



Preferred provider application - evaluation and guidelines

*South Australia Works – Working Regions Program*

Training, Employment, Education, Volunteer Participation

**Administered by Northern Futures Incorporated**



**SouthAustraliaWorks**  
linking people, skills and jobs

## Information about the Northern Futures preferred provider panel

Northern Futures Inc. has established a **preferred provider panel** of organisations that are able to demonstrate significant expertise and experience in the delivery of particular programs and services. **Preferred providers are able to more easily respond to Northern Future's calls for tender where a project or program need has been identified as their details have already been registered.**

A preferred provider is an organisation that has:

- a **successful track record in the delivery and completion of projects** and programs that seek training, education and/or employment outcomes;
- a proven **ability to generate employment** outcomes for clients;
- a range of **solid industry linkages** in its area of expertise or experience;
- proven **organisational governance and project management** capability;
- has **quality management measures** in place for project and program performance;
- proven capacity to **engage in effective monitoring and evaluation**;
- personnel who are **appropriately skilled and qualified**;
- a **commitment to workforce development** in the Northern Adelaide region;
- a demonstrated understanding and commitment to the **Northern Adelaide Skills, Workforce and Employment Blueprint**;
- demonstrated ability to **increase employment opportunities** for *South Australia Works* target groups;
- demonstrated **ability to programming that addresses local skills shortages**;
- an ability to **respond to regional and local needs**;
- demonstrated **partnerships with other providers and industry groups**

All applications for **preferred provider status** will be assessed against these criteria using the weighting instruments included in this document.

## Preferred provider applicant details

Legal name of organisation:

Trading name of organisation:

Organisation type:

Street address:

Suburb:

Postcode:

Postal address (if different to above):

Australian Business Number (ABN):

Registered for GST?

Incorporated? Y  N

Government agency / entity? Y  N

\$20M public liability insurance (please attach certificate of currency to your application) Y  N

\$10M professional indemnity insurance (please attach certificate of currency to your application) Y  N

Child safe environments training completed for all staff involved in project? Y  N

Application for National Police checks completed for all staff involved in project? Y  N

## **Organisation contact details**

**Contact Name:**

**Position:**

**Phone:**

**Mobile:**

**Fax:**

**Email:**

**Postal address:**

**Suburb:**

**Proposed location for project to take place:**

## Mandatory requirements for preferred provider applicants

Is the applicant able to provide certificates of currency for public liability (\$20M) and professional indemnity (\$10M) insurance? Y  N

Does the applicant have proof of compliance with current Child Safe Environments (Mandatory Notification) policies? Y  N

***\*If the applicant has answered 'yes' to both questions above, copies of the associated documentation must be attached to this application.***

## Preferred provider criteria for applicants

Criteria – training and skills development	Response	Details (provide if answered ‘yes’)
Can the applicant provide evidence of wrap around services for participants, including <b>case management support, personal development and / or mentoring</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Can the applicant provide evidence of its ability to assist individuals to develop their <b>employability skills</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Can the applicant demonstrate an ability to support clients in the development of <b>literacy and numeracy skills</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Can the applicant demonstrate an ability to provide <b>industry engagement and pathways to employment</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Can the applicant provide <b>post-placement support</b> to clients who successfully gain employment?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Can the applicant provide evidence of its ability to <b>strengthen volunteerism</b> in the region?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Can the applicant provide support to clients to access <b>further study, learning or skills development</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Can the applicant provide <b>career development support</b> to clients?	Y <input type="checkbox"/> N <input type="checkbox"/>	

Criteria – Workforce participation and career development	Response	Details (provide if answered 'yes')
Is the applicant able to provide evidence of multiple <b>industry pathways for regional clients</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Is the applicant able to demonstrate <b>close linkages with local employers and industry groups</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Is the applicant able to demonstrate connections with the <b>Regional Workforce Development Network</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Is the applicant able to demonstrate an ability to work alongside <b>regional partners</b> in the development of training and employment outcomes for clients?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Is the applicant able to demonstrate proven success in the <b>placement of clients into employment</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Is the applicant able to demonstrate an understanding of the aims and objectives of the <b>Northern Adelaide Skills, Workforce and Employment Blueprint</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	

Criteria – Organisational and project governance	Response	Details (provide if answered 'yes')
Is the applicant able to demonstrate an understanding and ability to utilise <b>contemporary project management techniques and methods</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Is the applicant able to provide evidence of <b>monitoring and evaluation methods</b> that are used to assess project and program value to clients?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Is the applicant able to demonstrate <b>its commitment to ongoing quality management</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Is the applicant able to demonstrate a <b>staff this is technically / professionally qualified and competent</b> in their respective areas of expertise?	Y <input type="checkbox"/> N <input type="checkbox"/>	

## Declarations

As the authorized delegate of \_\_\_\_\_, I declare that:

- I have read and understood the preferred provider application criteria;
- The information given on this application form is complete and correct, and that the organisation I represent endorses this project;
- I agree that the information provided here about the proposed project may be reproduced in *South Australia Works* promotional and media material;
- I agree that individuals or organisations mentioned in this application may be contacted as part of the application assessment process;
- I understand that my application may be provided to other SA Government funding programs as relevant and appropriate.

**Authorized by:** (primary applicant / organisation)

**Name:**

**Position:**

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*Signature of delegate*

**Date:**