim of knowledge shared** | **Key audience** | **Confidentiality** | **Dissemination** |
| --- | --- | --- | --- | --- | --- | --- |
| ***[Knowledge sharing activity or deliverable]*** |  *[What knowledge would need to be generated and shared to address the project outcomes?]* | *[When and how frequently knowledge sharing is required and what project period it will cover.]* | *[How will the audience/s benefit from this knowledge sharing activity?]*  | *[Who would you need to share this knowledge with to enhance the project outcomes?]* | *[State the extent to which the information is:** ***public unrestricted***
* ***public restricted***
* ***Proponent confidential***
 | *[Please detail about how the audience will be reached, and any restrictions on dissemination.]* |
| **Project reports** | Reports that are deemed satisfactory to the Department which should include, but not limited to: 1. Actual Commissioning Date(s)
2. Actual Commercial Operations Date
3. Number of trainers trained
4. Number of courses developed
5. Number of courses available
6. Course information including:
	1. Course information and accreditation/recognition details
	2. Length
	3. Location and method of delivery
	4. How courses align to industry need or identified skills gap
	5. The total number of courses delivered and the number of students who successfully completed each course
7. Number of students enrolled in courses including demographic breakdown
8. Number of students who have completed courses including demographic breakdown
9. Programs or incentives specifically targeted at workers who experience marginalisation
10. Student satisfaction data
11. Information on project arrangement, layout, structure, controls systems, final project design
12. Capability of scaling in the future
13. Personnel and skillsets required during construction and operation
14. Personnel and skillsets required for trainers/teachers
15. Personnel and skillsets required for ongoing delivery
16. Safety considerations and learnings
17. Training provided to staff – teacher training, upskilling on skills, new technology, diversity and inclusion, First People
18. Marketing and stakeholder engagement plans – insights and barriers to uptake
 | Project reports, as set out in the Milestones, Timing and Payments Table  | Efficient data gathering. Evaluation | The Department | Public restricted | The Department to provide template for project reports  |
| **Two page project report**  | A high-level, plain English overview of the Project, highlighting the intend outcomes of the Project.   | Once only Within 3 months following project completion.    | Ensure opportunities energy transition are understood   | Industry  Community  Registered Aboriginal Parties Stakeholders   | Public unrestricted | As agreed with the Department  |
| **Final Knowledge Sharing Report** | Report that is deemed satisfactory to the Department that includes, but is not limited to the following:1. findings, outcomes and learnings relating to barriers/risks referenced in the application and throughout the project, including:
	1. lessons learnt from achieving the project outcomes, e.g. student uptake , workforce modelling, skills gap reduction, industry partnership
	2. personnel (trainers etc) upskilling and gaps in required skill sets
	3. course development/final curriculum and gaps in required skills sets needed particularly around flexibility and agility
	4. Marketing and stakeholder engagement – insights and barriers to uptake
	5. responsiveness to industry needs
	6. developments of the wind sector and upcoming workforce needs
	7. agreements and other approvals (including course development and accreditation pathways)
	8. regulatory and planning barriers/delays
	9. job creation and evaluation of economic and environmental benefits
	10. assessment of project contribution towards reaching a net-zero target
	11. views on policy opportunities, impacts of new/changed policies, policy barriers to uptake of courses/training
	12. why the project is important and what comes next in terms of scalability beyond the current contract.
	13. working with other organisations (both in nationally and internally) to avoid duplication and build peer to peer networks
2. general project information, including but not limited to:
	1. overview of the business model
	2. ownership model
	3. community engagement and community benefits (engagement activities, outcomes, economic and other benefits)
	4. project performance
	5. how the consortium worked together
	6. awareness raising of the worker training centre offerings and careers in the energy sector
3. analysis of project performance based upon data and knowledge available at the time of the report. This may include, but is not limited to:
	1. industry response
	2. addressing the skills gap
	3. number of students who went on to gain employment or promotion following completion of a course
	4. implications for future workforce modelling
	5. wind sector development
	6. public awareness of jobs in the wind sector
	7. sustainability of the centre
 | Once onlyWithin 3 months of Project Completion  | To share the lessons learned and findings of the project with the market | The Department knowledge sharing agents, and public | Public unrestricted | Draft table of contents to be provided for the Department’s consideration prior to content being developed.A draft version of the report must also be provided to the Department for feedback at least [2 months] prior to the final report being submitted.Written in plain English, where possible, and including effective imagery and graphics. |
| **Operational financial information (may be incorporated in Final Knowledge Sharing Report)** | Operational financial information to be provided includes, but is not limited to:1. revenue records
2. expenditure records including but not limited to construction, operation and maintenance costs, course/curriculum development, resources development and licensing
3. alternative income (if any)
4. commercial arrangements (if any)
 | Once onlyWithin 3 months of Project Completion  | For portfolio analysis and project evaluation | The Department, knowledge sharing agents | Proponent confidential | Proponent to provide report |
| **Interviews with Proponent, project surveys, and/or focus groups**  | Quantitative and qualitative data gathered about the project to capture lessons learnt from the Implementation so far and the initiative’s design and efficacy | At the Department’s requestMinimum of one per year.From project commencement date to project completion date. | Efficient data gathering Anonymised regular portfolio updates | The Department, knowledge sharing agents | Proponent confidential | The Department to send link to surveys or request to participate in interviews/focus groups when required |
| **Workshop attendance and participation** | Attendance and one-page summary to be provided following the event summarising involvement, key takeaways and outlining any follow up actions | At the Department’s request.Up to three per year | Contribute learnings from the supported project in a broader industry and market context | The Department, knowledge sharing agents, and key external stakeholders | Public restricted.Depending on the participants some confidential information may be withheld | Face to face / Video conference |
| **Proponent’s Project governance meetings, including Working Group meetings**  | Project delivery and governance controls  | As required  | The Department to understand project delivery  | The Department | Proponent Confidential  |  |
| **Responses to queries submitted by the Department** | Answer reasonable requests for information May include media queries and interviews with the Proponent | As required | For knowledge sharing and positive public perception of supported project | The Department, knowledge sharing agents, industry, and public. | Depending on the request some confidential information may be withheld | The Department and Proponent to agree reasonable response |
| **Site visit** | Establish physical context of the project in support of knowledge sharing activitiesTake high quality photos to support Government communications | As required | On ground experience with key stakeholders | The Department, knowledge sharing agents, and key external stakeholdersAttendee list to be confirmed with the DepartmentPossible media opportunity | Public restricted | Face to faceProponent to co-ordinate site visitAttendees to pay own costs |
| **Presentations** | Provides an overview of the Project and related updates, as reasonable and appropriate.  | Minimum of one per year, as agreed with DepartmentFrom commencement date to 12 months following the Project Completion Date | To provide Project exposure and knowledge dissemination | The Department and industry | Public restricted | As agreed with the Department |
| **Traditional Owners** | Provide a report on Traditional Owner engagement, including but not limited to:  * how your project provided local benefits for Traditional Owners
* how you developed a partnership(s) or involved Traditional Owners with the project.
* Programs or incentives specifically targeted at First People
* Engagement and ongoing relationship with the RAP of the local area
 | Once onlyWithin 3 months of Project Completion  | For knowledge sharing and understanding the opportunities provided for First People  | The Department and industry. | Public restricted | Proponent to provide report |
| **Project video Summaries** | Establish physical context of the project in support of knowledge sharing activitiesOutline lessons learned and good practiceSupport the taking of high-quality videos to support project and Government communications, as organised by the Department | Upon commissioning completion (including construction period), 1 year after Project Completion Date  | For knowledge sharing and positive public perception of supported projects | The Department, knowledge sharing agents, and industry, including events and conferences.Possible media opportunity. | Public restricted. | Via Internet, as organised by the Department |

Table 2 Project specific knowledge sharing deliverables

| **Knowledge sharing deliverable**  | **Information to be shared** | **Project stage and frequency** | **Aim of knowledge shared** | **Key audience** | **Confidentiality** | **Dissemination** |
| --- | --- | --- | --- | --- | --- | --- |
| ***[Knowledge sharing activity or deliverable]*** |  *[What knowledge would need to be generated and shared to address the project outcomes?]* | *[When the activity will be undertaken, how frequently and what project period it will cover.]* | *[What benefits will there be to the audience from this knowledge sharing activity?]*  | *[Who would you need to share this knowledge within order to enhance the project outcomes?]* | *[State the extent to which the information is:** ***public unrestricted***
* ***public restricted***
* ***Proponent confidential]***
 | *[Please detail how the audience will be reached, and any restrictions on dissemination.]* |
| ***insert*** |  |  |  |  |  |  |