



Institute of Quarrying Australia

 		IQA Policy P10.2	
National Secretariat		AIQEF Funding Policy	
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Date Adopted:	26/5/2015	Contact:	Company Secretary

Purpose

This policy seeks to ensure that the processes required for the National Office, Branches and Sub-Bran­ches to obtain funding from the AIQEF are adhered to. The AIQEF provides grants for the following types of activities in addition to the support to the IQA for employment costs of the General Manager:

1. Funding of other IQA national initiatives in education and training, such as product development, as reflected in the IQA Annual Plan and approved by the Board;
2. Funding support to the IQA Branches and Sub Branches for their respective education and training initiatives, such as speakers/presenters for Branch seminars and technical forums;
3. Joint educational activities with other industry organisations carried out for the benefit of industry participants; and
4. Sponsorship of the Alex Northover Award to recognise excellence.

Policy

The IQA shall seek annual funding from the AIQEF for 75% of the IQA's General Managers salary package and the Branches / Sub-Bran­ches shall seek periodic funding for any of the aforementioned activities.

Procedures

1. IQA AIQEF Grant Budgeting Procedures

- i. By 30 April each year the AIQEF will advise the IQA of the amount that it can apply for expenditure in the following financial year.
- ii. As part of the IQA annual budget preparation, National Office, the Branches and Sub-branches are to include their forecasts for AIQEF grants in their budget submissions. These submissions are to include the following with respect to each grant they propose:
 - a. An outline of the individual grants;
 - b. The total dollar value of individual grant;
 - c. When the their activity or project is to be undertaken; and
 - d. The timing of payments by the AIQEF.
- iii. The IQA is to:
 - a. Evaluate each submission, ensuring its compliance with IQA objectives and AIQEF requirements;
 - b. Advise grant proponents of any areas of non-compliance with IQA objectives or AIQEF requirements and where possible how their proposed projects can be adjusted to ensure compliance;
 - c. Where the total of the IQA proposed compliant grants exceeds the amount advised as available by the AIQEF, determine how the available funds should be allocated;
 - d. Inform the grant proponents of their allocation of grants in the coming year; and
 - e. Finalise the AIQEF grants budget, including the timing of payments, and advise the AIQEF of the details by 30 May each year.

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2. IQA AIQEF Grant Application Procedures

- i. At least two (2) months prior to the requirement for any payment for each budgeted AIQEF grant activity or project grant proponents are to submit a detailed application to the IQA National Office. This application is to include the following:
 - a. A description of the activity or project;
 - b. The educational outcomes and benefits of the activity or project;
 - c. Education or training expenditure budget, including each area of expenditure;
 - d. Any other sources of funds being used to cover the education or training expenditure;
 - e. Forecast attendance and how many attendees are likely to IQA members and non-members; and
 - f. Schedule of payments required, (dates and amounts).
- ii. On receipt of each application the IQA National Office is to:
 - a. Review each application to ensure its compliance with IQA objectives and AIQEF requirements and that it is within the approved budget for that activity or project;
 - b. Advise grant proponents of any areas of non-compliance with IQA objectives or AIQEF requirements and where possible how their proposed projects can be adjusted to ensure compliance;
 - c. Forward the compliant grant applications to the AIQEF Secretary at least one month before the first payment for that grant is required;
 - d. Advise the proponent grant proponents of the details of the application that has been submitted to the AIQEF.
- iii. The AIQEF will review the application and advise the IQA National Office and the grant proponent of the value of the approved grant within 10 working days of receipt of the application.

3. AIQEF Grant Payment Procedure

The grant proponents are to submit copies of all tax invoices to the IQA national Office.

- i. On receipt of the tax invoices the IQA National Office is to:
 - a. Review each invoice to ensure its compliance conditions of the approved grant;
 - b. Advise Branch or Sub-branch of any invoices that do not comply with the conditions of the approved grant;
 - c. Consolidate all of the compliant invoices into an IQA invoice to the AIQEF; and
 - d. Forward the IQA invoice, with supporting invoices to the AIQEF Secretary for payment;
- ii. On receipt of the claims for payment the AIQEF Secretary will:
 - a. Review these claims for payment and ensure they are covered by the approved grant;
 - b. Where they clearly are covered by the grant approval the AIQEF Secretary will arrange payment of the claim;
 - c. Where claims for payment are not clearly covered by the grant approval he/or she is to seek advice from the AIQEF Council prior to processing the claim or advising the IQA that the claim is not valid or appears to not be valid.

4. AIQEF Guidelines

The Australian Institute of Quarrying Education Foundation (AIQEF) was established in 1982 with the following objectives:-

- to establish and support national educational courses in quarrying and surface mining; and
- to support advanced training for persons in technological fields related to quarrying exploration, development, production, organisation and management.

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The AIQEF website www.aiqef.com.au includes instruction on preparing and submitting applications for AIQEF grants. The policy provides guidance on the types of educational expenses that can be included for payment by an AIQEF grant.

The AIQEF provides grants for the following types of educational projects:

- The part funding of the **Education Officer's component** of the IQA General Manager's package.
- The development of **training resources**.
- Educational scholarships.
- Awards to recognise excellence in vocational training in the quarrying and surface mining industries.
- The delivery of **training programs**.
- Assistance with the conduct of:
 - **seminars**, and
 - **industry dinners and technical meetings**.

Training Resource Development

The types of training resources that could be considered for AIQEF grants may include:

- Training reference material
- Self-paced learning material
- Videos
- Training program audio-visual presentation material
- Assessment tools

The training material developed using an AIQEF grant would be the property of the AIQEF. Joint ownership may apply where development costs are shared.

Training Program Delivery

There are two circumstances where it may be appropriate for an AIQEF grant - these are:

- for the conduct of a pilot course to trial training developed using AIQEF grants or developed by others and proposed for inclusion in the IQA Professional Development Program (PDP); or
- to subsidise the conduct of PDP workshops in remote locations where attendance fees may not cover the delivery cost of the workshop.

In the case of a pilot course the grant could cover the following expenses:

- The presenter fee, travel, accommodation and meal costs
- Venue and audio-visual equipment hire

It would be expected that, where possible, speaker travel, venue and audio-visual equipment hire will be minimised and that the attendees at pilot courses would be charged for the cost of their meals and refreshments.

In the case of PDP workshops to be conducted in remote locations a grant could be made to cover the difference between the income and cost of the conduct of the workshop. The purpose of these grants would be to make PDP workshops available to those in remote locations. The participants in these workshops would, however, be expected to pay the same registration fee as those attending workshops in metropolitan areas, where the fees should be set to cover the cost, and based on a reasonable minimum attendance.

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Seminars

Seminars often involve a combination of education (or training) activities and social activities as they are intended to provide both education and networking opportunities. AIQEF grants will only be made for the education (or training) aspects of these seminars. AIQEF grants in support of educational seminars may be made for the following purposes:

- The educational presenter fees, travel, accommodation and meal costs.
- Venue and audio-visual equipment hire.
- Gifts for the educational speakers (often the speakers will not charge for their time).
- Publishing of training materials to be provided to the seminar training session participants.

It is expected that participants at educational sessions of seminars will be charged registration fees to cover their meals and refreshments.

All costs of any transport, meals, refreshments and entertainment associated with the social component of the seminar would be paid for by the participants and sponsorship by other than the AIQEF.

Industry Dinners and Technical Meetings

From time to time, industry dinners and technical meetings will include paid speakers on matters with an educational purpose. In these circumstances AIQEF grants may be made to cover the educational presenter's fee, travel, accommodation and meal costs.

It is expected that attendees at these functions will be charged a registration fee that will cover the venue and audio-visual equipment hire and their meals and refreshments.

Education Officer's Component of the IQA's General Manager's Package

The AIQEF provides a grant to the IQA to employ a General Manager that has an Education Officer component of 75% to provide educational support for both its own members and others in the industry.

This grant covers:

- 75% of the cost of the employment of General Manager, and
- 75% of the General Manager's travel, accommodation, meal and communication expenses related to his/or her educational activities.

Other education expenses incurred by the General Manager, such as publishing of documents, would normally be covered by the IQA or by separate grants from the AIQEF.

Educational Scholarships

The AIQEF has in the past granted scholarships to enable students to obtain qualifications in extractive industry management. These scholarships have covered travel, accommodation and meals costs for individuals from remote locations to attend training sessions.

Awards

The AIQEF makes an annual award of \$2,500 (The Alex Northover Award) to recognise the best Portfolio of Evidence prepared and submitted by an individual to an RTO in support of the applicant seeking accreditation for either Certificate IV or Diploma against the Extractive Industries Training Package.

The AIQEF also makes available a grant of up to \$2,000 each to the three Alex Northover Award finalists to assist them in attending the IQA national conference at which the winner will be announced.