Department of Climate Change, Energy, the Environment and Water

Assessor Workforce Development Grant Guidelines

Grant guidelines

8 October 2026

NSW GOVERNMENT

Acknowledgement of Country



Department of Climate Change, Energy, the Environment and Water acknowledges the traditional custodians of the land and pays respect to Elders past, present and future.

We recognise Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to place and their rich contribution to society.

Artist and designer Nikita Ridgeway from Aboriginal design agency – Boss Lady Creative Designs, created the People and Community symbol.

Assessor Workforce Development Grant Guidelines

Published by NSW Department of Climate Change, Energy, the Environment and Water

www.nsw.gov.au/departments-and-agencies/dcceew

First published: October 2026

Department or Agency reference number: DOC26/573794-1

More information

Energy, Climate Change and Sustainability (ECCS)

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Version control

Version	Date published
1.0	1 November 2026

1 Introduction

1.1 Summary

Topic	Summary
Purpose of grant	To help eligible NSW organisations train and support workers to become accredited Home Energy Rating assessors and/or data collectors for existing homes.
Objective of grant	To grow the NSW Home Energy Rating workforce by: • supporting the training and accreditation of Home Energy Rating assessors and data collectors • increasing the availability of Home Energy Rating services across NSW, particularly in regional and rural areas • building workforce capacity to meet future demand.
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	A total of $250,000 is available. Individual grants of up to $30,000 are available.
Opening date	2 November 2026, 9:00 am AEDT
Closing date	30 November 2026, 9:00 am AEDT
Application outcome date	By 23 December 2026
Project delivery timeframe (for successful applications)	From the date the funding deed is signed by both parties until 17 December 2027
Source agency	NSW Department of Climate Change, Energy, the Environment and Water
Type of grant opportunity	Open, Competitive Single funding round (Additional funding rounds may be offered, subject to future budget availability.)
Decision maker	Manager, Sustainable Homes

1.2 Overview

Background

Under the Consumer Energy Strategy, the NSW Department of Climate Change, Energy, the Environment and Water (the Department) has introduced voluntary disclosure of Home Energy Ratings at the point of sale or lease of residential properties (Action 19). The voluntary scheme will be reviewed to inform when NSW will transition to a mandatory disclosure scheme.

Home Energy Ratings help homeowners, buyers, sellers and renters better understand a home's energy efficiency, running costs and thermal comfort. They can also identify opportunities to improve energy efficiency, increase comfort and reduce energy bills. Ratings for existing homes and apartments are delivered through the Nationwide House Energy Rating Scheme (NatHERS), Australia's national framework for assessing residential building energy performance.

Need for workforce growth

To support future demand for Home Energy Ratings, NSW needs more trained and accredited Home Energy Rating assessors and data collectors, particularly in regional and rural areas. Growing the workforce requires not only training and accreditation, but also practical experience, mentoring and opportunities to transition into ongoing paid work.

This grant will support eligible organisations to develop their workforce and expand their capacity to offer Home Energy Rating services. It is aimed at organisations that already provide services to residential properties, including existing assessor businesses, building design and inspection businesses, energy efficiency and retrofit providers, and property-related businesses. The grant is designed for businesses that are committed to developing a long-term Home Energy Ratings workforce and offering Home Energy Rating services as part of their ongoing operations.

How the grant can help

The grant provides financial assistance towards approved costs associated with training and accreditation outcomes. It's designed for organisations committed to supporting workers through training, mentoring, supervised practice and accreditation, and helping them transition into delivering Home Energy Rating services.

1.3 Purpose of these guidelines

These guidelines explain who can apply for funding, which activities and costs are eligible, how applications will be assessed and what successful applicants must do.

You must read and understand these guidelines before applying. For more information, including frequently asked questions, visit the Assessor Workforce Development Grant webpage.

1.4 Grant purpose and objectives

The purpose of the Assessor Workforce Development Grant is to strengthen the NSW Home Energy Rating assessor workforce and increase the availability of services for existing homes, supporting future demand and NSW's potential transition to mandatory disclosure.

The grant aims to:

- increase the number of trained and accredited Home Energy Rating assessors and data collectors in NSW
- support more businesses to offer Home Energy Rating services
- improve access to Home Energy Rating services across metropolitan, regional and rural NSW
- reduce financial and practical barriers to training and accreditation
- build long-term workforce capacity to meet future demand for Home Energy Ratings
- improve understanding of workforce needs to inform future training and workforce development initiatives.

The grant will help eligible organisations invest in worker training and accreditation, incorporate workforce development into their business operations and support newly accredited workers to deliver Home Energy Rating services.

1.5 Funding availability

Table 1: Funding available under the Assessor Workforce Development grant program

Total grant program funding	Maximum individual grant	Maximum project funding period
$250,000	$30,000	12 months

Each project is eligible for up to 50% of total approved project costs directly related to training and accreditation outcomes, up to a maximum of $30,000 per project. See section 1.8 for eligible activities and costs.

1.6 Co-contribution

You must contribute at least 50% of the total project costs. Your contribution may be financial, in-kind or a combination of both.

In-kind contributions may include:

- providing workers with time during working hours to complete training and accreditation requirements
- providing or facilitating access to mentoring, coaching and supervised practice to support trainees through accreditation and their initial delivery of Home Energy Rating services
- providing opportunities for trainees to gain practical experience
- integrating Home Energy Rating services into your business opportunities for newly accredited workers to use their skills.

You must explain how you calculate the value of any in-kind contributions and provide supporting evidence.

You must also demonstrate how your organisation will support workers through training, accreditation and their transition into delivering Home Energy Rating services. Your application will be assessed on how effectively this support is integrated into your existing workforce development and business practices.

You must declare any government funding you have received, been approved for or applied for in relation to Home Energy Rating assessor or data collector training and accreditation

1.7 Eligible applicants

To be an eligible applicant you must be one of the following:

- a business, franchise network or employer organisation operating in NSW

and apply for a maximum of one project under this grant program.

Only one organisation 'lead applicant' should apply on behalf of all its eligible workers and will enter into a funding agreement with the NSW Government. Eligible workers are employees, contractors, franchisees, owner-operators, and affiliated workers engaged by the eligible applicant.

1.8 Eligible activities

Grant funding may only be used for approved costs directly related to training and accreditation outcomes.

Eligible costs may include:

- training fees charged by an approved Registered Training Organisation (RTO) for Home Energy Rating assessors for existing homes and data collectors
- software, licences, assessment tools and equipment, including LiDAR devices, where directly required for training or accreditation
- reasonable travel and associated expenses for regional trainees to attend practical training assessments, where justified
- insurances required for accreditation.

For this grant, regional trainees are those located outside Greater Sydney, Newcastle, Lake Macquarie and the Wollongong areas.

Funding cannot be used for costs already covered by another government program or third party. See section 1.9 for a full list of ineligible activities and costs.

1.8.1 Training and accreditation requirements

1.8.1.1 Home Energy Rating assessors for existing homes

To become an accredited Home Energy Rating assessor for existing homes, trainees must complete the required training and meet the NatHERS accreditation requirements.

Training requirements

Trainees must complete the seven units of competency listed in Table 2, drawn from the Certificate IV in Home Energy Efficiency and Sustainability (CPP41126).

Table 2: Training requirements for Home Energy Rating assessors for existing homes

Unit Code	Unit Title
CPPCOM4001*	Manage own work, professional development and ethical behaviour
CPPHES4001*	Research and assess impact of building elements on thermal performance of residential buildings
CPPHES4002*	Advise clients on thermal performance of residential buildings
CPPHES4005*	Assess household energy use and efficiency improvements
CPPHES4007*	Assess thermal performance of existing buildings
CPPHES4009*	Promote adoption of home sustainability practices
CPPCOM4002*	Implement safe work practices in the property industry (or equivalent as listed on training.gov.au)
Unregistered unit	Conduct Home Energy Rating assessments for existing homes
	Training in any energy rating software tool that you intend to use, such as AccuRate Enterprise (existing homes mode), or an accredited third-party User Interface tool.

*Recognition of Prior Learning (RPL) may be available for these units

All required training is currently available through two Registered Training Organisations (RTOs):

- Northern Victoria Institute of TAFE (NVITAFE)
- Transformed

Training duration varies depending on the provider, delivery arrangements and the trainee's existing qualifications and experience. Applicants should confirm the expected training timeframe with their chosen RTO.

A streamlined training pathway may be available to assessors with relevant existing qualifications, previous study or work experience. Applicants should check the NatHERS training requirements and confirm their eligibility for RPL or Credit Transfer with their chosen RTO.

Accreditation requirements

After completing the required training, trainees must meet the accreditation requirements administered by the NatHERS for Existing Homes Assessor Accreditation Service Provider (AASP).

This process includes:

1. Obtaining a Nationally Coordinated Criminal History Check in accordance with the applicable character check policy.

2. Submitting an accreditation application.
3. Passing the assessor online accreditation examination.
4. Providing evidence of the required professional indemnity and public liability insurance.
5. Declaring any conflicts of interest and signing the assessor agreement.
6. Receiving confirmation of accreditation and meeting ongoing accreditation requirements.

For information about the accreditation process, including application requirements, fees and ongoing obligations, visit the NatHERS for Existing Homes Assessor AASP - Design Matters National.

Further information is available on the Home Energy Rating - Become an Assessor webpage.

1.8.1.2 Data collectors

Data collectors are a new workforce role being introduced under NatHERS for existing homes. They will visit homes to collect the information and supporting evidence needed for a Home Energy Rating assessment.

Accredited Home Energy Rating assessors will review the information, complete the assessment and produce the final rating and certificate. The assessor remains responsible for the accuracy and integrity of the assessment and rating. Further information is available on the Home Energy Rating – Data collector training and accreditation webpage.

Training requirements

To become accredited, data collectors must complete the minimum training requirements listed in Table 3.

Table 3: Minimum training requirements for data collectors

Unit Code	Unit Title
CPPCOM4001*	Manage own work, professional development and ethical behaviour
CPPCOM4002*	Implement safe work practices in the property industry (or equivalent as listed on training.gov.au)
Unregistered unit	Data Collection for existing homes
	Training in at least one software data collection tool or NatHERS software tool for assessments of existing homes.

*RPL may be available for these units

Data collector training and accreditation is expected to become available from early 2027. Training is expected to take approximately three months, subject to confirmation of the final training arrangements.

It's recommended that data collector training is completed after assessors have completed their training.

1.8.2 Minimum workforce commitment

To support workforce growth across NSW, all successful applicants must commit to training and supporting at least four workers, including:

- two Home Energy Rating assessors for existing homes, and
- two data collectors.

These minimum numbers must be met by four separate people. One individual cannot be counted towards both the assessor and data collector requirements.

Applicants must demonstrate how they will support nominated workers through training and accreditation. This includes providing access to mentoring, supervised practice, and opportunities to gain practical experience, and helping trainees transition into ongoing paid work delivering Home Energy Rating services.

As a condition of funding, successful applicants must ensure their nominated data collector trainees undertake the required training when the NatHERS data collector training and accreditation pathway becomes available.

Please note: If you are already funding the training and accreditation of at least two Home Energy Rating assessor for existing homes, those trainees can count towards your minimum workforce commitment.

You must provide evidence that the trainees are enrolled and being supported by your organisation. In this case, you will only need to support the training and accreditation of at least two data collectors through this grant.

1.9 Ineligible activities and costs

Grant funding cannot be used for:

- costs incurred before the funding deed takes effect
- general business operating costs, overheads or business-as-usual salaries
- training that is not part of an eligible Home Energy Rating assessor for existing homes or data collector pathway
- accreditation application or membership costs required by the NatHERS for Existing Homes AASP
- costs already funded by another government program or third party
- marketing and promotional costs, including promoting an organisation's newly established Home Energy Rating services
- equipment, software or licences that are not directly required for the approved training or accreditation pathway
- costs associated with recruiting workers to undertake Home Energy Rating assessor or data collector training
- continuing professional development that is not part of the approved training and accreditation pathway

- workers' costs while they are undertaking training, assessments or accreditation activities
- activities delivered outside NSW or eligible NSW cross-border areas that do not directly benefit NSW communities.

1.10 Timeframe

Table 4: Assessor Workforce Development grant program timeframes

Stage	Description	Timeframe
Applications open	Applications open through the NSW Government Grant Management System (GMS)	2 Nov 2026, 9:00am AEDT
Applications close	Applications must be submitted through the GMS before the closing date and time	30 Nov 2026, 9:00am AEDT
Assessment of applications	Eligible applications are assessed against the merit assessment criteria	16 Dec 2026
Notification of assessment outcomes	Applicants are notified of the outcome of their application following the assessment and approval process.	23 Dec 2026
Funding deed execution	Successful applicants enter into a funding deed with the Department	22 Jan 2027
Project commencement	Approved activities may begin once the funding deed has been signed by both parties and has taken effect.	22 Jan 2027
Project completion	All approved activities, reporting and expenditure must be completed	By 17 December 2027

2 Selection criteria

Applications will be assessed against the eligibility and merit assessment criteria outlined in this section.

2.1 Eligibility criteria

To be eligible for funding under the Assessor Workforce Development Grant, applicants must meet all the eligibility criteria outlined in Table 5.

The Department will assess each application against these criteria. Only applications that meet all eligibility requirements will proceed to the merit assessment stage.

Table 5: Eligibility criteria and supporting evidence

Eligibility element	Supporting evidence or verification
The applicant must operate in the property or built-environment sectors and already undertake site visits to residential properties. Eligible organisations may include existing assessor businesses, sustainability consultancies, building inspection businesses, energy efficiency or retrofit providers, and property-related businesses, such as real estate agencies, property photography and valuation services.	A description of the organisation's business, and relevant services currently delivered at residential properties, supported by one or more of the following: • website, capability statement or service brochure demonstrating the organisation's activities in the property or built-environment sectors
The applicant must hold a current Australian Business Number (ABN)	The Department will verify the applicant's ABN and confirm that its status is active using ABN Lookup
The applicant must be a legally recognised entity, be financially solvent and be capable of entering into a legally binding funding agreement	The Department will verify the applicant's legal status through relevant registration records, such as the Australian Securities and Investment Commission (ASIC) registers, where applicable. Relevant insolvency checks may also be undertaken. The Department may request additional information to establish the applicant's financial position and capacity to enter into a funding deed.
The applicant must deliver activities in NSW that directly and exclusively benefit NSW residents	Information identifying the locations where the applicant operates and the NSW areas that will benefit from the proposed project.
The applicant must be an organisation that employs, engages, franchises, contracts or supports workers that are available to complete the approved training and accreditation pathways	• Names, proposed roles (assessor or data collector) and locations of nominated trainees, including the number of trainees for each role • statement that confirms the nominated trainees are employees, contractors,

	franchisees, owner-operators, or affiliated workers engaged by the applicant • confirmation that nominated trainees are available and committed to completing the required training and accreditation pathway.
The applicant must not receive duplicate funding for the same Home Energy Rating assessor or data collector training activities	A declaration of any government funding received, approved or applied for in relation to Home Energy Rating assessor or data collector training. The grant program team may cross-check applications against relevant Commonwealth-funded training arrangements and request clarification where potential duplication is identified.

2.2 Ineligible applicants

The following are not eligible to apply for funding under the Assessor Workforce Development Grant:

- individuals and sole traders
- unincorporated organisations
- industry bodies
- organisations that do not operate in NSW or are based overseas
- Australian Government, state and territory government agencies
- consortia.

2.3 Merit assessment criteria

Eligible applications will be assessed against the merit assessment criteria outlined in Table 5. Applications will be scored against each criterion and ranked relative to other eligible applications.

You must address every criterion and provide the required information and supporting evidence.

Table 6: Merit assessment criteria

Criteria	Information and evidence required	Weighting
Criterion 1: Workforce development approach	Demonstrate how your organisation will develop and retain a skilled Home Energy Rating workforce, including: • how trainees will be supported to complete training, achieve accreditation	30%

	and begin delivering Home Energy Rating services • how your existing business activities align with the delivery of Home Energy Rating services • how Home Energy Rating services will be integrated into your existing business or a new business division • how trainees will transition into ongoing paid work after accreditation.	
Criterion 2: Capacity and capability to support training and development	Demonstrate your organisation's capacity and capability to support trainees through training, accreditation and their transition into independent work, including: • your organisation's experience supporting staff or worker learning, development, training or professional accreditation • how the proposed training aligns with your organisation's workforce development approach • the mentoring, coaching and supervised practice you will provide to trainees • opportunities for trainees to gain practical experience, including supervised assessments and peer review • the quality assurance, auditing and capability development arrangements you will use to support successful accreditation and independent work.	30%
Criterion 3: Project design and delivery	Provide a clear and realistic project delivery plan that includes project timelines, key milestones and risk management, and also demonstrates: • how you will monitor and manage project progress and outcomes • how the project will contribute to the grant program objectives.	20%

Criterion 4: Value for money	Demonstrate how the requested funding will be used to deliver the project and achieve value for money. Provide a detailed project budget that includes: • a quote from an RTO outlining the training costs for each nominated trainee, including the number and specific units of competency they need to complete (Recognition of Prior Learning or Credit Transfer may be available for these units.) • justification of the funding requested and how it will contribute to the grant program's objectives • details of your financial and/or in-kind co-contributions	20%

2.3.1 Approach to equity of distribution

To support equitable access to Home Energy Rating services across NSW, the assessment panel may consider the geographic distribution of proposed activities when making funding recommendations.

Where multiple eligible applications propose similar activities in the same geographic area, the panel may consider:

- the existing and proposed availability of Home Energy Rating services in that area
- whether the proposed activities would duplicate existing or planned services
- the extent to which each application would address workforce gaps, particularly in regional, rural and underserved areas.

Any consideration of geographic distribution will be consistent with the published assessment criteria and documented as part of the assessment process. The designated decision-maker will make the final funding decision.

3 Application process

3.1 Key dates

Applications open	2 November 2026, 9:00 am AEDT
Applications close	30 November 2026, 9:00 am AEDT

Applications must be submitted by the closing date and time. Late applications will not be considered.

If these dates change, updated information will be published on the grant webpage.

3.2 How to apply

You must read and understand these guidelines before applying. Applications and all required supporting documents must be submitted through the NSW Government's Grant Management System (GMS).

To apply:

1. Visit the Assessor Workforce Development Grant application page.
2. Complete the online application form, providing all requested information and addressing each eligibility and merit assessment criterion.
3. Attach all required supporting documents.
4. Review your application and submit it through the GMS before the closing date and time.

Once you have submitted your application, you will receive an on-screen confirmation and an acknowledgement email.

Keep a copy of your application and all supporting documents for your records.

If you discover an error in your application after submitting it, contact us as soon as possible at sustainablehomes@dcceew.nsw.gov.au

3.3 Support for applicants

For technical assistance with the online application system, refer to the SmartyGrants Help Guide for Applicants.

For more information about the grant, including frequently asked questions, visit the Assessor Workforce Development Grant web page.

For questions about eligibility, application requirements or submitting your application, email sustainablehomes@dcceew.nsw.gov.au.

4 Grant assessment process

The assessment and approval of grant applications will be completed as shown in Figure 1:

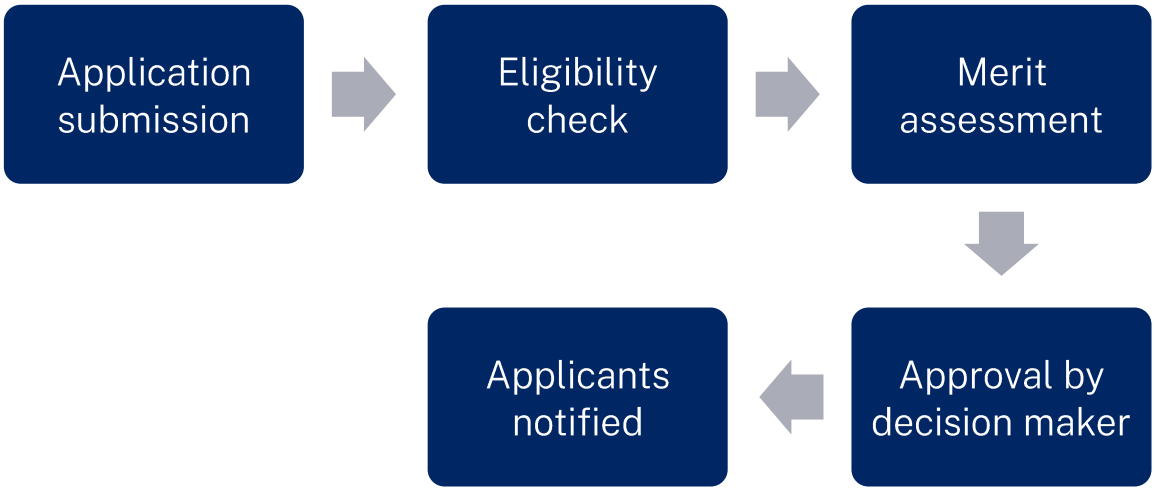


Figure 1: Overview of grant assessment process. The process follows the below steps:

1. Application submission
2. Eligibility check
3. Merit assessment
4. Approval by decision maker
5. Applicants notified

4.1 Assessment of grant applications

4.1.1 Eligibility assessment

The grant program team will assess each application against the eligibility criteria in section 2.1.

Applications will be assessed as either eligible or ineligible based on the information and supporting documents provided. Only eligible applications will proceed to merit assessment.

4.1.2 Merit assessment

An independent grant assessment panel will assess all eligible applications against the merit assessment criteria outlined in section 2.3. A numerical scoring system with the relevant criterion weightings will be used to assess applications against the criteria.

The grant assessment panel will comprise three members with expertise in sustainability, energy efficiency training and relevant programs.

4.1.2.1 Requests for clarification

The Department may request clarification of information during the assessment process.

If we request clarification, you must provide it within five business days of the date of our written request.

If you don’t respond within this timeframe, your application may not be considered for funding.

4.1.3 Decision making

The grant assessment panel will make funding recommendations to the designated decision-maker based on how well applications meet the grant program's assessment criteria and objectives.

The designated decision-maker will consider the panel's recommendations and make the final funding decisions.

The decision maker for this grant is the Manager, Sustainable Homes.

4.2 Final decision and notification

The Department will notify all applicants in writing of the outcome of their application.

The Department's funding decision is final, including the amount of funding offered and any conditions attached to the grant.

Submitting an application doesn’t guarantee that funding will be awarded or create an obligation for the Department to offer funding.

No binding funding commitment exists until both the successful applicant and the Department have signed the funding deed.

4.3 Feedback on applications

Unsuccessful applicants may request feedback on their application by emailing sustainablehomes@dcceew.nsw.gov.au.

The Department will provide feedback from the assessment process in writing or arrange a meeting to discuss the outcome.

4.4 Publication of grants information

The Department may publicly announce successful grants and will publish information about grants awarded in accordance with the NSW Grants Administration Guide.

Information published may include:

- the name of the successful grant recipient
- the project title and a description of the project and its objectives
- the location of the grant recipient and the funded project
- the amount of funding awarded
- the term of the funding deed.

Successful applicants must obtain the Department's written approval before making any public announcement about their grant. If the Department plans to announce the grants, recipients must not make an announcement before the Department does. Successful applicants must also

acknowledge NSW Government funding in public statements and promotional materials relating to their funded project, in accordance with the requirements of their funding deed and the Department's approval.

The Department may also share or publish information about the grant program where required by law.

5 Successful grant applications

5.1 Funding deed

If your application is successful, the Department will invite you to enter into a funding deed.

You must sign and return the funding deed within 10 business days of the date it's sent to you. The funding deed must be signed by a person authorised to enter into legally binding agreements on behalf of your organisation.

If you do not return the signed funding deed within the required timeframe, the Department may withdraw its funding offer. The funding deed is not binding until it has been signed by both parties.

Any costs incurred before the funding deed takes effect are not eligible for grant funding.

5.2 Grant payments

Grant payments will be made in instalments when the milestones specified in the funding deed have been met. Table 7 provides an indicative payment schedule for successful applicants:

Table 7: Indicative payment milestones and requirements

Milestone	Payment amount	Evidence required
1. Assessor training enrolment	10% of the grant amount	• Signed funding deed. • Approved project plan, risk assessment, and budget. • Evidence of assessor trainees' enrolment with an eligible RTO.
2. Data collector training enrolment	10% of the grant amount	• Evidence of data collector trainees' enrolment with an eligible RTO.
3. Training completion	50% of the grant amount	• Progress report outlining the delivery of funded activities.

		• Evidence that all nominated trainees have completed the required training, including the relevant units of competency.
4. Final outcomes and acquittal	30% of the grant amount	• Evidence that all nominated trainees have achieved the required accreditation • Final end-of-project report, including financial acquittal, approved by the grant program manager.

To receive each milestone payment, you must submit the required supporting documents, in the format specified by the Department.

Payments will only be made once the Department has reviewed and approved the required documentation and confirmed that the relevant milestone has been met.

The final payment amounts, milestones, reporting requirements and payment schedule will be specified in your funding deed.

Your organisation is responsible for any project costs not covered by the grant.

5.3 Unspent funds

Grant funding must only be used for approved activities and eligible costs, as specified in your funding deed.

Any unspent grant funds must be returned to the Department at the end of the project, in accordance with the funding deed.

If you expect to have unspent funds, contact the grant program team at sustainablehomes@dcceew.nsw.gov.au to discuss the requirements and process for returning the funds.

5.4 Indicative reporting, meeting, and acquittal requirements

The Department will monitor the progress and outcomes of funded projects through regular meetings, progress reports and financial acquittal. Your funding deed will specify the reporting requirements, including the information you must provide and the relevant deadlines. Any changes to these requirements will be managed in accordance with the funding deed.

Successful grant recipients will have the following reporting obligations.

5.4.1 Regular progress meetings with the grant program team

You must attend meetings with the grant program team at key stages of the project, including:

- a kick-off meeting at the commencement of the project to confirm project delivery arrangements, milestones, reporting requirements and key contacts
- a mid-project meeting to discuss progress, workforce outcomes achieved, risks, lessons learned and any support required
- an end-of-project meeting to review project outcomes, workforce development results, lessons learned and opportunities for future workforce growth.

5.4.2 Progress reports

You must submit progress reports at agreed project milestones, as specified in your funding deed.

The Department will provide a reporting template for your completion. Reports may include:

- number of units required for each trainee's pathway
- numbers of units completed by each trainee
- accreditation status of each trainee
- number of practical assessments completed by each trainee

5.4.3 End-of-project report

At the end of your project, you must submit a final report outlining:

- the project's achievements and outcomes against its objectives
- any challenges encountered, how they were managed and lessons learned
- how trainees have transitioned, or are expected to transition, into ongoing paid work following accreditation, including their anticipated workload
- a certified financial statement accounting for grant expenditure and acquittal of the funding received.

The grant program team will review the final report and financial acquittal. Once these have been approved and all applicable acquittal requirements have been met, the Department will issue an acquittal letter.

5.5 Evaluation

The Department will evaluate the grant program to assess its progress and outcomes against the program's purpose and objectives.

The Department may use deidentified information from your application and project reports for training, case studies, and program evaluation, in accordance with applicable privacy requirements.

Grant recipients may also be asked to participate in surveys, interviews or follow-up reporting to help the Department understand the program's outcomes and inform future workforce development initiatives.

5.6 Variations

Projects must be delivered in accordance with the approved activities, budget and timeframe set out in the funding deed.

The Department has limited capacity to carry funding forward between financial years. Variations to the approved budget or project timeframe will therefore only be considered in exceptional circumstances and aren't guaranteed.

Requests for additional funding will be assessed on a case-by-case basis and are subject to funding availability.

If you need to request a variation:

- Email sustainablehomes@dcceew.nsw.gov.au to request a variation form.
- Where appropriate, the Department will make the form available through the grant application portal.
- Complete and submit the form, explaining the proposed changes and providing supporting evidence.
- The Department will assess your request and notify you of the outcome.

You must obtain the Department's written approval before making changes to the approved project, budget or delivery timeframe.

6 Additional information and resources

6.1 Handling complaints

If you have a complaint about the Assessor Workforce Development Grant, email sustainablehomes@dcceew.nsw.gov.au.

The grant program team will review your complaint in the first instance and seek to resolve it in accordance with the Department's complaints management process.

The Department aims to acknowledge complaints within three business days and respond within 21 business days. More complex complaints may take longer. If there's a significant delay, we will provide an update and advise you of the expected response timeframe.

If you're dissatisfied with the response or your complaint remains unresolved, you may request further review through the Department's complaints process.

You may also contact the NSW Ombudsman about concerns regarding the administrative actions of the Department.

6.2 Privacy

The Department manages personal information in accordance with the *Privacy and Personal Information Protection Act* 1998 (NSW) (PPIP Act) and the Department's Privacy Policy.

Personal information collected through the grant application and delivery process will be stored securely and used to assess applications, administer and monitor funded projects, and evaluate the grant program.

The Department may share relevant information with other government agencies where necessary for these purposes or where authorised or required by law. Personal information will be handled in accordance with the PPIP Act and applicable privacy requirements. If your application includes another person's personal information, you must take reasonable steps to ensure that the person:

- understands why their information is being collected and how it may be used and disclosed
- has provided any consent required for the collection, use or disclosure of their information.

If your application is successful, the Department will publish information about your grant in accordance with the NSW Grants Administration Guide, as outlined in section 4.4. This may include your organisation's name, project title, description, project location, anticipated completion date and the amount of funding awarded.

6.3 Access to information

Documents submitted as part of a grant application may need to be made publicly available, subject to an application under the *Government Information (Public Access) Act* 2009 (GIPA Act) or an order for papers under Standing Order 52 of the NSW Legislative Council.

About the GIPA Act

The GIPA Act provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency. The Department may release any information received in or relating to your application in response to a request lodged under the GIPA Act, or as otherwise required or permitted by law.

More information can be found at: Government Information (Public Access) Act 2009

About Standing Order 52

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House.

6.4 Ethical conduct

You are responsible for ensuring your application is complete and accurate. Giving false or misleading information is a serious offence under the *Crimes Act 1900 No 40* (NSW). If we suspect or discover you have submitted misleading or false information, we may investigate the application further, and if deemed appropriate, may exclude your application from further consideration.

Applicants must not lobby the NSW Government on an issue related to the selection process or seek to gain an unfair advantage for their application. For guidance on acceptable communication and advocacy of proposed projects, please read the NSW Lobbyists Code of Conduct.

The Department reserves the right to disqualify individuals and organisations from participating in this initiative for an identified period. This can be done if the Department believes, on reasonable grounds, that an individual or organisation has engaged in misconduct relating to any part of the grant process. In determining whether to disqualify an individual or organisation, the Department may consider whether they have:

- breached the guidelines for participating in the grant process
- breached a direction given by the Department in relation to the grant process
- been involved in, or is suspected of being involved in, conduct intended to affect the integrity of the grant process.

6.5 Conflict of interest management

You and, if relevant, your consultants must disclose any actual, potential or perceived conflicts of interest as part of your application or, if successful, as they arise during project implementation. Conflicts of interest are any factors that could compromise the judgement, decisions, or actions of a person or group of people. Such conflicts may relate to:

- engaging consultants to assist you with the application who have advised or are currently advising the Department
- procurement or employment
- direct negotiations
- sponsorships
- partnerships
- any other situations which could lead to unfavourable advantage.

As part of ongoing reporting requirements (e.g., project milestone reports), you are required to update any conflicts of interest, where applicable.

NOTE: You are advised to contact us if you are unsure whether something constitutes an actual, potential or perceived conflict of interest.

All Department staff and assessors will undergo a conflict-of-interest process as part of any application assessment.

6.6 Confidentiality

The Department will take reasonable steps to protect commercial-in-confidence or confidential information provided as part of your grant application, assessment or funding negotiations.

The Department may disclose commercial-in-confidence or confidential information to:

- the Minister or Minister's office
- the NSW Ombudsman and Audit Office of NSW
- departmental staff, consultants and advisers involved in administering the grant

- other government agencies, including Commonwealth, state and territory agencies, or other organisations and individuals where disclosure is necessary for assessing, verifying or administering your grant
- other parties where disclosure is authorised or required by law.

Where appropriate, the Department will advise recipients of the confidential nature of the information disclosed.

Information identified as 'Commercial-in-confidence' or 'Confidential' will be handled in accordance with applicable legal requirements. However, marking information as confidential does not prevent its disclosure where authorised or required by law, including under the *Government Information (Public Access) Act* 2009 (NSW) (GIPA Act).

The Department will otherwise disclose confidential information only with your consent or where permitted or required by law.

6.7 Provision of false or misleading information

You must ensure that all information provided to the Department in connection with your application is accurate, complete and not misleading.

If the Department identifies information that may be false or misleading, it may seek clarification or investigate the matter.

Depending on the circumstances, the Department may:

- exclude your application from further consideration
- refuse to consider further applications
- withdraw a funding offer
- require repayment of grant funds to which you are not entitled under the funding deed
- report suspected criminal conduct to the NSW Police.

Dishonestly providing materially false or misleading information to obtain funding may constitute an offence under the *Crimes Act 1900* (NSW).

6.8 Probity

The grant program team is responsible for overseeing the administration of the grant program and managing funding deeds.

The grant program will be administered fairly and transparently, in accordance with the NSW Government Grants Administration Guide and the published assessment criteria.

Applications will be assessed consistently against the eligibility and merit assessment criteria outlined in these guidelines. Funding recommendations and decisions will be documented in accordance with the approved grant assessment and decision-making processes.

6.9 Amendments to Guidelines

The Department may amend, supplement or replace these guidelines, subject to applicable legal and grant administration requirements.

Any amendments will be published on the Assessor Workforce Development Grant webpage.

Where significant changes are made to the grant opportunity, the Department will publish updated guidelines and provide information about the changes to prospective applicants.

7 Definition of terms

Term/Acronym	Definition
AASP	Assessor Accreditation Service Provider Design Matters National is the AASP responsible for accrediting Home Energy Rating assessors for existing homes under NatHERS.
Assessor for existing homes	An accredited professional who conducts Home Energy Ratings for existing homes using approved NatHERS tools and methods
Credit Transfer	Recognition of equivalent training or qualifications completed through previous study, so a unit of competency does not need to be repeated
Data Collector	Data collectors assist the assessment process by entering homes and collecting the data needed for an accredited assessor to perform a Home Energy Rating assessment and produce a certificate
Funding Deed	Legally binding agreement between the Department and a grantee that sets out the funding conditions, project requirements, reporting obligations and payment arrangements.
GMS	Grant Management System The online system used to submit and manage grant applications.
Home Energy Rating	A rating of a home's overall energy performance, considering its design and construction, major fixed appliances, and any

	on-site renewable energy generation and storage.
LiDAR	Light Detection and Ranging A technology used to measure distances and capture spatial information.
NatHERS	Nationwide Home Energy Rating Scheme Australia's national framework for assessing the energy performance of residential buildings.
NSW based organisations	Organisations that deliver activities in NSW that directly and exclusively benefit NSW residents
NVITAFE	Northern Victoria Institute of TAFE, the organisation under which Wodonga TAFE and GOTAFE operate
Regional trainees	Trainees located outside Greater Sydney, Newcastle, Lake Macquarie and Wollongong areas
RPL	Recognition of Prior Learning A process that recognises a person's existing skills, knowledge and experience and may reduce the amount of training they need to complete.
RTO	Registered Training Organisation An organisation registered to deliver nationally recognised vocational education and training.
The Department	The NSW Department of Climate Change, Energy, the Environment and Water, which administers the Assessor Workforce Development Grant program and is responsible for assessing applications, awarding funding, and overseeing grant program delivery.