

Category	Line Item	Required Breakdown / Calculation Basis	How to Describe This Cost
People & Staffing	Project Manager / Coordinator	Role title; hourly rate or salary; hours; % FTE; duration	Specify role and classification/level × hourly rate or salary × hours worked. Pro-rata to the project where applicable.
People & Staffing	Case Worker / Support Worker	Role title; hourly rate; hours per week; number of staff	Detail role, level and hours allocated. Avoid lump sums; show calculation clearly.
People & Staffing	Employer Liaison Officer	Role title; hourly rate; hours allocated; duration	Show staff time required to engage employers and coordinate placements.
People & Staffing	Trainer / Facilitator	Hourly or session rate; number of sessions; hours per session	Describe what the fee includes (delivery, prep, materials) and how hours are calculated.
People & Staffing	Staff On-Costs	Superannuation, payroll tax, leave loadings; percentage applied	Provide a clear on-cost calculation and specify which roles are covered.
Participant Assistance	Travel Assistance	Cost per participant; number of participants	Separate participant and staff transport. Detail cost per participant and frequency.
Participant Assistance	Work Clothing & PPE	Item cost; items per participant; participants supported	Specify item type and unit cost. Multiply by number of participants supported.
Participant Assistance	Licensing & Checks	Fee per licence/check; number of participants	List licence/check type and cost per person.
Participant Assistance	Training Materials	Unit cost; quantity; learners supported	Detail learning resources provided directly to participants.
Participant Assistance	Participation Supports	Cost per session; number of sessions; participants	Note support services identified in the project plan (e.g. childcare, counselling, mentoring).
Training & Learning Activities	Accredited Training Fees	Learner numbers × cost per learner; qualification	State qualification/course and calculation per learner.
Training & Learning Activities	Non-Accredited Training	Cost per hour/session × hours; participants	Explain what the training covers and how hours are calculated.
Training & Learning Activities	Assessment & Certification	Cost per certificate or assessment; number issued	Clearly link to training outcomes.
Training & Learning Activities	Training Consumables	Unit cost; quantity	Only include consumables essential for learning activities.
Project Delivery Costs	Venue Hire	Cost per day/session × number of sessions	Only include venues directly required for delivery.
Project Delivery Costs	Program Consumables	Unit cost; quantity	Detail delivery materials not provided directly to participants.
Project Delivery Costs	IT & Systems (Pro-rata)	Licence or equipment cost × % project use	Explain who will use the IT and how it supports delivery or reporting.
Project Delivery Costs	Printing & Resources	Unit cost; quantity	Avoid broad printing costs; specify purpose.
Employer & Industry Engagement	Work Placement Coordination	Staff hours × rate; duration	Detail staff time required to organise and support placements.
Employer & Industry Engagement	Employer Support Costs	Cost per placement × number of placements	Specify purpose and ensure costs benefit participants, not business operations.
Employer & Industry Engagement	Industry Engagement Activities	Cost per event × number of events	Detail activities such as site visits or employer briefings.
Monitoring, Evaluation & Reporting	Outcome Data Collection	Tool cost × participants	Link data collection to reporting requirements.
Monitoring, Evaluation & Reporting	Evaluation Support	Daily or project rate; scope	Explain what evaluation activities are covered.
Monitoring, Evaluation & Reporting	Reporting & Acquittal	Staff role × hours	Show reporting effort separately from delivery roles.
Compliance & Risk	Insurance (Project Share)	Insurance type; coverage; % attributed	Specify insurance type and level of cover attributable to the project.
Compliance & Risk	Audit Costs	Fixed audit cost	Only include audits required for the project.
Compliance & Risk	Child & Youth Safety	Cost per check/training × staff	Detail mandatory safety checks or training.
Project Overheads	Any other costs	% of total budget; purpose	Avoid vague entries; clearly justify potential use.