Youth Aquatic Accreditation

Program 2023-24

APPLICATION GUIDELINES

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Department of Health

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Available at www.sport.vic.gov.au.

# Youth Aquatic Accreditation Program

# **Message from the Minister**



The pandemic has delivered numerous challenges to the aquatics industry, but I’m pleased to say the tide is turning and there are now a number of career opportunities that are opening up, especially for young people.

That’s why the Victorian Government is proud to be helping our next wave of aspiring swim instructors get the skills and qualifications they need through the $1.3 million *Youth Aquatic Accreditation Program*.

It gives 16 to 25 year-olds the opportunity to get the ticket they need to teach swimming skills and water safety.

It provides an important pathway to a rewarding career helping generations of Victorians young and old to learn the skills, water safety and survival knowledge vital to saving lives.

The program is aquatics industry backed and part of a range of Government initiatives that ensure even more Victorians get their chance to learn swimming basics, water safety and survival knowledge.

These include the *VICSWIM Summer Kidz Program* and the *Get Active Kids Voucher* program which is lowering the barriers to participation and making swimming lessons accessible to all Victorians regardless of location, socio economic status and cultural background.

I encourage all aspiring swim instructors to be quick off the blocks, help us save more lives, and take advantage of all the career possibilities that the *Youth Aquatic Accreditation Program* has to offer.

**The Hon Ros Spence MP**

**Minister for Community Sport**

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# **1. About the Program**

The *Youth Aquatic Accreditation Program* assists young people aged 16 to 25 years to undertake swimming accreditation to ensure they have the skills to teach swimming and water safety.

The program provides young people with an entry point to allow them to pursue or continue career opportunities in the aquatic sector. It will contribute to supporting the capability of the aquatic sector to support the accreditation of more teachers.

The program prioritises support for:

* women and girls
* people who identify as LGBTIQ+
* culturally and linguistically diverse communities
* location of jobs in disadvantaged areas (based on Socio-economic Indexes for Areas).

The program is being delivered by the Victorian Government through the Department of Jobs, Skills, Industry and Regions (**Department**).

# **2. Who can apply?**

Applications are accepted from Victorian councils and learn to swim schools (**Applicants**) directly operating in public, private or school facilities in Victoria on behalf of prospective swim teachers (**Candidates**).

**The Applicant must meet all of the following eight criteria:**

1. At the time of submission of the application and, if successful, for the duration of the activity, the applicant must be operating in Victoria and be one of the following legal entities:
* A body corporate under the *Local Government Act 2020* (Vic).
* Registered as an incorporated association under the *Associations Incorporation Reform Act 2012* (Vic).
* Registered as a company limited by guarantee under the *Corporations Act 2001* (Cth).
* Registered as an Aboriginal and Torres Strait Islander corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth).
* A private company.
* A fixed unit trust.
* A sole trader.
1. The applicant’s swim school facility, or facilities, must be listed on the [Victorian Public Pools Register](https://lsv.com.au/aquatic-industry-services/victorian-pool-register) <https://lsv.com.au/aquatic-industry-services/victorian-pool-register> and have completed a Pool Safety Assessment by Life Saving Victoria (LSV) in the last three years. If a Pool Safety Assessment has not been completed in the last three years, the applicant must attest to booking an assessment with LSV.
2. The applicant must adhere to and enforce the Fair Play Code, or the relevant State Sporting Association code of conduct and/or member protection policy, which incorporates the
[Fair Play Code](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code) <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>.
3. The applicant must implement and maintain policies relating to the [Child Safe Standards](https://ccyp.vic.gov.au/child-safe-standards/) <https://ccyp.vic.gov.au/child-safe-standards/> in accordance with the *Child Wellbeing and Safety Act 2004* (Vic).
4. The applicant must comply with the expectations of the [Victorian Anti-doping Policy 2012](https://sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping) <https://sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping>.
5. If the applicant has been named in the Royal Commission into Institutional Responses to Child Sexual Abuse, or received notice that it was named in an application for redress to the National Redress Scheme for Institutional Child Sexual Abuse established under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth)(National Redress Scheme), it must join or provide advice to the Department that it intends to join, the [National Redress Scheme](https://www.nationalredress.gov.au/about) <https://www.nationalredress.gov.au/about>.
6. If the applicant is being funded for the delivery of services to persons under the age of 18 on a recurring basis (more than one session), the applicant must have child abuse insurance of $5 million (exclusive of public liability insurance). Written advice must be provided by the insurance provider and attached with the application.
7. The applicant must have satisfactorily met reporting requirements on any grants previously received from the Department.

# **3. Funding details**

# **3.1 What will the program fund?**

**The program has 4 funding categories:**

* **Category 1**: Up to $325 per person for Swimming and Water Safety Teacher [SISSS00112](https://training.gov.au/Training/Details/SISSS00112) <https://training.gov.au/Training/Details/SISSS00112> (superseded from 12 December 2023) and [SISSS00132](https://training.gov.au/Training/Details/SISSS00132) <https://training.gov.au/Training/Details/SISSS00132>
* **Category 2:** Up to $285 per person for Promote development of infants and toddlers in an aquatic environment [SISCAQU011](https://training.gov.au/Training/Details/SISCAQU011) <https://training.gov.au/Training/Details/SISCAQU011> (superseded from 12 December 2023) and [SISCAQU027](https://training.gov.au/Training/Details/SISCAQU027) <https://training.gov.au/Training/Details/SISCAQU027>
* **Category 3:** Up to $195 per person for renewal of Swimming and Water Safety Teacher
* **Category 4:** Up to $285 per person for Assist participants with a disability during aquatic activities [SISCAQU012](https://training.gov.au/Training/Details/SISCAQU012) <https://training.gov.au/Training/Details/SISCAQU012> (superseded from 12 December 2023) and [SISCAQU028](https://training.gov.au/Training/Details/SISCAQU028) <https://training.gov.au/Training/Details/SISCAQU028>

**Applicants must select Candidates who:**

* are aged between 16 to 25 years
* reside in Victoria, and
* are currently involved in either a paid or volunteer capacity in the aquatic sector in Victoria or wanting a career in the aquatic sector.

**Training must be delivered by any of the following Registered Training Organisations**[[1]](#footnote-2) **(RTOs):**

* [Life Saving Victoria](https://lsv.com.au/) <https://lsv.com.au>
* [Swim Coaches and Teachers Australia](https://scta.org.au/) <https://scta.org.au>
* [AUSTSWIM](https://austswim.com.au/) <https://austswim.com.au>
* [Chisholm Institute](https://www.chisholm.edu.au/) <https://www.chisholm.edu.au>
* [Southern Education](https://southerneducation.com.au/) <https://southerneducation.com.au>.

Other RTOs will be considered on the basis they meet National Recognised Training standards and have appropriate level of insurance against child abuse. They will be required to undergo verification by the Department before applications will be considered.

**Reimbursement:**

Applicants can apply to be reimbursed for Candidates that have completed or commenced swim teacher accreditation. To be eligible for reimbursement, expenses must have been incurred between 12 August 2022 and 31 May 2024.

Applicants must provide proof of payment, for example receipts, bank statements or invoices that show payment has been made.

**Additional application information:**

* Applicants can nominate multiple Candidates.
* Applicants can apply for funding for an individual Candidate (or Candidates) across multiple categories.
* Applicants can seek funding for up to 40 Candidates per application per Category. Successful Applicants will need to acquit their previous grants prior to being eligible to apply for further funding.
* Candidates can also receive a subsidy from the Victorian Government [Skills First Program Funded Course List](https://www.vic.gov.au/funded-course-list) <https://www.vic.gov.au/funded-course-list>.
* Applications that nominate Candidates living in cross border towns that either work in Victoria or intend to work in Victoria will be considered on a case-by-case basis and applicants should email Sport and Recreation Victoria <mailto:aquatics@sport.vic.gov.au> to discuss individual Candidate scenarios.

# **3.2 What will not be funded?**

The *Youth Aquatic Accreditation Program* will not fund:

* Requests for training courses not listed in [section 3.1](#_3.1_What_will_1).
* Requests for training delivered by RTOs not listed in [section 3.1](#_3.1_What_will_1).
* Costs relating to the employment of the Candidate(s) once their training is complete.
* Training costs that the Applicant has already received financial support from other funding bodies or programs at local, state or federal government level.
* Travel and meal costs associated with participating in training.
* Materials required to support the completion of training.
* Costs associated with, or reimbursement of wages relating to, time away from employment to undertake training.
* Applications submitted by a third-party grant writer.
* Candidates under the age of 18 years, if the Applicant and/or the RTO does not have the appropriate level of insurance that covers child abuse[[2]](#footnote-3).

# **4. Application Process**

# **4.1 When will applications open and close?**

Applications can be made until 5:00pm, 31 May 2024 with assessments and outcome notifications provided to Applicants within 4 weeks of submission.

# **4.2 How will applications be assessed**

Applications to the program are subject to a competitive process. Eligibility does not guarantee success and it is expected that more applications will be received than what can be funded.

Applications are initially assessed according to the Applicant’s eligibility and subsequently:

* adequacy of supporting documentation
* responses to the application questions
* where relevant, the Department will consider an Applicant’s past performance and compliance with previous funding agreement conditions.

If an Applicant considers that their application has been incorrectly assessed, it may lodge a request for review. The Applicant must email Sport and Recreation Victoria <mailto:aquatics@sport.vic.gov.au> and include the application reference number to request that the application be reviewed.

# **4.3 Application questions**

All applications must include responses to questions relating to the proposed training, including:

* the number of people undertaking the training course/s
* demonstrated support for women and girls, people from culturally and linguistically diverse communities and people who identify as LGBTIQ+
* the need for government support (for example, location of jobs in disadvantaged areas)
* details of any in-kind support for Candidate/s to access to the practical component of the training
* details of any in-kind support to cover recruitment of Candidate/s
* consideration of the Candidate/s for employment once training is completed.

# **4.4 Supporting Documentation**

**All applications** for **future training** must include a quote which corresponds to the requested funding.

**Quotes must:**

* be dated within the past three months prior to the application submission date for training that is yet to be started
* include details, such as the name and description of the training course to be funded
* include the number of Candidates attending the training course(s) to be funded
* include the individual and total cost of training course(s) to be funded
* the quote must be provided by the RTO that the Applicants intends to engage
* include the RTO’s business/company details (business name, Australian Business Number or website)
* be equal to, or greater than, the total amount requested in the application.

**All applications** **seeking reimbursement for training** must include a receipt, bank statement or invoice showing payment has been made and which corresponds to the requested funding.

**Insurance against Child Abuse**

Child abuse insurance is required if training is being delivered to persons under the age of 18 years on a recurring basis (that is more than one session).

In such instances, the **Applicant and RTO** **must** have child abuse insurance of $5 million (exclusive of public liability insurance).

Written advice must be provided by the insurance provider and attached with the application.

For further clarification on insurance requirements for this category, contact Sport and Recreation Victoria <mailto:aquatics@sport.vic.gov.au>.

# **5. How to apply?**

**Step 1: Check your eligibility.**

Check the detailed information contained in [section 2](#_2._Who_can_1) of this guide, to identify if your organisation and Candidates is eligible for funding.

**Step 2: Apply using the Department’s Grants Portal.**

Applicants must **submit a** **completed** online application via the Department’s Grants Portal.

Ensure you have all required information and documents as outlined [section 4](#_4._Application_Process) of this guide, as well as the full details of your organisation (legal entity information, Australian Business Number and organisation bank account details).

To **start a new application**, click on the relevant category’s hyperlink from the [Sport and Recreation Victoria website](https://sport.vic.gov.au/grants-and-funding/our-grants/youth-aquatic-accreditation-program) <https://sport.vic.gov.au/grants-and-funding/our-grants/youth-aquatic-accreditation-program>. When prompted, log in using an existing Grants Portal account or create a new account.

Draft applications can be saved for completion at a later time. To access a saved application visit the [Department’s Grants Portal](https://businessvic.secure.force.com/GrantsPortalLogin) <https://businessvic.secure.force.com/GrantsPortalLogin>.

An automated email, confirming the application submission and reference number, will be sent following successful submission of the application. If the application confirmation email is not received, applicants should email Sport and Recreation Victoria <mailto:aquatics@sport.vic.gov.au> immediately.

Please quote the application reference number in all correspondence relating to the application.

**Attaching supporting documentation**

* You can attach documents to your online application if they are in an acceptable file type – Word, Excel, PDF, or JPEG only. No other formats are readable to Department staff.
* Attachments cannot exceed the maximum file size of 5MB per document.
* When you are preparing and submitting your application online, check carefully to ensure all your attachments have uploaded.
* Any applications not providing necessary supporting documentation will not deemed eligible.

# **6. Conditions that apply to applications and funding**

The following conditions will apply to those whose applications have been successful:

* As part of the application process, an authorised representative of the applicant must accept and agree to be bound by the terms and conditions of grant in the application form and these guidelines. By completing the application form the applicant is making an offer to the Department and will be bound by the terms of the offer if accepted by the Department;
* If an application is successful, the Department will notify the applicant’s authorised representative via a Notice of Acceptance. This will form an agreement between the applicant and the Department on the terms contained in the application, the Notice of Acceptance, these guidelines, and the conditions of grant in the application form. An authorised representative of the applicant will need to acknowledge the Notice of Acceptance;
* The applicant must complete the project/spend grant monies, within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Department; and
* Funds must be spent on the project/items as described in the application. Any proposed variation to the approved project must be submitted to the Department for approval prior to implementation or purchase.

# **6.1 Payments**

In the event the application is successful, the applicant will receive a Notice of Acceptance from the Department. An authorised representative of the applicant will need to acknowledge the Notice of Acceptance.

Payments of the full grant amount will be made to the applicant’s nominated bank account as provided on its application form within 28 days after the authorised representative acknowledges the Notice of Acceptance.

Payments will be conditional on:

* Applicants submitting fully completed applications, including completion of the Declaration and Acknowledgement by an authorised representative of the applicant;
* Grant recipients providing reports as required, or otherwise demonstrating that the activity is progressing as expected;
* Terms and conditions of funding continuing to be met;
* Grant recipients without an active Australian Business Number must provide a completed Australian Tax Office [Statement by Supplier form](https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn) <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn> indicating that no tax is or will be withheld from any grant payments; and
* Grant payments made under this program will be provided exclusive of GST, regardless of an applicant’s GST status. If funding will be used to pay expenses attracting GST, the funding application should include all GST that will be payable by the applicant for that supply.

# **7. Use of Third-party Grant Writers**

Whilst applicants can engage a third-party grant writer to assist with the development of a funding application, applicants need to be aware that it is the applying organisation, not the grant writer, that is making an application for funding. As such, if an application is successful, it is the applicant that is responsible for delivering the funded activity by entering into a binding agreement with the Department, not the grant writer.

For this reason, the applicant must ensure the accuracy and truthfulness of all matters contained in an application, whether prepared by the applicant itself or by a grant writer on its behalf. Applicants wishing to apply should note the following in relation to third-party grant writers:

* Applicants may seek the support of a third-party grant writer or consultant to develop their application; however, **applications will not be accepted directly from third-party grant writers**;
* Applicants must submit their own applications and agree to the funding terms and conditions outlined on the application form;
* If an application is submitted by a third-party grant writer, it will be ineligible for consideration;
* Applicants are reminded that they are responsible for ensuring all information in the application is accurate and correct;
* Any generic responses to questions in the application may detract from success in the application assessment stage, such as responses that do not explicitly address matters relating to a particular applicant;
* The Department will only liaise with the authorised organisational contact as per the application for application enquiries or payment matters;
* The Department reserves the right to seek proof of any data or information provided in the application; and
* No part of any approved grant amount can be applied to the costs of a third-party grant writer.

# **8. Acknowledging the Victorian Government’s support and promoting successes**

Successful applicants may need to acknowledge the Victorian Government’s support through the provision of a grant from the *Youth Aquatic Accreditation Program*.

Included within the promotional guidelines, is the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material.

For full details and logos, download the [acknowledgement and publicity guidelines for Sport and Recreation Victoria grant recipients](https://sport.vic.gov.au/resources/documents/victorian-government-acknowledgment-and-publicity-guidelines) <https://sport.vic.gov.au/resources/documents/victorian-government-acknowledgment-and-publicity-guidelines>.

# **9. Post evaluation**

By submitting an application, all grant recipients agree to comply with the Department’s performance monitoring and evaluation procedures.

The grant recipient may receive an evaluation survey at 6-months and 12-months following the issue of the grant. Program evaluation activities are non-negotiable for all recipients. Non-compliance could impact future applications to the Department’s programs.

Grant recipients will be required to report on:

* number of Candidates completed training
* year of birth of Candidates
* gender of Candidates, including those who identify as LGBTIQ+
* Candidates from a culturally and linguistically diverse background
* Candidates who have secured a job (casual/part-time/full-time) and location of the job.

Grant recipients may also be required to contribute information on activity outcomes for use in program evaluation reviews and the Department’s marketing materials.

# **10. Compliance and audit**

Applicants are subject to a risk assessment, which verifies an organisation’s legal details provided with the Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commission, Consumer Affairs Victoria and/or other applicable regulator or registrar.

Grant recipients will be subject to audit by the Victorian Government or its representatives and may be required to produce evidence of how the grant funding was expended (for example paid invoices for training). This request of the Victorian Government may be made for a period of two years after the grant has been approved.

If any information provided in an application is found to be false or misleading, or grants are not applied for the purposes of the applicant in accordance with the terms of funding as set out in these guidelines and the submitted application, the grant will be repayable on demand.

Applicants are subject to a risk assessment, which verifies an organisation’s legal details provided with the Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or other applicable regulator or registrar.

# **11. Privacy**

The Department is committed to protecting your privacy. We collect and handle any personal or health information about you or a third-party in your application for the for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal or health information to others for the purpose of assessment, consultation and reporting. This can include Departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third-party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

To obtain a copy of the Department’s privacy statement or for information about how to access information about you held by the Department, please email the Department <mailto:privacy@ecodev.vic.gov.au>.

# **12. Terms of Applying**

# **12.1 Absolute Discretion**

The Department’s and Minister’s decisions on all matters in recommending and awarding grant funding under this Program is at the Department’s absolute discretion. This includes for recommending for approval a lesser amount than that applied for and amending funding conditions without notice.

The Department reserves the right to request the applicant provide further information should it be deemed necessary.

The Department reserves the right to amend these guidelines and the application terms at any time as it deems appropriate.

# **12.2 Disrepute**

The Department may at any time, remove an applicant from the application and assessment process, if in the Department’s opinion association with the applicant may bring the Department, a Minister or the State of Victoria in disrepute.

# **12.3 Conflict of Interest**

A conflict of interest is a situation in which someone in a position of trust or influence has competing professional or personal interests.

Applicants must advise the Department of any real or perceived conflict of interest relating to an activity for which it has applied for funding.

Conflicts of interest for Victorian Government staff will be handled as set out in the Code of Conduct for Victorian Public Service Employees (Section 61) of the *Public Administration Act 2004* (Vic).

# **13. Resources and additional information**

For preliminary information on this grant program please email Sport and Recreation Victoria <mailto:aquatics@sport.vic.gov.au>.

1. Registered Training Organisations are defined as those who have the approved scope to deliver Nationally Recognised Training, as required by national and jurisdictional legislation within Australia. [↑](#footnote-ref-2)
2. For further information about the Victorian Government funding requirements for services to children, visit the [Department of Justice and Community Safety website](https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new) <https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new>. [↑](#footnote-ref-3)