



**Australian Government**  

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**Department of Defence**

**Industry Skilling Program  
Enhancement  
Schools Pathways Programme**

**Grant Program Guidelines  
FY2018/19 – 2019/20**

# Table of Contents

<b>1.</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2.</b>	<b>PURPOSE OF THE GRANT ACTIVITY .....</b>	<b>3</b>
<b>3.</b>	<b>ELIGIBILITY CRITERIA .....</b>	<b>4</b>
<b>4.</b>	<b>INELIGIBILITY CRITERIA.....</b>	<b>4</b>
<b>5.</b>	<b>PROGRAMME ACTIVITIES.....</b>	<b>4</b>
<b>6.</b>	<b>FUNDING.....</b>	<b>6</b>
<b>7.</b>	<b>PROPOSAL AND ASSESSMENT .....</b>	<b>6</b>
7.1.	PROPOSALS .....	6
7.2.	MERIT CRITERIA .....	6
7.3.	DOCUMENTATION .....	7
7.4.	DATES .....	7
7.5.	PROPOSAL CONDITIONS .....	7
7.6.	ASSESSMENT.....	7
7.7.	DELEGATION.....	8
7.8.	APPEAL / REVIEW PROCESS .....	8
7.9.	CONFLICTS OF INTEREST.....	8
<b>8.</b>	<b>EVALUATION OF THE SCHOOLS PATHWAYS PROGRAMME .....</b>	<b>9</b>
<b>9.</b>	<b>PUBLIC REPORTING .....</b>	<b>9</b>
<b>10.</b>	<b>COMMONWEALTH GRANT AGREEMENT .....</b>	<b>9</b>
10.2.	ACKNOWLEDGEMENTS .....	9
<b>11.</b>	<b>FURTHER INFORMATION .....</b>	<b>10</b>

# 1. INTRODUCTION

- 1.1.1 The Australian Government is investing an historic \$200 billion to modernise Australia's defence capability, securing our nation, while strengthening our defence industry sector and creating Australian jobs. A strong and capable defence industry is essential to delivering our modernised defence capabilities.
- 1.1.2 Over the next decade and beyond, the demand will increase for Australian workers with trade, technical, science and technology skills to build, maintain and sustain our new ships; air combat and strike platforms; armoured vehicles; intelligence, surveillance and reconnaissance capabilities; and the many other projects identified in the *2016 Integrated Investment Program*.
- 1.1.3 Australia's defence industry or *The Workforce Behind the Defence Force* will provide increasing and rewarding long-term career opportunities as a number of the major Defence projects ramp up over the next decade. The youth of Australia will play a significant role in the defence industry of the future. It is therefore important that they are aware of the career opportunities and pathways available to them, and that they are studying subjects in school, which will allow them to follow those pathways if they choose.
- 1.1.4 In November 2008, the Commonwealth announced the Industry Skilling Program Enhancement (ISPE) package. In 2010, ISPE initiatives were included in the publication "Building Defence Capability: A Policy for a Smarter and More Agile Industry Base" (DIPS10). The ISPE initiatives were designed to expand the pool of skilled people from which Defence and the defence industry sector can recruit; enhance work and career pathways into the defence industry sector; and address a defence capability skills gap.
- 1.1.5 One of the ISPE initiatives is the Schools Pathways Programme (SPP). In 2015, the SPP became a grants programme under Section 1AB of the Financial Framework (Supplementary Powers) Act. The SPP is a key part of the ISPE suite and supports building early skills and awareness to help build future defence industry workforces. The SPP focuses on providing young people with possible career opportunities and awareness of defence industry and defence industry pathways.

# 2. PURPOSE OF THE GRANT ACTIVITY

- 2.1.1 The key purposes of the grant are to:
- a) raise students' awareness of possible career opportunities and knowledge of defence industry and defence industry pathways;
  - b) provide secondary students with positive career experiences in defence industries; and
  - c) provide support to the development or continuation of a program that encourages student involvement in STEM activities and/or subjects that will lead to an increase in the pool of young people with the knowledge and skills to pursue defence industry careers.

### **3. ELIGIBILITY CRITERIA**

- 3.1.1 To be eligible to apply for a grant to manage and administer a Schools Pathways Programme (SPP), the organisation must:
- a) be a registered, solvent Australian-based organisation with an Australian Business Number (ABN);
  - b) be expected to successfully run a SPP and deliver the required objectives;
  - c) be invited by the Commonwealth to submit a proposal; and
  - d) hold the relevant working with vulnerable people checks in the states and territories you propose to administer a SPP.

### **4. INELIGIBILITY CRITERIA**

- 4.1.1 Some entities will be ineligible to apply for a Schools Pathways Programme grant.
- 4.1.2 Ineligible entities include:
- a) an individual; or
  - b) an insolvent or bankrupt entity; or
  - c) a company not registered as an Australian business; or
  - d) a company who employs an individual with police record relating to child offences;  
or
  - e) a company who has not been invited by the Commonwealth to submit a proposal.

### **5. PROGRAMME OBJECTIVES**

- 5.1.1 The objective of the SPP is to inform young Australians about the varied pathways and career opportunities within the defence industry sector. The Program facilitates an understanding of defence industry; access to career experiences and mentoring and networking opportunities and encourages participation in STEM activities and/or subjects that will lead to an increase in the pool of young people with the knowledge and skills to pursue defence industry careers.
- 5.1.2 Applicants for the SPP grant will have their proposal considered with regard to how the proposal:
- a) provides linkages to enhanced work and career pathways, and work experiences for students in the Australian defence industry sector and addresses specific skills gaps in defence industry capability; and
  - b) expands the pool of skilled workers from which the Australian defence industry can recruit (including the supporting of studies, experiences and educational endeavours in science, technology, engineering and mathematics for students).
- 5.1.3 The SPP primary goals are to:

- a) increase student awareness of the employment opportunities and pathways into defence industry;
- b) facilitation of practical career experiences in defence industry for students;
- c) establish student mentoring and network opportunities with defence industry; and
- d) increase student opportunities and/or exposure to STEM activities and subjects that lead to an improved awareness of defence industry careers and which increases the pool of skilled workers from which the Australian defence industry can recruit, giving consideration to traditionally underrepresented groups where appropriate.

5.1.4 The SPP performance indicators are to:

- a) demonstrably increase the number of students who through various School Pathways Programme activities, are exposed to employment pathways into defence industry;
- b) deliver practical defence industry career experience initiatives for students;
- c) demonstrably increase the number of student mentoring and network opportunities with defence industry;
- d) develop and deliver social media and online engagement activities that demonstrably increase student awareness of employment pathways into defence industry;
- e) develop and deliver a strategy to leverage the Commonwealth's *Workforce Behind the Defence Force* advertising campaign and resources to raise student and parent awareness of defence industry as a viable, interesting and secure career pathway; and
- f) demonstrably increase the number of secondary students who are exposed to STEM opportunities and activities which lead to an increased awareness of defence industry careers and which increases the pool of skilled workers from which the Australian defence industry can recruit, giving consideration to traditionally underrepresented groups where appropriate.

5.1.5 The long term benefits of the SPP to Defence are:

- a) to educate Australia's youth about the employment pathways and opportunities available in the Australian defence industry sector;
- b) to contribute to the development of an appropriately skilled workforce and raise awareness of the Australian defence industry sector as a growing, rewarding and viable industry to work in; and
- c) to improve defence industry's competitiveness by increasing the pool of young people ready to move from school into further education and apprenticeships, internships, scholarships and part-time work/study combinations, relevant to defence industry.

## **6. FUNDING**

- 6.1.1 The total funding for the School Pathways Programme for FY2018/19 will be up to \$1.4m (GST exclusive). This amount may be revised by the program delegate as required.
- 6.1.2 Applicants will be invited to submit a proposal which sets out the upper limits of funding and timeframes for each component grant.
- 6.1.3 Should proposals received exceed available funding, relative merit and value for money considerations may be used to allocate the grants within the available funding.
- 6.1.4 Following execution of the Commonwealth Grant Agreement, payment(s) to the successful Applicant will be milestone based and paid 30 days after receipt of a correctly rendered and accepted invoice.
- 6.1.5 The recipient will provide a milestone report demonstrating their satisfactory progress against the Commonwealth's Primary Goals at 5.1.3 and Performance Indicators at 5.1.4, before being invited to submit an invoice for milestone payment.

## **7. PROPOSAL AND ASSESSMENT**

### **7.1. Proposals**

- 7.1.1 Individual organisations may be solicited by the Commonwealth through targeted activities to submit a proposal. Proposals will be assessed in a non-competitive environment, against merit criteria within the funding available, noting that all suggested activities / deliverables in the proposal should illustrate value for money.

### **7.2. Merit Criteria**

- 7.2.1 The Commonwealth may approach entities that are believed to have the following capabilities and they may be invited to submit a proposal addressing these criteria:
  - a) have a thorough understanding of defence industry within the region proposed for the establishment of a SPP;
  - b) knowledge and experience of both the public and private Australian secondary education systems which will assist in influencing student exposure and uptake of STEM studies and their understanding of defence industry career pathways;
  - c) have demonstrated capacity and capability to run a School Pathways Programme, providing outcomes against the Primary Goals at 5.1.3 and the Performance Indicators at 5.1.4;
  - d) are able to clearly describe the initiatives that they will put in place to ensure that the Primary Goals at 5.1.3 and the Performance Indicators at 5.1.4 are met and are able to be demonstrated in each milestone report;
  - e) are able to demonstrate how they will measure the outcomes of each Primary Goal at 5.1.3 and Performance Indicator at 5.1.4 in each reporting period.

### **7.3. Documentation**

7.3.1 The Schools Pathways Programme Guidelines, example Proposal Form and draft Commonwealth Grant Agreement are cited on the Defence website at:

<http://www.defence.gov.au/SPI/Industry/IndustrySkillingSupport.asp>

7.3.2 An editable version of the Proposal Form will be provided to invited organisations.

### **7.4. Dates**

7.4.1 Proposals are to be completed on the supplied form and submitted by email to [defence.industryskilling@defence.gov.au](mailto:defence.industryskilling@defence.gov.au)

7.4.2 Applicants will have between 2 and 4 weeks to submit a proposal as negotiated with the Commonwealth at the time of invitation.

7.4.3 Applicants successful in obtaining a grant to manage and administer a SPP will be able to use the grant funds to finance aspects of the program that are undertaken in the period between the execution date and the grant expiry date, as agreed in the executed Commonwealth Grant Agreement.

### **7.5. Proposal Conditions**

7.5.1 Submission of a SPP Proposal is not an agreement or contract.

7.5.2 Meeting the merit criteria does not guarantee funding.

7.5.3 Funding is limited and proposals will be assessed in a non-competitive environment, against merit criteria within the funding available, noting that all suggested activities / deliverables in the proposal should illustrate value for money.

### **7.6. Assessment**

7.6.1 Proposals will be assessed against the merit criteria 7.2 of these guidelines with regard to demonstrating the ability to deliver program outcomes and value for money.

7.6.2 Applications will be assessed on how strongly they meet the Merit Criteria. Each criteria will be scored as:

0 - 2	Applicant has not suitably addressed criteria
3 - 5	Applicant has provided limited information to address some aspects of the criteria
6 - 7	Applicant has provided information that suitably addresses criteria
8 - 10	Applicant has provided information that exceeds the criteria

7.6.3 Applicants must address all questions and achieve a majority minimum rating of 6 and cannot have an unsuitable response (0-2) to a single criteria.

## **7.7. Delegation**

7.7.1 The Delegate for the Programme will be the Minister for Defence Industry or an authorised delegate. All grants will be undertaken in accordance with relevant legislation and policies, including the *Public Governance, Performance and Accountability Act 2013* and the *Commonwealth Grants Rules and Guidelines 2017*.

## **7.8. Appeal / Review Process**

7.8.1 Unsuccessful applicants will be advised of the outcome of their application in writing, by the Commonwealth.

7.8.2 Requests for additional feedback must be received at [defence.industryskilling@defence.gov.au](mailto:defence.industryskilling@defence.gov.au) within 30 days of the date of notification advising of the outcome of the proposal.

7.8.3 Where a proposal for a SPP Grant has not been successful, applicants may seek a review of the decision on the following grounds:

- a) there has been a genuine mistake or misinterpretation in the assessment and / or calculation of the grant;
- b) there has been a genuine and demonstrable technology error resulting in an undelivered, late or incomplete application which can be substantiated by the applicant; or
- c) there has been an agreed oversight or error on the part of the assessors.

7.8.4 Requests for review should be sent in writing to the Director Industry Analysis and Skilling Strategy via [defence.industryskilling@defence.gov.au](mailto:defence.industryskilling@defence.gov.au)

7.8.5 Requests for review will be decided by the First Assistant Secretary Defence Industry Policy (or equivalent). The applicant will be advised of the outcome.

7.8.6 Only invited applicants may have the opportunity to appeal an assessment decision.

## **7.9. Conflicts of Interest**

7.9.1 Applicants must identify in their proposal any potential or actual conflicts of interest they believe will or may arise from submitting a proposal. This should address their responsibilities to the Commonwealth and other parties in the course of the proposed SPP.

7.9.2 A conflict of interest can arise when an applicant's integrity, objectivity or fairness in performing the services is at risk due to a pecuniary interest of a person or organisation associated with the applicant or a conflicting business arrangement. Applicants must specify in their applications how any actual or perceived conflict of interest will be addressed and monitored to ensure it does not compromise the outcomes desired for this funding process.



- 7.9.3 The Commonwealth reserves the right to assess the potential impact of the conflict or perceived conflict and what plans, if any, are proposed to address the conflict of interest in relation to the proposal for funding. The Commonwealth may reject a proposal if it is not satisfied that there are arrangements in place to appropriately address / manage a perceived or actual conflict of interest.

## **8. EVALUATION OF THE SCHOOLS PATHWAYS PROGRAMME**

- 8.1.1 The grantee may be required to participate in project evaluation at key phases of the programme.
- 8.1.2 The grantee will be required to gather and provide baseline and achievement data in the form of milestone reports, at key phases of the programme.
- 8.1.3 The grantee may be required to participate in an Annual SPP Forum to share successes and lessons learned with other SPP managers. The costs of travel and accommodation will be financed by the Commonwealth in accordance with the Department of Defence Travel Policy.

## **9. PUBLIC REPORTING**

- 9.1.1 The Commonwealth Grants Rules and Guidelines 2017 requires Defence to publish information on individual grants for reasons of transparency and public accountability. Additional reporting requirements apply when the Minister acts as Delegate.
- 9.1.2 Details of grant recipients will be published no later than fourteen working days after the funding agreement for the grant takes effect in accordance with the Commonwealth Grants Rules and Guidelines. This information will be retained on the Defence website for at least two financial years.

## **10. COMMONWEALTH GRANT AGREEMENT**

- 10.1.1 A sample Commonwealth Grant Agreement can be located on the Defence Website:

<http://www.defence.gov.au/SPI/Industry/IndustrySkillingSupport.asp>

### **10.2. Acknowledgements**

- 10.2.1 Completing and submitting a proposal in no way guarantees ISPE Schools Pathways Programme Grant Proposal FY2018/19 - 2019/20 funding.
- 10.2.2 Completing and submitting a proposal indicates that you will prioritise the SPP Primary Goals at 5.1.3 within your identified SPP activities.
- 10.2.3 Submitting an ISPE Schools Pathways Programme Grant Proposal FY2018/19 – 2019/20 indicates that you understand and accept the following:

The Department of Defence and its employees:

- a) are not, and will not be, responsible or liable for the accuracy or completeness of any information in, or provided in connection with, the ISPE Schools Pathways Programme Grant Proposal and the ISPE Schools Pathways Programme Grants Programme Guidelines FY2018/19 – 2019/20;
- b) make no express or implied representation or warranty that any statement as to future matters will prove correct;
- c) disclaim any and all liability arising from any information provided to the applicant, including, without limitation, errors in, or omissions contained in, that information;
- d) accept no liability for any loss or damage suffered by any person as a result of that person, or any other person, placing reliance on the contents of the ISPE Schools Pathways Programme Grant Proposal and the ISPE Schools Pathways Programme Grants Programme Guidelines FY2018/19 – 2019/20, or any other information provided by the Department;
- e) reserves the right to exclude any application that does not meet the intent of the ISPE Schools Pathways Programme Grants Program;
- f) reserves the right to clarify information provided in a proposal; and
- g) Defence's decision is final.

## **11. FURTHER INFORMATION**

11.1.1 Further information, including the Schools Pathways Programme can be sourced from the Defence Website:

<http://www.defence.gov.au/SPI/Industry/IndustrySkillingSupport.asp>

11.1.2 If you wish to discuss your proposal, please email your enquiry to the following address and a member of the Defence Industry Branch Skilling Strategy team will contact you:

[defence.industryskilling@defence.gov.au](mailto:defence.industryskilling@defence.gov.au)