



Australian Government

Department of Education and Training

Industry Skills Fund Program Guidelines

I, **the Hon Karen Andrews MP**, Assistant Minister for Vocational Education and Skills ('the *Minister*'), issue the following *Program Guidelines* to the Department of Education and Training ('the *Department*').

Last Updated 19 September 2016

Purpose

1. The purpose of these *Program Guidelines* is to provide a framework for the operation and administration of the *Industry Skills Fund*.
 - (a) These *Program Guidelines* are not an exclusive statement of the Australian Government's requirements for the *Industry Skills Fund*, and should be read in conjunction with the *Customer Information Guide*.
 - (b) These *Program Guidelines* do not create any legal, equitable or other relationship between the Commonwealth and an *Applicant*.
 - (c) Definition of key terms used in these *Program Guidelines* can be found at **Appendix A**.

Commencement

2. These Program Guidelines commence on 3 May 2016.

Authority for Program Guidelines

3. These Program Guidelines:
 - (a) are made by the *Minister*, and
 - (b) may be amended by the *Minister* from time to time.

Interpretation

4. The definitions outlined at **Appendix A** apply for the purpose of interpreting these *Program Guidelines*. These definitions are not intended to be a substitution for the defined terms in any *Funding Agreement*.
5. In the event of any inconsistency between these *Program Guidelines* and the *Customer Information Guide*, the *Program Guidelines* prevail.

Industry Skills Fund

Part One: Overview

Introduction

6. The *Industry Skills Fund (fund)* is a key element of the Government's strategy to boost business productivity and increase competitiveness across the economy.
7. The Government recognises the importance of having a highly skilled workforce that is able to adapt to rapid technological change, structural change and new business opportunities.
8. The *fund* will provide \$157.3 million for more than 60,000 *Training* places and *Support Services* over four years from 2016-17 to 2019-20.
9. The *fund* commenced in January 2015 and is delivered by the *Department* utilising the Department of Industry, Innovation and Science Single Business Service communication channels.
10. The *Department* is responsible for administering the *fund*.
11. The *fund* is a merit-based grants program, providing *training*, support services and *training* development as needed by industry. The *fund* uses an open process, where applications may be submitted at any time over the life of the granting activity and are assessed individually against *Merit Criteria*, with funding decisions in relation to each application being determined without reference to the comparative merits of other applications.
12. In order to ensure good quality applications, the *Department* will provide skills advice as part of the support delivered to micro, small and medium businesses accessing the *fund* and to assist them with identifying the skills requirements appropriate to their growth needs.

Policy Objectives

13. The objective of the *fund* is to address workforce capability issues impacting on the ability of Australian businesses to respond to new and changing opportunities and improve their productivity and competitiveness in a global market.
14. The *fund* will be flexible and responsive to the needs of industry. It will give priority to businesses that:
 - (a) are micro, small and medium Australian businesses;
 - (b) are in *Priority Industry* sectors identified by Government as having a competitive advantage, recognising they may change from time to time;
 - (c) demonstrate how building the capability and capacity of their workforce will help them to diversify, adopt new or emerging technologies, enter export markets, respond to domestic opportunities or reposition because of market driven structural adjustment.
15. The *fund* will support the long term growth of *Northern Australia*. Reduced *contribution* rates for businesses in or entering into *Northern Australia*, the availability of dedicated skills advisers in *Northern Australia* and skills advice tied to business strategies will encourage investment in up-skilling or re-skilling workforces.
16. The *fund* will focus on promoting indigenous participation and encourage business to think of the opportunities for expanding operations to and within *Northern Australia*.

Program Outcomes

17. In meeting the policy objective, the *fund* is expected to:
 - (a) enhance the capability and skill levels of the workforce in the businesses that are successful in gaining funding;
 - (b) contribute to increased productivity and competitiveness of the businesses that participate in the *fund*;
 - (c) support the skills development of small to medium businesses, including micro business; and
 - (d) support businesses to respond to growth opportunities, especially in *Priority Industries*.

Part Two: Eligibility

Eligible Applicants

18. To benefit from the *fund*, *Eligible Applicants* must be solvent Australian enterprises that:
 - (a) are non tax-exempt;
 - (b) have an Australian Business Number;
 - (c) are registered for *GST*;
 - (d) have a demonstrated trading history; and
 - (e) are not named by the Affirmative Action Agency as an organisation that has not complied with the *Workplace Gender Equality Act 2012 (Cth)*. Companies on the current list of non-compliant organisations (available at www.wgea.gov.au) are not eligible to apply.
19. All eligibility requirements as set out at *Clause 18* must be maintained for the duration of the *Funding Agreement*.
20. A trustee may apply on behalf of a trust, provided that the Commonwealth is satisfied that the trustee corporation will remain sufficiently liable for performance of any agreement it signs and the trust meets the requirements set out at *Clause 18*.
21. *Registered Training Organisations* and other *training* providers are not eligible to apply for funding to deliver *Training or Support Services* either to their own workforce or another related entity.
22. Consortia of businesses will be able to apply. A *Consortium Project* must involve a *Lead Member* and at least two *Individual Members*. The total number of beneficiaries for a *Consortium Project* is limited to 40.
23. Members of consortia must satisfy *Eligible Applicants* criteria set out at *Clause 18*. Further guidance on the requirements for *Lead Members* of consortia is available in the *Customer Information Guide*.
24. Other organisations, including not-for-profits, are eligible to apply as the *Lead Member* of a consortium, however these organisations will not be eligible to use the funding to train their own employees if they don't satisfy the requirements set out at *Clause 18*.
25. A *Lead Member* will be the responsible party with regards to payments, reporting and *Project* outcomes.

Eligible Learners

26. To be eligible for *Training* supported by the *fund*, learners must be:
- (a) employed by *Eligible Applicants* or employed by eligible members of consortia, including new workers; and
 - (b) one of the following:
 - (i) Australian citizens, or
 - (ii) Australian permanent residents, or
 - (iii) New Zealand passport holders who have worked in Australia for at least six months.

Eligible Activities

27. *Eligible Activities* are those that have the potential to lead to the increased productivity, competitiveness, and/or sustainability of the *Applicant*, through:
- (a) *Training*;
 - (b) *Support Services*; and/or
 - (c) *Training Development*.
28. For *Training* and *Support Services* to be deemed *Eligible Activities*, they must be identifiable, transferrable by a learner and build the capability of a learner.
29. *Activities* that have received, or are eligible to receive, funding from other *Government Grant Sources* will not be considered *Eligible Activities* for the purposes of the *fund* to avoid duplication of support with other Government programs.
30. *Training* that is available to an *Eligible Learner* through the state and territory Vocational Education and Training systems that attract a subsidy will not be deemed *Eligible Activities*.
31. *Training* and *Support Services* that are delivered by organisations to their own workforce will not be deemed *Eligible Activities*.
32. *Training* and *Support Services* provided by parties that are related to the *Applicant*, including *Lead Members* of consortia and consortia members, will not be deemed *Eligible Activities*. Further guidance on what constitutes a related party is available in the *Customer Information Guide*.
33. Consultancy and related activities that do not build the capability of a learner will not be deemed *Eligible Activities*.

Eligible Expenditure

34. Expenditure that occurs after an *Applicant* has entered into a *Funding Agreement* which has been approved by the delegate can be deemed to be *Eligible Expenditure*.
35. *Eligible Expenditure* must be directly attributable to approved *Eligible Activities* such as *training* expenditure. A full list of *Eligible Expenditure* will be outlined in the *Customer Information Guide*.
36. Expenditure that is not eligible for funding is outlined in the *Customer Information Guide*.

Part Three: Applications, Assessment and Approval of Applications

Applications

37. Applications opened in January 2015.
38. The *Grant Amount* or *Project* duration that an *Applicant* can apply for will be limited by the funds available for the program. *Projects* will be assessed on their value for money, and *Merit Criteria* set out in *Clauses 43 - 46*.
39. The enquiry form, *Customer Information Guide* and other relevant documents are available at business.gov.au/industryskillsfund.
40. Applications must be submitted online unless prior written authorisation is given by the *fund* Program Manager. Authorisation will only be given in the event of exceptional circumstances.
41. The *fund* Program Manager can be contacted by telephone on 13 28 46, or via email to industryskillsfund@education.gov.au.
42. Information relating to the details of the application process will be provided in the *Customer Information Guide*.

Merit Criteria

43. All eligible applications will be assessed against applicable *Industry Skills Fund Merit Criteria*.
44. *Applicants* will need to clearly articulate and demonstrate how their application meets the following criteria:
 - (a) How they are positioning themselves to take up a growth opportunity. A growth opportunity could occur when businesses:
 - (i) diversify into new or emerging markets;
 - (ii) adopt new or emerging technologies;
 - (iii) enter export markets;
 - (iv) respond to significant domestic market opportunities; and/or
 - (v) reposition because of market driven structural adjustment;
 - (b) How the productivity gains created from the proposed *Project* will deliver benefits to the Australian economy;
 - (c) How the proposed *Project* will address critical skills gaps or shortages, resulting in the business being more competitive for the identified growth opportunity;
 - (d) The value for money offered by the proposed *Project*;
 - (e) The capability and capacity of the *Applicant* and the *training* provider to carry out the proposed *Project*.

Further information on the *Merit Criteria* is available in the [Customer Information Guide](#) and [Merit Assessment Guide](#) found at business.gov.au/industryskillsfund.

45. In order to remain responsive to changing market conditions the *Program Delegate* may, on advice of the Government, make alterations to the *Priority Industries* list at any time. The

[Priority Industries](#) list is outlined in the [Customer Information Guide](#) and on business.gov.au/industryskillsfund.

46. The *Program Delegate* may, on advice of the Government, formulate indicators of merit in relation to each merit criterion, and refine as required.

Application Assessment

47. Only applications that are deemed eligible, by the *Program Delegate* under *Clause 18*, will proceed to the merit assessment stage.
48. The *Department* will assess the strengths of each eligible application against the *Merit Criteria*. This will take account of the *Project* size, complexity, *Grant Amount* requested, and the value for money offered by the *Project*. An assessment report with recommendations will go to the *Program Delegate* noting the *Project* risks. Further guidance on the risk assessment is available in the *Customer Information Guide*.
49. All *Applicants* will receive advice from the *Department* on the outcome of their application. If an application is not successful, the *Applicant* will be provided with the opportunity to discuss the outcome with the *Department*.

Decision of the Program Delegate

50. Subject to *Clause 67*, the *Program Delegate* may approve an application to fund a *Project* and, on behalf of the Government, enter into a *Funding Agreement* with the *Applicant*.
51. Decisions of the *Program Delegate* are final with regard to:
 - (a) approving the eligibility of an application;
 - (b) approving the claim against *Merit Criteria*;
 - (c) the size of funding to be awarded;
 - (d) *Project* duration;
 - (e) the terms and conditions for which funding is to be offered under the *fund*; and
 - (f) the size of the *Contribution* the *Applicant* must make towards the total *Project Expenditure* consistent with *Clause 54*.
52. The *Program Delegate* must not approve an application if he/she reasonably considers that the application cannot be accommodated within the *Program Funding* available for the financial years to which the application relates, following an assessment of:
 - (a) existing commitments of *Program Funds* in the current financial year;
 - (b) existing commitments in future years; and
 - (c) *Program Funds* currently available.

Part Four: Funding Agreement

Funding Agreement

53. For the purpose of the *fund*, a short-form or long-form *Funding Agreement* between the *Applicant* and the *Department* will outline the requisite obligations for each party commensurate to the *Project* value and risk.
54. Businesses are required to make a *Contribution* towards the *Project Expenditure* for *Training* and *Support Services*. The rate will depend on how many *Full Time Equivalent (FTE)*

employees the business has and the Government's *Grant Amount* will cover the remainder of the *Project Expenditure*. In-kind contributions will not be accepted. All payments are made in arrears.

55. *Contribution* rates for businesses located outside of *Northern Australia* must be made in line with the following table:

Table 1 –Contribution rates outside of Northern Australia

Business Type	Business Size	Business Contribution Rate
Micro Business	(0 – 4 <i>FTE</i> employees)	25%
Small Business	(5 – 19 <i>FTE</i> employees)	34%
Medium Business	(20 – 199 <i>FTE</i> employees)	50%
Large Business	(200+ <i>FTE</i> employees)	75%

56. *Contribution* rates for businesses located within or entering into *Northern Australia* must be made inline with the following table:

Table 2 –Contribution rates within Northern Australia

Business Type	Business Size	Business Contribution Rate
Micro Business	(0 – 4 <i>FTE</i> employees)	25%
Small Business	(5 – 19 <i>FTE</i> employees)	25%
Medium Business	(20 – 199 <i>FTE</i> employees)	25%
Large Business	(200+ <i>FTE</i> employees)	50%

57. The *Program Delegate*, on behalf of the Commonwealth, and the successful *Applicant* must enter into a *Funding Agreement* before training is organised and before the *Grant Amount* is provided to the *Recipient*.
58. A *Funding Agreement*:
- (a) must ensure that the *Program Delegate* is empowered to recover *Grant Funds* in circumstances where the *Recipient* has not complied with the terms and conditions set out in the *Funding Agreement*;
 - (b) must not be inconsistent with the law of the Commonwealth, a State or Territory or these *Program Guidelines*;
 - (c) must specify the maximum *Grant Amount* to be awarded for the *Project* and the timing and method of delivery of the *Grant Funds*;
 - (d) must specify the amount of the *Contribution* payment to be made by the *Recipient* towards the total *Project Expenditure*;
 - (e) must require the *Recipient* to conduct the *Project* to which the application relates, including evidence of expenditure claimed;
 - (f) must require the *Recipient* to keep records relating to the conduct and management of the *Project*;
 - (g) must provide for inspection by or for the *Program Delegate* of the premises where the *Project* is undertaken and records relating to the conduct and management of the *Project*;
 - (h) must require the *Recipient* to meet agreed performance milestones;

- (i) must require the *Recipient* to report to the *Program Delegate* on the conduct and management of the *Project*; and
 - (j) must provide for variation and termination of the *Agreement* and set out dispute and resolution procedures.
59. A *Funding Agreement* may include any other terms that the *Program Delegate* considers necessary to protect the Commonwealth's interests in securing the achievement of the *Project*, relevant Commonwealth policies, the program policy objectives set out in these *Guidelines* and making appropriate use of public monies.
60. All *Recipients* are required to provide reports to the *Department* at specified instances. The *Customer Information Guide* outlines the reporting obligations of *Recipients*.
61. Payment of the *Grant Amount* will be made on achievement of milestones nominated in the *Funding Agreement*. The final payment of the agreed *Grant Funds* will be withheld until the *Department* is satisfied that end of *Project* reporting obligations have been met.
62. The *Program Delegate* may set a time period during which an *Agreement* must be executed. The *Program Delegate* may, at his/her discretion, extend the prescribed period one or more times, or withdraw the offer of support and funding if the *Funding Agreement* is not executed within the prescribed period.

Variations

63. The *Program Delegate* may, at his/her discretion, agree with a *Recipient* to vary the *Funding Agreement* from time to time.
64. A variation to a *Funding Agreement* will only be considered by the *Program Delegate* if it:
- (a) significantly improves the outcomes of the *Project*;
 - (b) is consistent with the program's objectives; and
 - (c) is appropriate in all circumstances.
65. Approved variations to the *Funding Agreement* must be made in writing prior to the *Funding Agreement* end date.

Part Five: Program Governance

Roles and Responsibilities

Minister

66. The *Minister* will appoint a *Program Delegate* for the *fund*.

Program Delegate

67. The *Program Delegate* is authorised to make decisions in relation to the administration of the *fund* and to give directions to the *Department* as to the interpretation of these *Program Guidelines* and other documents used in, or in relation to, the *fund*.
68. The *Program Delegate* must have regard to the policy objectives of the *fund* when performing any function or making any decision in relation to the *fund*.

69. The *Program Delegate* may make policies, authorisations and delegations, consider exceptions, and issue guidance documents for the administration of the *fund*, but the policies and documents must not be inconsistent with these *Program Guidelines*.
70. The *Program Delegate* is responsible for:
 - (a) ensuring overall efficient and effective administration of the *fund*;
 - (b) determining the eligibility of applications for *fund* support and funding;
 - (c) considering approving and rejecting applications for *fund* funding;
 - (d) entering into *Funding Agreements* on behalf of the Commonwealth with *Recipients*;
 - (e) approving variations to the *Funding Agreement* in accordance with *Clauses 63-65*; and
 - (f) authorising payments of the *Grant Amount* by the Commonwealth to *Recipients*.
71. The *Program Delegate* will carry out other functions as authorised by the *Minister*.

Announcements

72. The *Minister* or the *Department* may publicly announce successful *Projects*, including details of successful *Recipients* and the quantum of *Grant Funds*.
73. Such public announcements may also include information provided by successful *Applicants* or compiled or obtained during the assessment of applications and negotiation of *Funding Agreements* that the Commonwealth determines is not confidential, following consultation with *Applicants* as required.
74. The *Department* will report grants on its website, as required under Finance Circular 2013/02 - Australian Government Grants: Briefing and Reporting.

Disclosure of Interest

75. The *Department* has procedures for managing disclosure of interest by *Departmental* staff involved in assessment of applications. Conflicts of interest will be managed in accordance with these procedures.
76. The *Department's* procedures for managing disclosure of interest are in accordance with the requirements of the APS Code of Conduct, Section 13 (7) of the *Public Service Act 1999*, and are published on the *Departmental* website.

Complaint Handling Mechanism

77. The *Program Delegate* will formulate a *Customer Information Guide* for the handling of complaints concerning the *fund*. Complaints concerning assessments and/or decisions will, in the first instance, be directed to the *Program Delegate*. If the *Applicant* is not satisfied with the complaint resolution procedure, the *Applicant* may escalate the complaint to the Group Manager, Skills Programs Group. The *Applicant* is also entitled to lodge a complaint with the Commonwealth Ombudsman.

Program Contact Details

78. Any queries regarding these *Program Guidelines* should be directed to industryskillsfund@education.gov.au or the Contact Centre on 13 28 46.

Confidentiality and Protection of Information

79. The use and disclosure of information provided to the *Department*, and the *Program Delegate* (relevant parties) by *Applicants* (including information provided as part of any application) is regulated by the relevant provisions and penalties of the *Public Service Act 1999 (Cth)*, the *Public Service Regulations*, the *Privacy Act 1988 (Cth)*, the *Crimes Act 1914 (Cth)*, the *Criminal Code Act 1995 (Cth)* and general law.
80. The relevant parties will use and disclose the information provided by *Applicants* for the purposes of discharging their respective functions under these *Program Guidelines* and otherwise for the purposes of the *fund* and related uses. The *Department* may also:
- (a) use information received in applications in any other *Departmental* business;
 - (b) use information received in applications and during the performance of the *Project* for reporting and consultation with other Commonwealth, State or Territory government agencies; and
 - (c) during the assessment of applications, and in the course of administering the *fund*, consult with other Commonwealth, State and Territory governments and agencies about an *Applicant's* claims and disclose information about *Applicants* as needed. The *Department* may also engage third parties (including auditors) to review applications to provide technical or financial advice on a contract basis.
81. The *Department* and/or the *Minister* may also publicly announce information as outlined in *Clauses 72-74*.
82. For further information about the *Department's* privacy policy, including how to access or correct personal information held by the *Department* or how to make a privacy complaint, please go to our website: <http://education.gov.au/privacy> or write to:
- Privacy Contact Officer
Legal and Compliance Group
Department of Education and Training
GPO Box 9880
Canberra ACT 2601
- Or email: privacy@education.gov.au
83. Privacy complaints may be made directly to the Federal Privacy Commissioner, but will only be actioned where the complaint was made to the *Department* in the first instance but was not dealt with to the complainant's satisfaction.

Freedom of Information

84. All documents created or held by the *Department* with regard to the *fund* are subject to the *Freedom of Information Act 1982 (FOI Act)*. Unless a document falls under an exemption provision, it will be made available to the general public if requested under the *Freedom of Information Act 1982*.
85. All Freedom of Information (FOI) requests are to be referred to the FOI Coordinator in the *Department* at foi@education.gov.au. Decisions regarding requests for access will be made by an authorised officer in accordance with the requirements of the *Freedom of Information Act 1982*.

Program Evaluation

86. The *Department* will monitor and evaluate the performance of the *fund*. Successful *Applicants* will be asked to provide data to the *Department* for the purposes of preparing periodic performance reports which are analysed and compared to industry standards.
87. Performance and evaluation data includes a number of capture points to evaluate changes to a business following the commencement of the *Grant Fund*.
88. The *Program Delegate* must:
 - (a) ensure that data from applications and *Project* reporting is maintained in a form that is available for *Program* monitoring and evaluation; and
 - (b) in collaboration with relevant policy partners, facilitate and cooperate with an independent evaluation of the *fund*.
89. *Recipients* must, at their own cost, cooperate with any evaluation of the *fund* undertaken by the Commonwealth or independent third parties, including by providing information requested by the Commonwealth or a relevant third party for the purposes of the evaluation.

Tax Obligations

90. *Applicants* are expected to seek out independent expert advice as to whether an activity funded through a grant under the *fund* will attract the *Goods and Services Tax (GST)*. However, the amount paid as a grant is expected to assist an *Applicant* to meet any *GST* liability, should one exist.
91. Grants under the *fund* are typically treated as assessable income for taxation purposes, unless specifically exempted. On this basis, *Applicants* are recommended to seek their own independent professional advice on their taxation obligations.

Appendix A

Definitions of Key Terms

In these guidelines:

- 'may' is permissive and not mandatory
- a reference to the singular includes the plural and vice versa, and
- if a word or phrase is defined its other grammatical forms have corresponding meanings.

The following definitions apply for the purpose of interpreting these *Program Guidelines*. It is not intended to be a substitution for the defined terms in any *Funding Agreement*.

Term	Definition
<i>Applicant</i>	An entity that makes an application for funding under the <i>Industry Skills Fund</i> .
<i>Contribution</i>	The <i>Recipient's</i> financial contribution to the total <i>Grant Funds</i> as set out in the <i>Funding Agreement</i> .
<i>Consortium Project</i>	A <i>Project</i> undertaken by a group (<i>Lead Member</i> and at least two <i>Individual Members</i>) where a <i>Lead Member</i> is the responsible party in regards to payments, reporting and <i>Project</i> outcomes.
<i>Customer Information Guide</i>	<i>Customer Information Guide</i> means the <i>Guide</i> formulated by the <i>Program Delegate</i> under the relevant clauses of these <i>Program Guidelines</i> , and in accordance with the <i>Commonwealth Grant and Rules Guidelines</i> issued by the Minister for Finance under section 105C of the <i>Public Governance, Performance and Accountability Act 2013 (Cth)</i> .
<i>Department</i>	The Department of Education and Training administered by the <i>Minister</i> .
<i>Eligible Activities</i>	An activity that satisfies the requirements of <i>Clauses 27 to 33</i> .
<i>Eligible Applicant</i>	An <i>Applicant</i> that satisfies the requirements of <i>Clauses 18 to 25</i> .
<i>Eligible Expenditure</i>	Expenditure in relation to a <i>Project</i> and deemed eligible for funding support by the <i>Program Delegate</i> , in accordance with the requirements of <i>Clauses 33 to 35</i> , the <i>Customer Information Guide</i> and the <i>Funding Agreement</i> .
<i>Full Time Equivalent (FTE)</i>	A measure of the total level of staff resources used. The FTE of a full time staff member is equal to 1.0. The calculation of FTE for part-time staff is based on the proportion of time worked compared to that worked by full time staff performing similar duties. Casual staff are included.
<i>Funding Agreement</i>	An agreement entered into by a <i>Recipient</i> and the Commonwealth for the provision, by the Commonwealth, of <i>Grant Funds</i> .
<i>Goods and Services Tax (GST)</i>	Has the same meaning as in the <i>A New Tax System (Goods and Services Tax) Act 1999 (Cth)</i> .

Term	Definition
Government Grant Sources	Includes, but is not limited to, grants from Federal, State, Territory, local or international government programs, including funding under the <i>Industry Skills Fund</i> .
Grant Amount / Grant Funds	The funding made available by the Commonwealth to successful <i>Applicants</i> under the <i>Industry Skills Fund</i> .
Individual Member	A member of a consortium that will benefit from the <i>training project</i> .
Industry Skills Fund (fund)	The program to which these guidelines refer.
Lead Member	An entity that makes an application for funding under the <i>Industry Skills Fund</i> on behalf of the other Consortium participants where the <i>Project</i> is a <i>Consortium Project</i> .
Merit Criteria	The criteria against which the <i>Department</i> will assess the merit of the application for the <i>Industry Skills Fund</i> .
Minister	The Assistant Minister for Vocational Education and Skills.
Non Tax-Exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997 (Cth)</i> or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936 (Cth)</i> .
Northern Australia	Northern Australia is defined as all of the Northern Territory and areas of Western Australia and Queensland above the Tropic of Capricorn.
Program Delegate	An employee of the <i>Department</i> who has been empowered by the <i>Minister</i> , or is otherwise duly authorised, to carry out the relevant functions in respect of the <i>Industry Skills Fund</i> .
Program Funding / Program Funds	The funding made available by the Commonwealth for the <i>Industry Skills Fund</i> in any given financial year, being the funding specified in the Portfolio Budget Statement (as varied by any Portfolio Additional Estimates Statement or by the <i>Minister</i>) for that year.
Program Guidelines	These guidelines that are given by the <i>Minister</i> to the <i>Department</i> to provide a framework for the operation and administration of the <i>Industry Skills Fund</i> .
Priority Industries	Industries that the Government has identified as being of immediate priority in regard to the productivity and competitiveness of the Australian economy.
Project	The set of activities that are the subject matter of the <i>Applicant's</i> application for funding.
Project Expenditure	The total overall cost of the <i>Project</i> , agreed between the <i>Applicant</i> and the Commonwealth.

Term	Definition
<i>Recipient</i>	An entity that is awarded funding under the <i>Industry Skills Fund</i> .
<i>Support Services</i>	<i>Eligible Activities</i> that will support the <i>Training</i> outcomes of a <i>Project</i> , these may include mentoring and business skills advice.
<i>Training</i>	Nationally recognised training, accredited training, tailored training (both accredited and non-accredited), skill sets, as well as full qualifications, that will assist businesses to diversify and improve their productivity and competitiveness in a global market.
<i>Training Development</i>	The development of innovative <i>Training</i> solutions that are not currently funded by the national training system.