

1 PRIMARY application

Form Preview

Rapid Response Skills Initiative

* indicates a required field

Rapid Response Skills Initiative

The **Rapid Response Skills Initiative** (RRSI) provides training support for people who have lost casual, full-time or part-time work in the **last 12 months** due to retrenchment, business downsizing or closure.

This includes self-employed people (sole-traders or partners in a partnership) who have closed their business.

Eligible applicants get access to free career advice through Jobs Tasmania's **Career Connector** service and up to \$3000 funding to pay for identified and suitable training, including licences, to improve job prospects.

Please note that payment is made directly to the training organisation, not to individual applicants, and applicants must work with a Career Connector service provider to lodge an application.

Please DO NOT enrol or pay for a training course or occupational licence until you have been advised in writing by Jobs Tasmania that your funding is approved. You will be liable for any costs incurred if your application is not approved.

For more information read the [Rapid Response Skills Initiative Guidelines](#).

Already applied?

Have you already applied for RRSI funding through SmartyGrants? *

- ☐ NO - this is my first application - continue to complete this form
- ☐ YES - please click this button for more information

Contact your Career Connector if you have already applied / submitted this application and have any questions or would like to request **more training**, please **do not** create a new application.

North, North East and South (Tasmania):

- Searson Buck
- 1800 151 331
- searsonbuck.com.au/careerconnector/

West and North West (Tasmania):

- Youth, Family and Community Connections
- 0466 508 557
- yfcc.com.au/careerconnector

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Eligibility

To be **ELIGIBLE** you must:

1. have lost casual, full-time or part-time work in the last **12 months** due to retrenchment, business downsizing or closure; **and**
2. be an **Australian Citizen or Permanent Resident** with a Tasmanian residential address, or if not a Permanent Resident, you meet [these VISA classes](#); **and**
3. provide **written evidence of job loss, redundancy or retrenchment** in the form of:
 - a Centrelink Employment Separation Certificate clearly stating the reason for job loss; **or**
 - a notification of redundancy or job loss such as a letter/email from your employer which includes contact details for Jobs Tasmania to verify your eligibility if necessary; **or**
 - written evidence of business closure such as cancelled GST registration or cancelled ABN (if you are self-employed - that is, a sole-trader or a partner in a partnership) **and**
4. work with a Career Connector to lodge an application.

You are **NOT ELIGIBLE** if:

1. you still have employment, even with significantly reduced hours or shifts
2. you have been dismissed or resigned from your job
3. you have been a seasonal worker i.e. fruit picking, harvest work
4. you are self-employed (sole-trader or a partner in a partnership) with reduced trade or income, or do not have written evidence of business closure such as evidence of cancelled GST registration or cancelled ABN
5. you are not an Australian Citizen or Permanent Resident with a Tasmanian residential address, or do not meet [these VISA classes](#)
6. you cannot provide written evidence of job loss, redundancy or retrenchment in the form of an appropriately detailed Centrelink Employment Separation Certificate, or a notification of redundancy or job loss such as a letter or email from your employer (with employer contact details and ABN)
7. you were employed by a Local, State or Australian Government Business or Authority.

Career Connector

Before you apply for funding, you must consult **Career Connector** to confirm your eligibility and discuss the best options for using your RRSI funding allocation.

Career Connector is a **free** service that gives you personalised career advice and support to navigate a new career or employment pathway or identify the right re-skilling program for you.

The service is available state-wide, and the service providers can be contacted on the information below.

North, North East and South (Tasmania):

- Searson Buck
- 1800 151 331
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West and North West (Tasmania):

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- Youth, Family and Community Connections
- 0466 508 557
- yfcc.com.au/careerconnector

Which Career Connector did you contact? *

- ☐ Searson Buck
- ☐ Youth, Family & Community Connections

What date did you discuss your options with Career Connector? *

Name of consultant you spoke to *

Phone number of consultant *

Email address of consultant *

Applicant details

Name *

First Name

Last Name

Street address *

Address

This must be a street address for eligibility purposes.

Email *

Date of birth *

Phone number *

Please include the state code 03 if not a mobile

What gender do you identify as

The following questions are optional. We ask for this information for aggregate reporting purposes only and it is not considered as part of the eligibility or assessment criteria.

What gender do you identify as?

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- ☐ Woman or female
- ☐ Man or male
- ☐ Non-binary
- ☐ Different term
- ☐ Prefer not to answer

Gender refers to current gender, which may be different to sex recorded at birth and may be different to what is indicated on legal documents.

How do you currently identify

How do you currently identify?

Redundancy details

* indicates a required field

Where were you made redundant from?

Name of business *

Organisation Name

The name of the business which made you redundant

Business address *

Address

This must be a street address.

Name of the owner, manager or person you reported to *

Jobs Tasmania may need to contact this person to verify your eligibility if necessary.

Contact phone number of the owner, manager or person you reported to *

Industry of previous employer *

If none of the above are applicable, please provide details

What position did you hold? *

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In which Local Government Area (LGA) was the business located? *

- | | | |
|---|--|---|
| ☐ Break O'Day | ☐ Launceston City | ☐ Latrobe |
| ☐ Brighton | ☐ Derwent Valley | ☐ Meander Valley |
| ☐ Central Coast | ☐ Dorset | ☐ Northern Midlands |
| ☐ Central Highlands | ☐ Flinders | ☐ Sorell |
| ☐ Circular Head | ☐ George Town | ☐ Southern Midlands |
| ☐ Burnie City | ☐ Glamorgan Spring Bay | ☐ Tasman |
| ☐ Clarence City | ☐ Huon Valley | ☐ Waratah-Wynyard |
| ☐ Devonport City | ☐ Kentish | ☐ West Coast |
| ☐ Glenorchy City | ☐ King Island | ☐ West Tamar |
| ☐ Hobart City | ☐ Kingborough | ☐ Other |

If you were made redundant interstate or overseas, where was the business located?

Evidence of job loss or redundancy

Please provide written evidence of job loss, redundancy or retrenchment in the form of:

- a Centrelink Employment Separation Certificate clearly stating the reason for job loss; **or**
- a notification of redundancy or job loss such as a letter/email from your employer which includes contact details for Jobs Tasmania to verify your eligibility if necessary; **or**
- written evidence of business closure such as cancelled GST registration or cancelled ABN (if you are self-employed - that is, a sole-trader or a partner in a partnership).

Upload evidence *

Attach a file:

A minimum of 1 file and a maximum of 3 files may be attached.

Upload additional supporting documents (optional)

Attach a file:

A maximum of 3 files may be attached.

What date did your employment finish? *

To be eligible for RRSI this application must be lodged within 12 months of the date your employment finished.

What the funding can be used for

* indicates a required field

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Before applying you (or your Career Connector consultant) must contact the training organisation directly to discuss the course details, delivery method, availability and cost.

Make sure you advise the training organisation that you are applying for RRSI funding to ensure you get the correct cost for the course **including** the cost of the occupational licence if this not included in the training course.

Funding can only be used for:

- - occupational tickets and licences, and/or
 - formal education and training (eg. TasTAFE, other Vocational Education and Training (VET) providers or universities), and/or
 - non-accredited training that is recognised by professional bodies, employers, and other authorities in an area of skill and employment demand - approval or otherwise will wholly be at the discretion of Jobs Tasmania.

You (or your Career Connector consultant) must contact the training organisation directly to discuss course details, delivery method, availability and cost.

You will need this information to accurately fill in the fields below.

Training course and occupational licence - details

Have you contacted the training organisation? *

- ☐ YES
☐ NO

What date did you contact the training provider to discuss your training needs and associated costs? *

NOTE: Do not put the date you are expected to start training. We just want to know when you spoke to them.

Name of training course you want to enrol in or occupational licence you want to apply for *

Course code (including occupational licence) if known

Please explain how the training or occupational licence will help you get a job *

Name of training organisation *

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ID number of training organisation

You can find the training organisation's ID number [HERE](#).

Contact name at the training organisation you spoke to *

Phone number of training organisation *

Email address of training organisation *

Cost of training course or occupational licence

When requesting the cost of the training course or occupational licence from the training organisation **you must:**

1. **Tell them you are applying for RRSI funding** to make sure you are given the correct cost for the course, **and**
2. **Ask if the course includes the cost of any occupational licence** if required.

Cost of training course* or occupational licence. *

*INCLUDE the cost of the occupational licence if required.

You must not enrol or pay for a training course or occupational licence until you have been advised in writing by Jobs Tasmania that your funding is approved. You will be liable for any costs incurred if your application is not approved.

Declaration and privacy

* indicates a required field

Declaration

By **submitting this application**, you confirm:

- that the details provided in this application are true and correct
- you have read and understood the [Rapid Response Skills Initiative Guidelines](#)
- you agree that it is your intention to seek employment utilising the training funded by the Rapid Response Skills Initiative

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- you give consent for Jobs Tasmania to contact the previous employer you have named on page 2 of this application to verify your eligibility if required
- that your application may be discussed with the Career Connector and/or training/service providers
- you acknowledge your personal information will be used to assess your eligibility, communicate with you and otherwise administer the program
- you understand that information provided will be deidentified if used for reporting purposes
- that Jobs Tasmania can contact you after the funded training for feedback.

Agreement *

☐ I agree

Your privacy

Publicity of Assistance

Unlike private sector financial organisations, Building Tasmania disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the department may publicise the level of its financial assistance including the terms and conditions of the financial assistance as provided in the confidentiality requirements set out in the legal documentation entered into with you.

Right to Information

Information provided to Building Tasmania may be subject to an application for disclosure in accordance with the *Right to Information Act 2009*.

Personal Information Protection

Personal information you have provided in connection with this application is provided to Building Tasmania. It will be managed in accordance with the *Personal Information Protection Act 2004* and used for the purpose of assessing your eligibility, communicating with you about your application, and administering the program. It may be disclosed to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Department and you may be charged a fee for this service.