

## ***Tourism & Hospitality Skills Training for Existing Workers Productivity Places program (PPP)***

### **Funding Approval Process for RTO's**

PPP funding will be offered to RTO's following assessment and approval of expressions of interest by QTIC.

This approval may be conditional upon further information requirements as determined by QTIC.

Funding rounds will occur in August 2009, December 2009 and May 2010.

To ensure that PPP funding is approved and allocated to successful RTO's as soon as possible, the following outline provides a framework of what is required to assess and approve PPP funding applications. RTO's are strongly encouraged to liaise with QTIC prior to preparing expressions of approval.

#### **Step One**

**Provide a brief and precise proposal / expression of interest (approx 4-8 pages) to QTIC incorporating the following essential information:**

- Introduction / corporate profile of your organisation (including projects undertaken / RTO registration, contact details and designated PPP project coordinator)
- Individual employer details, including location, number of employees and qualifications proposed for employees.
- Proposed training dates.
- Proposed delivery locations / regions.
- Trainer profile (name & role, qualifications, relevant knowledge & experience).
- Training plans for each qualification, including competencies and business outcomes for the proposed training delivery
- Proposed mode of delivery agreed to with the employer.
- Proposed cost per qualification, including AHC breakdown.
- Letter of agreement from the employer(s) stating their acceptance of the agreed contribution to training costs.

→ Letter of agreement from the employer(s) agreeing to your selection as the preferred training provider and an overview of the anticipated training outcomes to be achieved. This letter will include details of the employers' views on upskilling requirements which will impact upon their productivity and the most productive training delivery method to achieve these expectations

### **Step Two**

QTIC will assess this proposal on a competitive basis and advise if further information is required.

### **Step Three**

If QTIC accepts the proposal and employers accept the proposed training program, both parties will complete and sign the Productivity Places Program Agreement within seven days of receipt.

Commencement of training cannot take place prior to the PPP Agreement being signed and accepted by QTIC.

### **Disclaimer**

*This outline is provided for general information purposes only. While QTIC endeavours to keep the information up to date and correct, QTIC makes no representations or warranties of any kind. Every effort will be made to keep this document as accurate as possible and reserves the right to amend the information at any time.*

#### PRODUCTIVITY PLACES PROGRAM - CONTACT DETAILS:

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