



## WORKPLACE ENGLISH, LANGUAGE AND LITERACY (WELL)

### Quick reference guide for applicants

Workplace English Language and Literacy (WELL) is an Australian Government program that assists businesses to provide their employees with English language, literacy and numeracy (LLN) training. The funding program helps businesses to identify and address their current and future workforce development needs by providing training that is embedded in vocational training and is tailored to the needs of workplaces and workers.

The WELL program forms part of the Australian Government Skills Connect initiative and is designed to link industry to funding for whole-of-workforce planning and development.

#### Available funding

Funding of \$95 million is available through the WELL program from 2012-13 through to 2014-15. WELL is a grants-based and competitive program and all applications are considered on their merits.

#### Partnerships with industry

WELL uses a partnership approach with Industry Skills Councils (ISCs) playing a central coordinating role in planning and establishing WELL projects. This ensures that training will be driven by the needs of your business.

Applicants can apply directly through the WELL Coordinator in their state or territory.

The Australian Government applies the following co-contribution model to WELL projects in order to assist employers to develop their workforces through WELL training.

Year	Australian Government contribution (%)	Participating organisation contribution (%)
1 <sup>st</sup>	Up to 75	At least 25
2 <sup>nd</sup>	50	50
3 <sup>rd</sup>	50	50

#### Who can apply

- Employers
- Industry bodies,
- Group Training Organisations,
- Registered Training Organisations
- Unions

Applications must clearly demonstrate specific groups of people who have identifiable English language, literacy and/or numeracy needs. Projects with less than 10 participants are not normally considered viable.

## Eligibility

Participants must be one of the following:

- An Australian citizen
- A permanent resident of Australia
- The holder of a permanent Australian visa
- The holder of a New Zealand passport who has been resident in Australia for at least six months prior to commencing the training
- The holder of a Temporary Protection visa

In addition, participants must be:

- Employed on a full-time, part-time, casual or temporary basis or under a contract of training (Australian Apprenticeship). WELL funding is only available for Australian Apprentices undertaking an Australian Apprenticeship that is on the program approved list. The Department, at its discretion, will consider projects that address a demonstrated regional skill shortage that is not reflected in the approved list.

Pre-employment Indigenous Employment Program participants are also eligible for WELL training.

All participants must have English language, literacy and/or numeracy proficiency at levels 1, 2, and/or 3 on the Australian Core Skills Framework, i.e. below the level where a person is able to communicate in English with sufficient accuracy to meet specific workplace needs.

## Requirements

Training must conform to the requirements of the Australian Quality Training Framework and comply with all legislation. Additionally, it should provide LLN skills that meet the employee's employment and training needs and be integrated with workplace training.

To ensure that training is relevant to the workplace, it is generally aligned with units of competency from nationally endorsed Training Packages.

## How to apply

Applications must be submitted online using the electronic form found at the WELL website at: <http://www.innovation.gov.au/Skills/LiteracyAndNumeracy/WorkplaceEnglishLanguageAndLiteracy/Pages/default.aspx>

## To find out more

Queries about WELL applications should be directed to your ISC WELL broker or the WELL state/territory coordinator through the WELL Contact Centre: 13 38 73. If you have a whole of workforce proposal, or are interested in more than one program, further information can be found at the Australian Government Skills Connect website at: [www.skillsconnect.gov.au](http://www.skillsconnect.gov.au)

Please contact Australian Government Skills Connect by email to: [skillsconnect@innovation.gov.au](mailto:skillsconnect@innovation.gov.au) or phone 13 38 73 between 8.00 am to 6.00 pm Monday to Friday.