

# Employer Information

## Developing a Workplace Training Culture Skill Set program

### What is involved

This program consists of accredited skill sets from the Training and Assessment package (TAE40122). The first of these completed are Workplace Supervisor Skill Set (TAESS00017) and Workskills Instruction Skill Set (TAESS00028) comprising of the units:

TAESS311 Contribute to assessment  
TAEDEL414 Mentor in the workplace  
TAEDEL311 Provide work skill instruction  
TAEPDD401 Work effectively in the VET sector

Participants may also be able to continue through to the Facilitation Skill Set after completion of these first two Skill Sets.

Undertaking the workplace Skill Set program will require time and commitment. This means time away from the work role to complete online webinar training. It also means time to study outside of work hours.

The Skill Set program itself is funded, however, any materials or technology will need to be organised by the individual. The Work Ready Team are here to help if this is a barrier.

On the upside, there will be support from peers and support from TasTAFE – the training provider delivering the program.

### Who can I speak to and discuss further?

[Click to email the Work Ready Team](#)

Leave your details and query and one of the team will get back to you.

### Backfill subsidy

As an employer of a Skill Set participant, you may be eligible for backfill subsidy of \$47.50 per hour for attendance of online training..

A claim form will be provided mid way through the program and a reminder near the end of the program. Payment is made at the end of the delivery, once the form has been signed by the employer and participant and submitted to TasCOSS.

Backfill reimbursements can only be claimed if the participant has been paid to attend training, and their position has been covered.

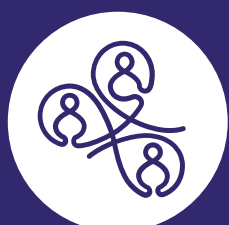
If you think this is something you will consider claiming, please discuss with your participant and organise release time for online webinar dates scheduled in the **TasTAFE Information flyer** (click to view).

### Participant leave

As an employer you may not be considering paying your participant to take part in the workplace Skill Set program for various circumstances. It is important that you and the participant communicate about this early on prior to commencing.

This will allow the participant to organise leave and make arrangements as needed for their work and out of work life. If you and the participant are agreeing to this arrangement, backfill subsidy for you as an employer is not an option.

Approving their leave and supporting other leave arrangements is still important to enable a successful training and completion of the program for your employee.



## Workforce Coordination Project

This training opportunity is part of the Local People in Local Jobs initiative, supported by the Tasmanian Government through the Department of State Growth. A partnership with TasCOSS on behalf of the social services sector peak bodies and the Tasmanian peak bodies of ACCPA, NDS, ECA Tasmania Branch (contracted to Lady Gowrie Tasmania).

