



ParentsNext Grant Funding Proposal

Question and Answers

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1. ParentsNext

1.1. What is ParentsNext?

ParentsNext is a projects-based programme to assist parents of young children to plan and prepare for employment. ParentsNext forms part of the Australian Government's Growing Jobs and Small Business Package announced in the 2015-16 Federal Budget. The programme is administered by the Department of Employment.

The Government is committed to ensuring that parents of young children receive the assistance they need to prepare for employment by the time their children reach school age. ParentsNext will provide parents with pre-employment support while their children are young. ParentsNext will encourage and help parents to think about the types of employment that they would like to obtain and to prepare for this through education and other activities tailored to their individual circumstances.

ParentsNext Projects will be delivered by a range of organisations with demonstrated expertise and commitment to improving the employment prospects and economic security of Australian families. ParentsNext Projects will work with parents of young children in designated locations to help them avoid long term welfare dependency by planning and preparing for employment while their children are young.

It is expected that ParentsNext Projects will assist around 24,000 parents each year.

1.2. Where will ParentsNext projects operate?

ParentsNext projects will operate in 10 Local Government Areas (LGA) selected for the Helping Young Parents and Supporting Jobless Families trials in 2012. These areas were originally selected for reasons relating to social and economic disadvantage including: high unemployment, high proportions of the population in receipt of income support payments (including long-term welfare dependency), increasing numbers of unemployment beneficiaries, and relatively low educational attainment. ParentsNext Projects will operate in the same areas to ensure continuity for parents who participated in the trials.

ParentsNext will operate in the 10 Local Government Areas of:

- *Bankstown, Wyong and Shellharbour in New South Wales*
- *Greater Shepparton and Hume in Victoria*
- *Logan and Rockhampton in Queensland*
- *Playford in South Australia*
- *Kwinana in Western Australia*
- *Burnie in Tasmania.*

1.3. When do ParentsNext Projects commence operation?

ParentsNext Projects will commence on 4 April 2016.

1.4. What is the research behind ParentsNext?

Joblessness among families is a significant social and economic problem. By international (OECD) standards, Australia has a relatively high proportion of children living in jobless families. It is well documented that young parents, particularly those who are early school leavers, and jobless families are more likely to have poor employment prospects, low educational attainment, low incomes, poor health and low educational and employment outcomes for their children. This contributes to the risk of long term welfare dependency for parents and their children.

For many people, particularly women, becoming a parent can involve more time spent caring for children and less time in the paid workforce. People can gain valuable new skills and social networks through the parenting experience but there is also a risk of losing work-specific skills and confidence to enter paid employment. The risk of long-term welfare dependency can increase as a result, particularly for parents already in receipt of government income support.

In 2012, Helping Young Parents and the Supporting Jobless Families trials commenced in 10 Local Government Areas. These trials will cease on 31 March 2016. ParentsNext builds on the strengths of the trials, including a local focus to services and assistance for parents and a compulsory participation model. In particular, the Helping Young Parents trial showed increased participation in education and training and increased educational attainment, compared to a similar group of parents in other, non-trial, areas. There was positive feedback from stakeholders, including participants, many of whom said they were more aware of the range of services and support available to them as a result of participating in the trials.

ParentsNext builds on the experience of the trials but with expanded eligibility and a stronger employment focus.

1.5. How is ParentsNext different from other employment programmes?

ParentsNext is a pre-employment programme designed specifically for parents of young children as an early intervention and complementary programme to existing employment programmes. Other programmes are not always suited to parents who might not be quite ready to start work because of their parenting responsibilities. ParentsNext helps parents combine parenting with preparing for employment. ParentsNext is a pre-employment programme that aims to assist parents to identify their education and employment related goals and work towards achieving those goals so that they can be ready to join the paid workforce by the time their children start school. Other employment programmes are typically designed for job seekers with job search requirements, whereas parents in ParentsNext do not yet have job search requirements and are often at an earlier stage of thinking about and planning for paid employment.

Parents can choose to combine the parent-centred approach of ParentsNext with other programmes and services according to their individual needs and readiness for employment. For example, a parent might start in ParentsNext and enter a *jobactive* employment service at the point of needing job search assistance.

1.6. How do ParentsNext Projects interact with *jobactive* and related programmes?

ParentsNext Project providers will purchase, broker, or otherwise deliver activities to assist participants to plan and prepare for employment. Activities can include participation in *jobactive* and other employment programmes, in addition to project-specific activities available in a ParentsNext Project. ParentsNext Project providers will be connected to the Department's IT system and will be able to refer participants to *jobactive* and other programmes using the system. Participation in other programmes is subject to the eligibility criteria of those programmes.

ParentsNext participants are not eligible for Work for the Dole.

1.7. Could you please send me a copy of the Grant Guidelines so that we may promote the program to local community groups in our area who may be eligible?

The Grant Guidelines for ParentsNext is available from the 360Pro website. Organisations applying and other interested parties are required to register with 360Pro before they can access the Grant Guidelines. By registering, users are notified of any addenda that may be issued. If you are having technical difficulties in accessing 360Pro, you should contact the software developer, Lange Consulting (support@langeconsulting.com.au).

1.8. In relation to the current procurement for ParentsNext, is it possible to know who are the current providers in the Helping Young Parents Trial?

The Helping Young Parents and Supporting Jobless Families trials were established in 2012 and are delivered by the Department of Human Services. Unlike the trials, ParentsNext will be delivered by ParentsNext Project providers who will be selected through a Grant application process.

1.9. Can we propose an Indigenous model in Rockhampton?

The Department expects that ParentsNext project proposals will be tailored to their relevant Local Government Area. In areas where there are larger numbers of Indigenous parents, such as Rockhampton, Applicants might like to identify how Indigenous parents within the community will be assisted. However, successful ParentsNext Project providers will be required to assist all eligible parents within their Local Government Area.

1.10. Could you please advise if any evaluation report / case studies were completed on the "Helping Young Parents and Supporting Jobless Families" trials that can be shared?

There are no published reports on the current Department of Human Services trials. Departmental analysis has shown that the proportion of Helping Young Parents participants undertaking study increased by 15 percentage points to 39 per cent over their participation to 30 June 2013. By 30 June 2013, more than 250 parents in Helping Young Parents exited the measure due to having completed Year 12 or equivalent qualification and more than 40 young parents had started a new job. Since the implementation of the Helping Young Parents and Supporting Jobless Families trials in 2012, Human Services officers have provided qualitative evidence to the Department of Employment that parents participating in the trials have shown a positive increase in their engagement with Human Services and interest in engaging with local services following the development of a Participation Plan tailored to their own and their families' needs.

1.11. Because we (DSS Communities for Children program) are working with the same families, it is important to ensure that there is coordination of support across similar programmes. What relationship, if any, will this programme and Department of Social Services Communities for Children have?

Both programmes are designed to assist families and are complementary, however ParentsNext has a focus on preparing parents for employment. ParentsNext Project providers will be able to refer to and call on support from existing resources in the communities in which it is situated but with employment preparation in mind.

1.12. Has a formal evaluation been undertaken for the Helping Young Parents and Supporting Jobless Families trial?

There are no published reports on the current Department of Human Services trials. Departmental analysis has shown that the proportion of Helping Young Parents participants undertaking study increased by 15 percentage points to 39 per cent over their participation to 30 June 2013. By 30 June 2013, more than 250 parents in Helping Young Parents exited the measure due to having completed Year 12 or equivalent qualification and more than 40 young parents had started a new job.

Since the implementation of the Helping Young Parents and Supporting Jobless Families trials in 2012, the Department of Human Services officers have provided qualitative evidence to the Department of Employment that parents participating in the trials have shown a positive increase in their engagement with the Department of Human Services and interest in engaging with local services following the development of a Participation Plan tailored to their own and their families' needs.

1.13. Can you tell us the current providers that are involved in the trials?

The Helping Young Parents and Supporting Jobless Families trials are delivered by the Department of Human Services. As a Commonwealth department the Department of Human Services is excluded from applying for funding under the ParentsNext Grant Guidelines.

1.14. Does that mean the Department of Human Services delivers services directly with clients?

Yes, the Department of Human Services deliver the current trials.

1.15. For those providers that are delivering services such as Disability Employment Services or Transition to Work, would there be any delineation required to continue these services and ParentsNext?

Yes, ParentsNext Projects and services provided through Disability Employment Services, jobactive or Transition to Work are fundamentally different. There must be a clear delineation between services. Should a provider have more than one contract they would need to demonstrate that they are not duplicating services and that the ParentsNext service could continue independently of other contracts.

1.16. To what extent? Would we need to have a different site?

No. ParentsNext Projects and Government contracted employment services could occur at the same site. Co-location is acceptable so long as all the relevant signage is on display to show the different services, much like what is in place now under jobactive and Disability Employment Services. Your Application will need to specify exactly what you would be delivering and how it differentiates to current services you are providing, if relevant.

1.17. We had a successful bid via the Innovation Fund and nothing happened beyond that. Does the Department of Employment have scope for more projects beyond this 2 year contract? If we invest now, we want to know there is a future.

Future contracts are subject to Government endorsement, and our intention is that we will be looking at performance over the contract to inform decisions for the future. The distinct incentive for project providers to do a good job is that the Department of Employment will look at this performance for consideration for future contracts.

1.18. Is this a 'long term' future?

It is up to Government.

1.19. Has the Department conducted an evaluation of the Helping Young Parents and Supporting Jobless Families Trials?

There are no published reports on the current Department of Human Services Trials. Departmental analysis has shown that the proportion of Helping Young Parents participants undertaking study increased by 15 percentage points to 39 per cent over their participation to 30 June 2013. By 30 June 2013, more than 250 parents in Helping Young Parents exited the measure due to having completed Year 12 or equivalent qualification and more than 40 young parents had started a new job.

Since the implementation of the Helping Young Parents and Supporting Jobless Families trials in 2012, Human Services officers have provided qualitative evidence to the Department of Employment that parents participating in the trials have shown a positive increase in their engagement with Human Services and interest in engaging with local services following the development of a Participation Plan tailored to their own and their families' needs.

1.20. Are there learnings from the trials that can be shared?

Please see the response to Question 1.10.

1.21. Is there a required proportion for a group of Participants, for example Early School Leavers?

No, there is no set proportion or target for any group of parents.

1.22. Besides your examples of suitable activities, would something like money management be also suitable?

Yes, if a Participant would benefit from help to manage their finances then this would be a suitable activity. There is potentially a wide range of activities that could help parents to plan and prepare for work and the Department is seeking to have these reflected in project proposals, based on organisations' knowledge and experience of the ParentsNext target group. Project providers will be expected to work with Participants to include the most suitable activities in their Participation Plans.

1.23. What's your definition of a project? Do you slice it geographically, by barriers or location?

Technically speaking, a 'project' means the activities a ParentsNext Project provider delivers under the ParentsNext Deed. There is no predetermined geographic 'slicing' of projects within a Local Government Area (LGA) but applicants for ParentsNext funding must specify in their Application the sites at which the proposed project would be conducted. There is no 'slicing' by barriers or parent characteristics.

The size of a project, in terms of the number of Participants, is indicated in the Grant Guidelines and will be roughly the same for all projects in an LGA. For example, in Logan we expect that each of the seven funded projects will support 800 to 900 Participants each year (based on the department's best estimates). The Department of Human Services will apportion referrals of compulsory Participants as evenly as possible across the seven projects.

ParentsNext is a project-based programme and the Department is looking for organisations that can demonstrate different and creative approaches to meeting the needs of parents in each area. As such, projects will potentially have different approaches to assisting parents.

1.24. We have run projects in the past and some women did not have child care as they have not been eligible for child care with Centrelink. We found it difficult to access child care through the Department of Human Services for some people to attend their courses.

ParentsNext is a programme designed for parents of young children and the Grant Guidelines for ParentsNext explicitly say that Project providers will help Participants to arrange child care where required. This might involve a ParentsNext Project provider helping a Participant to find out about their entitlements, apply for child care assistance, and arrange child care so that they can attend appointments and undertake activities in their Participation Plan. The Department will take on notice any specific issues surrounding access to child care assistance and liaise with other agencies to have these addressed as best as possible for ParentsNext Participants. You can advise us of any concerns, based on your experience, using the hotline contact details provided today.

1.25. Does the compulsory activity requirement require legislative change to occur?

Two legislative instruments in effect since 2011 support compulsory participation for participants in the current Helping Young Parents and Supporting Jobless Families trials. The trials will cease on 31 March and a new legislative instrument will be required (the new instrument will revoke legislative instruments for the current trials). We will be introducing the legislative instrument to support compulsory participation in ParentsNext.

1.26. Where can I find details of what was involved in the trial?

The Helping Young Parents and Supporting Jobless Families trials are delivered by the Department of Human Services (DHS). The trials involved regular appointments with DHS and the Helping Young Parents trial also involved two compulsory activities.

There have been similar questions from an earlier Webinar and information session – please refer to the ParentsNext Grant Funding Proposals Questions and Answers available at <https://docs.employment.gov.au/node/35581>.

1.27. Will ParentsNext providers be able to access initiatives such as unpaid work experience placements for Participants in the project?

The National Work Experience Programme replaced Unpaid Work Experience Placements on 1 October 2015. The National Work Experience Programme is part of jobactive.

ParentsNext Project providers will not be able to refer Participants directly to the National Work Experience Programme but can refer Participants to a jobactive provider who can place Participants in work experience activities such as the National Work Experience Programme, if eligible and appropriate. ParentsNext Project providers will be able to arrange voluntary work for Participants.

ParentsNext participants will not be eligible for Work for the Dole.

1.28. Please advise as to whether or how these activities fit into the funding guidelines:

1- We will make over 400 online courses available to Participants to develop their personal and professional skills. Although we own these programs, the online service is billed to us on the number of Participants.

2- Parts of these courses will also be delivered in house or at some other venue in the community to demonstrate benefits and generate interest. How do we calculate the cost of "delivering, purchasing or brokering" the activity? Costs are expected to be: Venue hire, Funding Recipient travel time and costs etc

The Department of Employment is unable to advise Applicants on how to calculate the cost of proposed activities. Note that there is no requirement to submit a budget as part of an Application for ParentsNext funding.

Potentially a wide range of activities can help parents to plan and prepare for employment and the Department of Employment is seeking to have these reflected in project proposals, based on organisations' knowledge and experience of the ParentsNext target group.

Section 2.4 of the Grant Guidelines for ParentsNext states that the grant funding can be used to deliver, purchase or broker activities to help Participants prepare for Employment. Activities can include training that prepares Participants for Employment.

Please refer to section 2.4 of the Grant Guidelines for ParentsNext and the draft Funding Agreement for information on the approved uses for ParentsNext funding.

1.29. Are the 500 Participants forecasted to be referred on commencement of the program or will there be rolling referrals over time?

Numbers of Participants specified in Table 2.1 of the Grant Guidelines are the expected numbers of parents who will be in the programme, in each area, for some or all of each financial year. Referrals will be made to projects on a rolling basis.

2. Locations

2.1. In which locations will ParentsNext be delivered?

Refer to Question 1.2.

2.2. Does a ParentsNext Project need to deliver services across the whole Local Government Area?

Applicants for ParentsNext funding must specify in their application the sites at which the proposed Project will be conducted. Please refer to the Grant Guidelines for ParentsNext for instructions on providing this information.

Information on the number and location of sites will be considered when assessing applications.

2.3. Can an organisation apply for funding for more than one Project?

An organisation can apply to conduct one ParentsNext Project per Local Government Area.

An organisation cannot apply to conduct more than one Project in any one Local Government Area.

An organisation may apply to conduct Projects in more than one Local Government Area, as long as there is only one proposed Project for each Local Government Area for which the organisation applies.

2.4. How many Project providers will operate in each Local Government Area?

Refer to the Grant Guidelines for ParentsNext for the number of Projects that the Department aims to fund in each Local Government Area.

2.5. Does a ParentsNext Project provider need to have a full time site that operates from 9.00 am to 5.00 pm five days a week?

Applicants are required to specify whether the sites for a proposed Project will operate full-time, part-time or on an outreach basis. Please refer to the Grant Guidelines for ParentsNext.

2.6. What happens if there are no grant applicants for a Local Government Area?

The Department may consider a number of options to obtain coverage, including offering business to other applicants.

2.7. Will ParentsNext operate in remote regions?

None of the 10 designated Local Government Areas is a remote region.

2.8. Disadvantaged families can be itinerant—do they have to live in boundaries of a Local Government Area or can they continue in ParentsNext when they relocate outside the boundary?

Compulsory and Voluntary Participants in ParentsNext must reside in the 10 Local Government Areas to be eligible, and remain eligible, for ParentsNext.

2.9. Will there be three separate organisations awarded business in Rockhampton?

There will be three projects awarded business in Rockhampton and as providers can only submit one project per Local Government Area we would expect that there will be three different organisations delivering the projects.

2.10. Referrals could vary depending on locations, and one of the Key Performance Indicators depends on attracting volunteers. Is the funding the same for all projects in a region?

Yes, the funding is the same for all projects.

2.11. How is that equitable? You may not get many referrals in one Local Government Area or another may be full of participants?

We designed the funding model to take into account various aspects such as referrals and geography, to come up with a figure per project that was comparable across Local Government Areas. As I mentioned previously, if there are three ParentsNext projects in the one area each project will receive one third of referrals each.

2.12. Would the number of Local Government Areas be expanded in future?

At the moment the government has committed to the 10 areas.

2.13. In the Wyong Local Government Area where there are three projects, how are participants allocated? For example, if there are 2700 participants in the Wyong Local Government Area, would one project have a third of this number?

Yes that is correct. The number of participants is divided equally among the number of projects in the Wyong Local Government Area.

2.14. Could you please tell me if the funding of the 7 Projects with in Logan is a total of 1,290,900. Or each program is 1.29 million to 30 June 2018.

The Logan Local Government Area will have seven Projects funded. Each Project will receive \$1,290,900 in funding over the period of the Funding Agreement, to 30 June 2018.

2.15. We would like to clarify if the disparity between the funding in certain locations is intentional for example in Burnie expected numbers is around 400 and in Hume the numbers grow to around 900 per project and the funding stays the same. We are interested to know if this is meant to be or is it meant to reflect elements that are not immediately apparent? It would be good to know how the funding was arrived at considering these disparities.

The Department of Employment does not consider that there is disparity in funding, when area characteristics are taken into account. In addition to expected numbers of referrals, characteristics such as geographical size, population density, and the metropolitan or regional character of Local Government Areas were taken into account in determining the number of projects to be funded in each area. For example, the population density of Hume LGA is around ten times that of Burnie LGA. Being a metropolitan area, Hume is likely to have more services and activities readily accessible to Participants and more public transport options than Burnie. In taking such factors into account the Department of Employment has tried to remove funding disparities between projects operating in areas with different characteristics and service challenges.

2.16. Rockhampton Local Government Area recently underwent a de-amalgamation process and has now been split into Rockhampton Local Government Area and Livingstone Local Government Area. Some of our funding contracts still regard these as a single geographic area. Is it the intention of this grant to include only Rockhampton Local Government Area in its current iteration; or is coverage of the Livingstone area intended (ie will DHS in Yeppoon be referring their cohort of young parents into the program)?

Livingston Local Government Area will not be covered by ParentsNext. ParentsNext Participants must reside in one of the 10 designated Local Government Areas. It will be the responsibility of the Department of Human Services and/or the ParentsNext Project provider to ensure Participants reside in the designated areas

2.17. Regarding the Participation Plan for clients, is the provider and client required to sign the plan at initial and subsequent face to face meetings? Proposal is for outreach which will require printer facilities. This will help us to budget appropriately for the correct printing equipment/IT/mobile facilities that will support outreach within the community.

Participation Plans may be signed online through jobsearch.gov.au or by signing a hard copy of the Plan. Participation Plans must be created and recorded using the Department's IT Systems unless the Department's IT Systems are temporarily unavailable or there is no computer access. In these cases, Providers must use the Participation Plan template – an electronic version will be made available to Project providers. Details of the items included must be entered into the Department's IT Systems as soon as possible after the Participation Plan is created.

3. Funding Recipient Eligibility

3.1. How will ParentsNext Funding Recipients be selected?

Funding Recipients will be selected through a grant funding application process conducted by the Department of Employment. This process started on 6 January 2016 with the release of Grant Guidelines for ParentsNext.

Applicants for ParentsNext funding should respond to the selection criteria and provide all other information as required by the Grant Guidelines for ParentsNext.

Applicants need to complete the forms provided in the Application pack available through 360Pro.

3.2. Who can apply?

Please refer to Chapter 4 of the Grant Guidelines for ParentsNext for information on who can apply to conduct a ParentsNext Project. Not-for-profit, for-profit, state and local government organisations and education institutions are eligible to apply. This includes jobactive, Disability Employment Services, and Transition to Work provider organisations.

Applicants must have a current and valid Australian Business Number (ABN) and ensure they have completed all the information required by the Department as specified in the Grant Guidelines for ParentsNext.

A group of legal entities can respond as a Consortium, Joint Venture, Partnership or some other form of alliance in order to conduct a ParentsNext Project (a 'Group Applicant'). Where an Application is being submitted by a Group Applicant each member of the Group Applicant must have a current and valid ABN.

The Department will only accept an Application from a foreign company if it is registered under Part 5B.2 of the *Corporations Act 2001* (Cth).

3.3. What organisations are excluded from applying?

Commonwealth departments, agencies, employees or agents are excluded from applying under the Grant Guidelines for ParentsNext.

3.4. Can we subcontract our operations?

If you are intending to subcontract all or part of your performance of the activities provided under ParentsNext Project then you must indicate this in your Application.

Refer to the Grant Guidelines for details about subcontracting arrangements.

3.5. Are State Government Organisations eligible to apply?

State government and local government organisations are eligible to apply. This includes education institutions such as state government TAFE.

3.6. You mentioned that each Local Government Area could deliver four projects, how will funding be allocated if a provider wants to provide only one project?

Up to 31 projects will be funded. The number of projects varies by Local Government Area according to expected numbers of eligible parents. An organisation may apply to conduct one Project only per Local Government Area. Each Project will receive \$1.29 million in funding over the period of the Funding Agreement, to 30 June 2018. An organisation may apply to conduct projects in more than one Local Government Area (up to a maximum of 10 project proposals could be accepted from a single organisation).

3.7. Are existing providers of Helping Young Parents and Supporting Jobless Families able to apply? What about Communities for Children?

The existing Helping Young Parents and Supporting Jobless Families trials are delivered by the Department of Human Services. Commonwealth departments, agencies, employees or agents are excluded from applying for funding under the ParentsNext Grant Guidelines.

Not-for-profit, for-profit, community-based and local government organisations are eligible to apply. This includes Disability Employment Services, jobactive and Transition to Work provider organisations, State governments and educational institutions.

3.8. Can the Applicant nominate demographics or cohorts that it wishes to target, for example young people?

ParentsNext Project providers must accept all referrals from the Department of Human Services and be able to service all referrals. There is scope for providers to outline strategies to assist specific cohorts that form a significant demographic in a Local Government Area, however, providers will be required to service all eligible parents.

3.9. Did you say that if you apply for this funding you cannot apply for any other funding for the same project?

No. The question asked earlier was “can you apply for more than one ParentsNext project in a Local Government Area”. The answer to that question was, no, an organisation can apply to conduct only one ParentsNext project in a given Local Government Area. That is not to say that an organisation cannot be receiving or apply for funding from other sources for other programmes.

3.10. I see Local Government is eligible to apply - are State Government and/or TAFE eligible to apply?

Yes, both State Governments and TAFE are eligible to submit applications for ParentsNext projects.

3.11. Can you tell me what is defined by stable employment, is there a min number of hours and is there a duration?

‘Stable’ employment in the context of ParentsNext is paid employment averaging 15 hours per week (30 hours per fortnight), over a period of time, with the expectation that the employment will be ongoing. This definition will be confirmed in ParentsNext guidelines which will be available for the commencement of ParentsNext.

4. Parent eligibility

4.1. What are the eligibility criteria for participating in ParentsNext?

A parent must reside in one of the 10 designated Local Government Areas to be eligible for ParentsNext and have a youngest child under six years of age, that is, up to but not including six years. There are no restrictions on the parent's age.

A parent may be eligible to participate in ParentsNext as either a Compulsory Participant or Voluntary Participant. Please refer to section 2.5 of the Grant Guidelines for ParentsNext for full details of the eligibility criteria for Compulsory Participants and Voluntary Participants.

4.2. How are eligible parents identified?

The Department of Human Services (DHS) will identify all eligible Compulsory Participants and refer them to ParentsNext Projects. DHS may advise other parents of their eligibility to participate in ParentsNext as Voluntary Participants.

A parent may approach a ParentsNext Project to find out if they are eligible. In this case the ParentsNext Project provider will check the parent's eligibility and inform the parent if they can participate as a Voluntary Participant.

4.3. Who will refer eligible parents to ParentsNext Projects?

The Department of Human Services (DHS) and ParentsNext Project providers are the only sources of referrals to ParentsNext.

DHS will refer all Compulsory Participants to ParentsNext Projects. DHS may also refer Voluntary Participants.

ParentsNext Project providers will directly register Voluntary Participants after confirming their eligibility (Project providers cannot directly register Compulsory Participants).

4.4. How does the referral of eligible parents to ParentsNext occur?

The Department of Human Services (DHS) and ParentsNext Project providers will use the Department's IT system to make referrals and direct registrations to ParentsNext.

A ParentsNext Project provider must ensure that sufficient appointments are available in the online diary system to enable DHS to book appointments when referring Participants.

4.5. Will the existing Helping Young Parents and Supporting Jobless Families trial providers be able to apply for funding under ParentsNext?

The Helping Young Parents and Supporting Jobless Families trials are delivered by the Department of Human Services. As a Commonwealth department the Department of Human Services is excluded from applying for funding under the ParentsNext Grant Guidelines.

4.6. Regarding the voluntary Participants, I notice that the only criteria is that they are not on income support, what about residential status?

There are several eligibility criteria for Voluntary Participants – please refer to Section 2.5 of the Grant Guidelines for ParentsNext for the details. In relation to residency – a person must have the right to work in Australia to be eligible for ParentsNext.

4.7. How long are Participants in the program? Is it until they are no longer eligible? Is eligibility simply about the parenting payment eligibility?

Generally, a Compulsory Participant will remain in ParentsNext (as a Compulsory Participant):

- until their child turns six; or
- they relocate out of the 10 designated Local Government Areas; or
- they enter stable employment and are exited from ParentsNext; or
- they are no longer in receipt of Parenting Payment.

A Compulsory Participant who is exited from ParentsNext may choose to continue in the programme as a Voluntary Participant, subject to meeting the Voluntary Participant eligibility criteria.

Generally, a Voluntary Participant will remain in ParentsNext until:

- their child turns six; or
- they ask to leave the programme and are exited (including because they commence in another employment programme); or
- they are no longer actively participating in the Project, defined as missing two consecutive scheduled contacts with the ParentsNext Project provider; or
- they relocate out of the 10 designated Local Government Areas; or
- they are in stable employment and agree to exit.

5. Participation in ParentsNext Projects

5.1. Are Participants in the ParentsNext projects required to participate?

For Compulsory Participants, participation in ParentsNext programme is a requirement of ongoing receipt of Parenting Payment. Compulsory Participants are required to meet their compulsory requirements or risk having their income support payments suspended until they satisfactorily participate in their ParentsNext Project. The compulsory requirements are to:

- attend scheduled appointments with their ParentsNext Project
- enter into a Participation Plan
- participate in a compulsory activity.

ParentsNext Project providers will liaise with the Department of Human Services to manage the compliance of Compulsory Participants with these requirements, as required.

Voluntary Participants are encouraged to participate but cannot be compelled to do so.

5.2. Are there any circumstances in which a Compulsory Participant is not required to attend appointments and activities?

The Department of Human Services (DHS) may grant exemptions to Compulsory Participants in certain circumstances, including pre and post-natal relief. Where an exemption is granted, DHS will notify the Project provider and the Compulsory Participant's participation in ParentsNext Project will be suspended for the period of the exemption. During this period the Compulsory Participant will not be required to attend appointments and activities.

5.3. What assistance is a ParentsNext Project provider expected to deliver to help participants to prepare for employment?

This will depend on each participant's needs and circumstances. Education activities will be a priority for early school leavers, particularly activities that lead to a Year 12 Certificate or Certificate III qualification. Other activities may include voluntary work, participation in jobactive or other relevant programme, or activities that the Project provider delivers or arranges on behalf of participants which are specific to the Project and the Local Government Area. The Department is seeking Project proposals that specify a range of activities suitable for parents with young children that help them prepare for employment.

Please refer to the Grant Guidelines for ParentsNext for examples and guidance.

5.4. How many hours a week does a Participant need to participate in their ParentsNext activities?

Participants will negotiate with their ParentsNext Project provider the number and nature of activities to help them prepare for employment. Activities will be tailored to suit individual circumstances, including their parenting responsibilities. As such, there is no set number of hours of activity for participants in ParentsNext, however, participants are expected to undertake the activities on their Participation Plan as agreed with their ParentsNext Project provider.

For example, if a Project provider arranges for a participant to undertake a training course for three hours per day over five days, then the participant is expected to attend at those times and to complete the course.

5.5. Can a participant not attend an appointment or activity because of child care responsibilities?

ParentsNext is a programme designed specifically for parents of young children. Participants are expected to participate in their ParentsNext Project while also managing their parenting responsibilities. ParentsNext Project providers should provide information on and assist participants to access appropriate child care arrangements and, where applicable, child care fee assistance, to enable them to attend appointments and undertake activities in their Participation Plan.

5.6. Who is responsible for appropriate insurances for participants attending ParentsNext Projects?

It will be a ParentsNext Project provider's responsibility to ensure the appropriate insurances are in place in accordance with the Funding Agreement requirements and any Guidelines.

5.7. Who determines if a Compulsory Participant is not meeting their requirements?

The ParentsNext Project provider will send a compliance report to the Department of Human Services if a Compulsory Participant does not attend appointments, sign a Participation Plan, or attend activities, without a valid reason or reasonable excuse.

The Department of Human Services is responsible for determining any impact of non-compliance on the Compulsory Participant's income support payments, which may include a suspension of payment.

Project providers will attempt to re-engage Compulsory Participants who fail to meet requirements.

5.8. What is the relationship between a ParentsNext Project and the Department of Human Services regarding a Compulsory Participant's Parenting Payment?

It is the responsibility of the Department of Human Services to decide if a suspension is to be applied to a Compulsory Participant's Parenting Payment. The Department of Human Services will make a decision based on a ParentsNext Compliance Report from a ParentsNext Project provider and contact with the Compulsory Participant.

5.9. When does a participant leave the ParentsNext Project?

The main reasons that a participant will exit ParentsNext are:

- A Voluntary Participant can ask to leave at any time. In addition, if a Voluntary Participant relocates outside the 10 designated Local Government Areas then they will need to be exited from their ParentsNext Project.
- The Department of Human Services will advise a ParentsNext Project provider if a Compulsory Participant is no longer eligible as a Compulsory Participant and should be exited. In this situation, it may be possible for the parent to participate a Voluntary Participant.
- A Compulsory Participant who is in stable employment as defined in the ParentsNext guidelines can be exited from ParentsNext by their ParentsNext Project provider in accordance with the guidelines.

5.10. What encouragement will the Department give to ParentsNext Project providers to help them liaise with the Department of Human Services and, through so doing, achieve success?

Ongoing relationships have been forged between the Department of Employment and the Department of Human Services during the development of the ParentsNext programme. The Department of Employment has already taken steps to involve the Department of Human Services in training for successful applicants and design appropriate referral pathways from the Department of Human Services to ParentsNext providers.

5.11. There was mention in the presentation of participant requirements over a 6 month reporting period. Could this be through several activities, or participation in a 10 week programme and if they achieve that, what would happen?

A compulsory participant could be in the project:

- from when their child is 6 months old until their child turns 6; or
- for the duration of the ParentsNext project; or

- until they are exited from the project, such as due to having stable employment or moving out of the designated area.

Whatever the period, they are required to be in a compulsory activity for that period. In your example, at the end of the 10 week programme, they will need to participate in another activity on an ongoing basis, in addition to other requirements such as attending appointments. To clarify, at minimum the participant must have one compulsory activity to help them reach their employment goals. We do not specify that it is only one activity, as many and varied activities may be required to assist them. One activity is the minimum. After assessing the participant's goals, and barriers, their Participation Plan would have any activities that would help them address their barriers and achieve their goals.

5.12. Is there a set number of Participants per project?

No, there is not a set number of Participants per project. The Grant Guidelines indicate an estimated number of Participants per year for each Local Government Area. If the Logan Local Government Area has a total of 6200 Participants and is funded for seven projects then the number of Participants per project would be 6200 divided by 7.

5.13. Are the Participant per project figures based on a compulsory vs voluntary ratio?

A ratio was not used for the calculation of estimated Participants. The figures are the Department's best estimates of the numbers of Participants, including both compulsory and voluntary Participants, in each area. Note that the figures are estimates and actual numbers may vary, either higher or lower, from the published estimates.

5.14. Will participants receive financial reimbursement for costs incurred such as childcare and transport to enable them to engage in ParentsNext?

There is no financial reimbursement to participants in ParentsNext. However, ParentsNext Project providers may use grant funding to assist with travel expenses associated with maintaining regular contact with participants. Please refer to section 2.4 of the Grant Guidelines.

5.15. How many hours per week will parents have to participate in activities from ParentsNext?

There is no set hourly requirement; participation plans will be individually developed and agreed by both parties

5.16. If participants don't engage as per the requirements do they lose their parenting payment?

Subject to the legislative instrument being in effect, the Department of Human Services will investigate instances of non-participation and based on its findings may suspend Parenting Payment. At the point where re-engagement occurs the entitlement will be reinstated and backdated where appropriate.

5.17. Can you further clarify Participant numbers vis-a vis individual Participants in the Project as there appears to be some ambiguity in the documentation?

- Page 4 of the Guidelines, paragraph 2, line 3 states "each Project will receive approximately 900 Participants annually" which implies new referrals.
- Page 7 of the Q&A, paragraph 3, line 3 states " each of the seven [Logan] funded projects will support 800 to 900 Participants per year" which implies not all are new referrals.

The statement “each Project will receive approximately 900 Participants annually” does not mean new referrals. It is intended to mean that each Project will support approximately 900 Participants each year. This does not necessarily mean that every Participant would be in the Project for the entire 12 month period.

5.18. Can providers assume some of the second financial year Participant numbers includes individuals continuing from the previous year?

- a) **If so, is there an estimate for what percentage can be assumed to be new referrals/ new individuals in the second financial year?**
- b) **If not, should providers budget on supporting at least double the number of individuals (not Participants) listed in Table 2.1?**

Yes. Some are existing Participants who continue in the Project from the previous year and some are new referrals.

- a) An estimate is not available.
- b) No. Figures in Table 2.1 are the best available estimates of the number of Participants (compulsory and voluntary Participants) that a project will support in a 12 month (July to June) period.

5.19. What will participation requirements look like under the ParentsNext Program?

For Compulsory Participants, participation in ParentsNext programme is a requirement of ongoing receipt of Parenting Payment. Compulsory Participants are required to meet their compulsory requirements or risk having their income support payments suspended until they satisfactorily participate in their ParentsNext Project. The compulsory requirements are to:

- attend scheduled appointments with their ParentsNext Project enter into a Participation Plan
- participate in a compulsory activity.

Voluntary Participants are encouraged to participate but cannot be compelled to do so.

5.20. How will quantitative outcomes be measured under the ParentsNext Program? i.e. . Successful completion of an education program, semesters, periods in employment, reduction of payments, etc.?

ParentsNext is a pre-employment programme and in this context the main outcomes are that participants sign a Participation Plan and undertake activities in the Plan. This is reflected in key performance indicator i. to v. listed in section 2.14.1 of the Grant Guidelines (KPI i. to v.). The department will calculate these KPI from administrative data sourced from the Department’s IT system.

In addition, ParentsNext project providers will be able to record sentinel events such as participation in education and training, completion of an educational qualification or training course, part-time employment, and exit from ParentsNext because of ‘stable’ employment, using the Department’s IT system. Data from the system can be used to quantify these penultimate outcomes.

Data from work readiness assessments, project activity reports and the Project final report will provide the Department with information about Participant outcomes.

Additionally, each ParentsNext Project provider is expected to state in their Project Delivery Plan the Participant outcomes that the Project aims to deliver. Measurement of these outcomes will depend on the specified outcomes.

5.21. When we develop a Participation Plan with a Participant, and we determine minimum one compulsory activity for the 6 month period, how regular is participation required to be? Is it a weekly requirement to do something or could a Participant attend a 'ready for work' seminar once in that 6 month period and be deemed to have completed their participation requirements?

Participants will negotiate with their ParentsNext Project provider the number and nature of activities to help them prepare for employment. Activities will be tailored to suit individual circumstances and, as such, there is no set number of hours of activity for a Participant in ParentsNext. The Department expects that each Participant will engage in an activity or activities throughout the six months between scheduled contacts with their Project provider, in a way that is suited to their circumstances and maintains their focus on preparing for employment throughout the six month period. In the example of a Project provider arranging for a Participant to undertake a training course for three hours per day over five days, then it is expected that the Participant will attend at the appointed times and complete the course.

6. ParentsNext Project caseloads

6.1. Will ParentsNext projects have participants on commencement? Who will make up my start-up caseload?

ParentsNext Projects commence on 4 April 2016. ParentsNext Project providers will need to have appointment spaces in their diary for participants referred by the Department of Human Services, starting on 4 April 2016.

As well, Voluntary Participants may self-refer, starting on 4 April 2016.

6.2. Do ParentsNext Project providers need to accept all referrals or can they work with only specific cohorts of parents?

ParentsNext Project providers must accept all referrals of participants made by the Department of Human Services.

In addition, ParentsNext Projects must directly register any parent who volunteers and is eligible for ParentsNext.

ParentsNext Projects may tailor their marketing strategies to specific groups of parents in the Local Government Area but must directly register all eligible parents who ask to participate.

6.3. Are ParentsNext places capped?

No. ParentsNext Projects must accept all Participants referred to them by the Department of Human Services. As well, Project providers must market the ParentsNext Project in their Local Government Area and actively recruit Voluntary Participants.

6.4. How long after 4 April are doors expected to be open. There won't be much time between March and the 4 April to recruit etc.?

The Department expects ParentsNext Projects to commence on the 4 April 2016. The Department will work with successful ParentsNext Project providers so that they are open and able to accept referrals from 4 April 2016.

6.5. Will further information be provided on expected caseloads on the Labour Market Information Portal?

Table 2.1 in the Grant Guidelines for ParentsNext outlines expected participant numbers across the 10 Local Government Areas. These are indicative numbers including ongoing parents who continue in the programme from the current trials - and parents who newly commence in the programme each year (minus those who leave the programme). Actual numbers could be higher - particularly if ParentsNext Project providers are successful in attracting higher numbers of volunteers. There will be no further caseload information provided on the Labour Market Information Portal.

6.6. Can you please clarify if the Bankstown Local Government Area has 4 projects with 3700 participants? Are the participation numbers per project or is it 3700 divided by the 4 projects?

If the Bankstown Local Government Area has a total of 3700 participants and is funded for 4 projects then the number of participants per project would be 3700 divided by 4.

6.7. Are there any other circumstances under which we would exit a client?

Apart from the reasons listed above, there are no other ordinary circumstances in which a ParentsNext Project provider would exit a Participant from ParentsNext. Note that in that the Department of Human Services instigates the exit of Compulsory Participants, via the Department's IT system. The only exception is the exit of a Compulsory Participant who is in stable employment — this type of exit can be instigated by the Compulsory Participant's ParentsNext Project provider in accordance with guidelines. (Note that Participants may transfer between ParentsNext Project Providers; exit from a Project for the purpose of relocation and transfer within or between designated Local Government Areas does not constitute exit from ParentsNext). Please refer to Clause 80 (Exits) in the draft Deed for ParentsNext.

6.8. Would it be considered a success in this program to have no exits but high success and compliance in engagement and Participation?

The age range of the children of ParentsNext Participants (and ParentsNext being a pre-employment programme) means that it is not reasonable to judge the programme's success on exits alone. Exits that occur could, depending on exit reasons, be one aspect of success but are not a sufficient measure of success for a pre-employment programme. Potentially, a Project could record no exits for the reason of stable employment but have made significant progress in preparing Participants for employment. Participation in meaningful activities that demonstrably help Participants to prepare for employment is one measure of success. Compliance in itself is not a measure of success but a tool to encourage participation; high compliance does not necessarily indicate success. The Department is developing an evaluation strategy for ParentsNext that outlines how the effectiveness of the programme will be defined and measured, using quantitative and qualitative approaches

6.9. If so then would this mean that we could foreseeably have 1770 people on our books and actively engaged over the program length? (This assumes 885 people per annum on your table for Logan)

The indicative numbers in Table 2.1 of the Grant Guidelines include ongoing parents who continue in the programme from previous years, and parents who newly commence in the programme each year, minus those who leave the programme. The scenario of 1770 participants continuously 'on the books' in a ParentsNext Project in Logan is unlikely because exits tend to occur for a range of reasons.

7. Payments to ParentsNext Project providers

7.1. Is a ParentsNext Project provider paid based on the number of participants referred to the Project?

No. Each project will receive a fixed amount of funding, paid in instalments, as shown in Table 2.2 of the Grant Guidelines.

Funding instalments will be paid in advance, subject to satisfactory performance.

Please refer to section 2.4 of the Grant Guidelines for information about ParentsNext Project funding.

7.2. Can proposed projects target and service a specific cohort?

The Grant requires that the applicant service the entire group within the designated area.

8. Use of funds

8.1. What can ParentsNext grants be used for?

Please refer to section 2.4 of the Grant Guidelines for ParentsNext for information on how grant funding can be used. To summarise, Project providers can use funding to pay for staff time to meet with participants and develop Participation Plans, to purchase activities for participants, and for the other purposes outlined in the Grant Guidelines.

8.2. Is there a prescribed management fee set by the Department to manage the whole project?

The payment milestones are set out in Table 2.2 of the Grant Guidelines for ParentsNext. There is no separate prescribed management fee.

9. Quality and Performance

9.1. How is the Funding Agreement linked to project milestones and payments? How will Parents Next Project providers be monitored?

The performance of individual ParentsNext Projects will be monitored by the Department and assessed using administrative data in the Department's IT system and project activity reports submitted by the Project provider. These and other sources of information will be used to decide whether to offer an extension to funding agreements. The Department may gather information on a provider's performance from a variety of sources, including through participant satisfaction surveys and post-programme monitoring surveys.

Please refer to Grant Guidelines for ParentsNext for information about reporting requirements and performance assessment.

9.2. What is the performance framework?

The performance framework for ParentsNext includes:

- a ParentsNext Project Guarantee that sets out the standards of assistance that participants can expect from their Project provider
- a Project Delivery Plan developed by each Project provider that reflects the commitments made by the provider in the Funding Agreement and in response to Selection Criteria for the funding application process
- Project activity reports, including case studies
- Project final report
- financial statements
- key performance indicators
- any other information that the Department uses to assess Project performance.

9.3. Will the Department be conducting/commissioning an evaluation of the ParentsNext projects?

Yes. The Department will conduct an evaluation to determine the effectiveness of ParentsNext projects at helping parents to plan and prepare for employment.

9.4. Will there be a data reporting and monitoring system?

The Department will have an IT system for the ParentsNext Project providers, for example, to:

- view details of their caseloads such as who has been referred;
- directly register Voluntary Participants
- create appointments
- create and view Participation Plan content
- create and view activity referrals
- view Participant compliance and generate non-compliance reports.

9.5. Larger areas attract a significantly larger number of participants. What is the incentive to deliver projects in these areas and how can providers keep delivering high quality services to meet the demand?

ParentsNext is fundamentally different to jobactive. ParentsNext is a project based programme. The Department has made certain assumptions about the number of referrals, but it is project based. In addressing the selection criteria Applicants are required to describe their project offer for each Local Government Area they are submitting an application for.

10. Selection Criteria

10.1. If I am applying to conduct Projects in more than one Local Government Area, can I respond to Criteria 2 and 3 once to cover all the Projects?

No. You must respond to Criterion 2 and Criterion 3 separately for each proposed Project (for each Local Government Area). This provides an opportunity to demonstrate how your organisation will tailor each proposed Project to the needs and conditions of the area in which a proposed Project will operate.

11. Procurement

11.1. Where do I find the Application?

The Application can be found on the 360Pro website (www.tinyurl.com/360Pro-employment).

11.2. What type of software form will be used?

Smart Forms will be used for Applications.

11.3. Can attachments be included with the Application?

The Department will not accept any attachments submitted with the Application with the exception of those requested by the Department.

11.4. Does the Department have a standard font the forms must be completed using?

The forms have been developed using the Calibri font. However, in completing the forms you can use any other font as long as it is legible and not a foreign type face. The Department recommends using typefaces that are standard in Microsoft Word to ensure compatibility across systems.

11.5. Where can I find the webinar PowerPoint presentation?

A PowerPoint of the webinar will be published on the Employment Services Procurement Information website (www.employment.gov.au/employment-services-procurement-information) after the final information session/webinar.

Applicants are also advised to check the website regularly for any new questions and answers.

11.6. Are spaces included in the character limit for the selection criteria?

Character counts include spaces and formatting.

11.7. Can we insert graphics, graphs, hyperlinks and/or tables into our response?

Graphics, graphs, hyperlinks and/or tables are NOT permitted as part of the written response to the Application.

11.8. Will partnerships/consortia arrangements be considered?

Local partnerships and/or consortia arrangements are strongly encouraged to maximise the availability of services for young people and to support quality service delivery.

11.9. Can an organisation apply as part of a consortium and also in its own right in the same Local Government Area?

No. An Applicant must not compete against itself within a Local Government Area by submitting alternative applications.

11.10. Are there going to be subcontracting opportunities?

Yes, subcontracting arrangements are allowed and is encouraged if your organisation has connections with specialised organisations. If your organisation is going to have a subcontracting arrangement, this needs to be outlined in your application to the Grant Guidelines.

11.11. Are there any limitations on the number of partnerships and/or consortia an Applicant can be involved in?

No, Applicants can enter into multiple partnerships or consortia arrangements across different Local Government Area.

11.12. What is a consortium?

A consortium is a group of individual legal entities that lodge an application collectively. A consortium must appoint a lead member to act as agent for the other member entities.

11.13. What are the delineations required for organisations with dual contracts such as jobactive, Disability Employment Services, ParentsNext?

It will be the same as existing requirements with jobactive and Disability Employment Services. There will need to be clear delineation between services for organisations with multiple contract types.

11.14. Is there an open list of organisations seeking or interested in creating partnerships?

No, it is up to organisations to create their own relationships.

11.15. In the case of Group Applicants, will the Department contract with the lead agency or each member of the Group?

The Deed will include all members of the Group Applicant not just the lead member. Each Group must appoint a lead member entity to act as an agent for the other member entities.

11.16. When do formal partnership or alliance arrangements need to be in place?

An alliance of individual legal entities will need to provide details and evidence of the alliance's actual or proposed legal arrangements as part of their application. A partnership will need to do likewise.

11.17. We are a single legal entity, what forms do we need to complete if we want to apply for more than one Local Government Area?

Applicant will be required to submit:

- Part A – PN – Applicant Declaration (PDF form) – ONCE only at the organisation level
- Part B – PN – Applicant Information (PDF form) – ONCE only at the organisation level
- Part C – PN – Site Details (PDF form) – once only at the organisation level
- Part D – PN – Criterion 1 – Organisation Level (PDF form) – ONCE only at the organisation level
- Part E – PN – Criteria 2 & 3 – Project Level (PDF form) – The form should be completed ONCE for each Local Government Area for which you are applying.
- Financial and Credentials Information Form (Excel form) – ONCE only at the organisation level
- Subcontractors Credentials Information Form (Excel form) – The form should be completed ONCE for each subcontractor for which you are using.

11.18. Is a budget required in the Application?

No, a budget is not required in the Application.

11.19. Are written reference letters required from Applicants of organisations supporting the Applicant's application?

Written reference letters will not be accepted as part of an application. Applicants must provide names and contact details of two referees who are able to verify the Applicant's claims. For further information refer to section 3.3.1 of the Grant Guidelines for ParentsNext.

Referee contact details should be inserted at section 6.1 of the form available in 360Pro called Part B – PN – Applicant Information.

11.20. Is there a template in the application forms for providing a budget?

There is no template for a budget and there is no requirement to submit a budget as part of applying for funding.

11.21. What is the timeline for the ParentsNext Grant?

Title of Document	Grant Guidelines for ParentsNext
6 January 2016	Release of the Grant Guidelines on 360Pro.
From 11 January 2016	ParentsNext information sessions and webinars.
29 January 2016	Last day for requests to the Department of Employment for further information regarding ParentsNext. There will be no obligation on the Department to answer questions received after this deadline (see Contact Details section).
5.00 pm (Canberra time), 3 February 2016	Closing date and time for Applications for funding under the Grant Guidelines.
March 2016	Announcements of outcomes of the Grant Guidelines for ParentsNext process.
4 April 2016	Start of ParentsNext.

11.22. Can an Applicant put in two applications for the one region, for example a single bid and a bid in consortium?

Please refer to Addendum 2 that was release on 15 January 2016. If, after reading the Addendum, you have further questions regarding eligibility, please contact the Employment Services Hotline -1300 733 514 or email (espurchasing@employment.gov.au).

11.23. Can Applicants work in collaboration with another organisation to service all cohorts across a service area?

Subcontracting and tendering as a consortium and other options as outlined in the Grant Guidelines document and addenda will be considered.

11.24. I'm seeking advice on the release of Transition to Work contracts for Queensland. Can you please advise when contracts will be announced for Qld and which organisations have been successful?

As stated on page iii of the Request for Proposal for Transition to Work 2016-2020, the Department of Employment will be making rolling announcements from January 2016 with announcements finalised and all services commenced by the end of April 2016.

11.25. Can you please clarify how many programs you can apply for in one location, by one Applicant?

One organisation can apply to conduct one ParentsNext project in any given Local Government Area. An organisation can apply to conduct more than one ParentsNext project as long as they are in different Local Government Areas.

12. Deed

12.1. Is there a copy of the draft ParentsNext Funding Agreement available?

A copy of the draft Funding Agreement will be available on the Employment Services Procurement Information website (www.employment.gov.au/employment-services-procurement-information) by mid-January 2016.

12.2. What is the duration of the funding agreement?

The Department will grant funding to Funding Recipients for the period 4 April 2016 to 30 June 2018 with the option of extension, exercisable at the Department's discretion and subject to the Funding Recipient's satisfactory performance.

12.3. What happens if a funding agreement is terminated due to poor performance?

If the Department is not satisfied with the performance of a Project provider the Department in its absolute discretion, in regard to value for money and public interest may consider a number of options.

Please refer to the draft Funding Agreement.

13. Systems and IT

13.1. Is the reporting requirement for non-engagement via an IT system?

Yes, ParentsNext Project providers will use the department's IT system to report non-compliance to the Department of Human Services.

13.2. How many users per program provider can access Work Star?

The Department plans to obtain a departmental licence for Work Star™ that would support multiple users of Work Star™ at each ParentsNext Project provider. The number of licenses for a given Project provider will depend on the number of staff who deliver face-to-face appointments to participants. More information on licensing arrangements will be provided to successful applicants.

13.3. In regards to the Work Star system – will partners be able to access this, or the initial applicant only?

Please see answer to Question 8, above. In a consortium, who is licensed to use Work Star™ under the proposed departmental licence will depend on which organisation delivers face to face appointments

(and work readiness assessments) to participants. If this is a partner organisation then nominated staff of the partner organisation would potentially be licensed to use Work Star™ under the proposed licensing arrangement.