



Australian Government

Department of Jobs and Small Business



# Career Transition Assistance (CTA) 2019-2021

## Request for Tender

# Presentation Overview

- CTA objectives
- CTA content
- Referral and eligibility
- Fees
- Responding to selection criteria
- Probity and purchasing arrangements
- Key dates
- Questions.

# Career Transition Assistance Trial

- CTA was announced in the 2017-18 Federal Budget, as a key measure of the Australian Government's Mature Age Employment package
- CTA Trial
  - Commenced on 2 July 2018, in five trial regions
  - CTA Trial will run until 26 June 2020.

# Career Transition Assistance

## National rollout

- announced as part of the 2018-19 Federal Budget More Choices for a Longer Life Package
- lowers the eligibility age to 45 years and over
- commences 1 July 2019.

# CTA Objectives

A high quality and individually tailored service that aims to:

- increase confidence, motivation and resilience
- increase understanding of the local labour market
- facilitate direct engagement with local employers
- develop ICT skills
- develop better tailored job applications
- develop a tailored Career Pathway Plan
- increase employability

# CTA Course Content

CTA course content will comprise the following core components:

- an individual Career Pathway Assessment for each Participant
- exploring goals and motivations
- understanding the local job market and identify suitable opportunities
- exploring and translating transferable skills

# CTA Course Content (continued)

- reviewing, improving and tailoring resumes
- navigating the job application process
- practising and enhancing interview skills
- experiencing different industries
- developing functional digital literacy
- preparing a Career Pathway Plan

# CTA Course Content (continued)

The Functional Digital Literacy component must include:

- getting online and using general search tools
- using employment-oriented and social-networking platforms
- navigating smartphones and tablets
- basic desktop computer publishing
- setting up and using an email account
- setting up and using MyGov and jobactive apps.



# CTA Course Content (continued)

The Career Pathway Plan must include:

- a summary of the Participant's transferable skills, identified strengths and experience relevant to these industries or jobs
- details of identified employment goals and motivation
- details of occupations and industries suitable for the Participant to apply for in their local labour market
- a self-marketing plan with practical steps for how the Participant will market themselves to potential employers

# CTA Course Content (continued)

The Career Pathway Plan must include (cont.):

- at least one of the following practical elements
  - suggestions for work experience placements
  - ongoing practise or development of skills acquired during participation in CTA (for example, practising computer skills at home or at the local library), or
  - options for relevant training courses, preferably free of charge.

# Referral and Eligibility

- Referral
  - via a jobactive provider only
- Eligibility
  - voluntary
  - open to all job seekers aged 45 and over
  - registered with a jobactive provider
  - located in the Employment Region.

# Fees

- Standard flat fee
  - \$1,800 per Participant GST inclusive
  - \$2,250 per Participant GST inclusive (where regional loading applies).

## Fees (continued)

- All payments to CTA Providers will be made via the referring jobactive provider through the department's IT system.
- Payments are made on commencement, once the CTA Provider has completed the Participant's Career Pathway Assessment at the initial meeting.

# Responding to Selection Criteria - General

- Three Selection Criteria
- Respondents must:
  - include a response to each selection criterion
  - lodge on correct forms
  - keep to the character limit.

# Selection Criterion 1

## Governance and Organisational Capability

Respondents **should** describe:

- the organisations structure, governance, and reporting frameworks
- the organisation's risk management arrangements
- engagement and maintenance of a CTA Coordinator
- recruitment and retainment of suitable staff
  - Answer once at the organisation level
  - Assessed as a **Pass** or **Fail**
  - Character limit = 10,000

# Selection Criterion 2

## Design and Service Delivery

Respondents **should** describe:

- your organisation's service delivery approach and rationale for service delivery design
- how your organisation will deliver CTA course content
- your organisation's approach to working with mature age people including those with diverse backgrounds, varied needs and reduced mobility
- the tools your organisation intends to use to help mature age people achieve goals, identify, explore and translate transferrable skills, and increase confidence and employability.



# Selection Criterion 2 (continued)

- Answer once at the organisation level
- Weighting = 50%
- Character limit = 15,000

# Selection Criterion 3

Service offer tailored to the Employment Region

Respondents **should** describe:

- how your organisation will ensure coverage across the region
- understanding of the employment-related needs of Participants in the Employment Region
- connections, or strategies for making connections, with regional development organisations, industry bodies and employers
- knowledge of local labour market opportunities and issues

# Selection Criterion 3 (continued)

- approach to working with other employment services providers and training programs in the area
- capacity to deliver services in the Employment Region to meet initial and ongoing demand
- if relevant, how CTA services will be distinguishable from current services you deliver
  - Answer once for each Employment Region
  - Weighting = 50%
  - Character limit = 20,000

# Probity and Purchasing—Overview

- Probity principles
- Purchasing objectives and rules
- Communication protocol
- Eligibility to apply
- Service coverage
- Evaluation process
- Contracting with the department
- Lodgement of response
- Key Dates and further information.

# Probity Principles

- Fairness and impartiality
- Consistency and transparency
- Encouraging competition and participation
- Identifying and managing conflicts of interest
- Security and confidentiality
- Compliance with relevant legislative obligations and the *Commonwealth Procurement Rules*
- Establishing and maintaining a clear audit trail.

# Purchasing Objectives and Rules

- *Commonwealth Procurement Rules*
- Value for money principles:
  - responses to the selection criteria
  - diversity
  - coverage
  - benefit to the Australian economy
  - risk
  - high quality service delivery.

# Communication Protocol

- Purpose
  - ensure consistent messaging
  - minimise risk of improper assistance
  - maintain probity
  - manage complaints
- Respondent questions
  - Employment Services Purchasing Hotline
  - answers made available to all.

# Eligibility to Apply

- Eligible:
  - organisations (including state, territory and local governments) with a current ABN
  - foreign companies – if registered under Part 5B.2 of the *Corporations Act 2001* (Cth)
- Not Eligible:
  - Australian Government.



# Eligibility to Apply (continued)

- Respondents can be:
  - a single entity
  - a group of entities
  - a single entity or group of entities with subcontractors.

# Eligibility to Apply (continued)

- Group Respondents
  - consortium
  - joint venture
  - partnership
  - other alliance
- Lead entity
- Consistent membership.

# Other Requirements

- No collusive bidding
- One response per organisation per Employment Region
  - exception: subcontractors
- Declare conflicts of interest

# Service Coverage

- Panel of providers to deliver services in each Employment Region
  - two to three CTA Providers per Employment Region
- Full coverage of Employment Region
- At least one permanent address in each Employment Region
- Using appropriate, professional facilities and equipment to deliver CTA.

# Service Coverage (continued)

- No guarantee of a specified or minimum level of business
- No conditional responses will be considered.

# Service Coverage (continued)

- CTA services should not be co-located without clear and separate signage
- Details:
  - Permanent address
  - Confirm coverage of whole Employment Region

# Evaluation Process

- Receipt of responses
- Registration and conformance checks
- Evaluation of responses against Selection Criteria.

# Evaluation Process (continued)

- Up to two Referee Endorsements
- Responsibility of Respondents
  - read the documentation
  - complete the forms fully and accurately
  - keep a copy.



# Evaluation Process (continued)

- Financial viability
- Recommendations
- Final decision
  - expected to be announced early April 2019.

# Contracting with the department

- Execution of Deeds – including insurance requirements
- Offers of business
- No double funding
- Use of the department's IT Systems.

# Lodgement of Responses

- Electronic lodgement conditions
- Notice published on AusTender (**tenders.gov.au**) but responses must be lodged through the 360Pro System
- Lodge using the correct forms
- No attachments unless specifically requested
- Addenda—changes, corrections, additions
- Incomplete or non-competitive responses.

# Lodgement of Responses (continued)

- **NO** late submissions will be accepted
- Allow sufficient time to complete the lodgement of responses prior to the closing date and time.

# Key Dates

Event	Date
Release of the RFT	16 November 2018
Closing date and time for responses to the RFT	12.00 noon (Canberra time) on 11 December 2018
Notification of outcomes and Dispatch of Deeds	Early April 2019
Commence Delivery	1 July 2019

# Further information

- **Request for Tender pack**  
360Pro – [tinyurl.com/360Pro-employment](https://tinyurl.com/360Pro-employment)  
AusTender – [tenders.gov.au](https://tenders.gov.au)
- **Responses to the Request for Tender to be lodged on**  
360Pro – [tinyurl.com/360Pro-employment](https://tinyurl.com/360Pro-employment)
- **Employment Services Purchasing Information website**  
[jobs.gov.au/purchasing](https://jobs.gov.au/purchasing)
- **Employment Services Purchasing Hotline**  
Email: [espurchasing@jobs.gov.au](mailto:espurchasing@jobs.gov.au)
- **Probity/Integrity Concerns**  
Email: [luke.dejong@jobs.gov.au](mailto:luke.dejong@jobs.gov.au)



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# Questions

