



## Glossary

The following glossary has been provided as a quick reference for terms used by the TAFE Centres of Excellence.

**Aboriginal Community-Controlled Organisations (ACCO's)** – not-for-profit organisations that are controlled and operated by Aboriginal and/or Torres Strait Islander peoples, with the goal of empowering their communities.

**Aboriginal Community-Controlled Health Organisations (ACCHO's)** – is a community-run primary healthcare services that provides comprehensive, culturally informed care for Aboriginal and Torres Strait Islander peoples.

**Accessible models of education and training delivery** – prioritise flexibility and inclusivity, ensuring that learners with diverse needs can participate and succeed.

**Application Form** – document provided by the Grant maker that applicants use to apply for funding under the program.

**Application Portal (Portal)** – Online portal made available for grantees to submit applications for a grant round.

**Applied Research Grants (Grants)** – are designed to support research that has practical applications and can directly benefit society. These grants often focus on solving real-world problems and advancing technology or knowledge in specific fields.

**Assessment criteria** – are the standards or guidelines used to evaluate and assess applications. These criteria help ensure that assessments are fair, transparent, and aligned with the Grant objectives.

**Australian Business Number (ABN)** – is a unique 11-digit identifier issued by the Australian Business Register (ABR) that helps businesses, and the government interact more efficiently. For more information, please refer to <https://www.abr.gov.au/>

**Budget** – a financial plan that outlines income and expenses over a specific period.

**Clean energy batteries** - are essential for the transition to a sustainable energy future. They play a crucial role in storing energy from renewable sources like solar and wind, ensuring a stable and reliable power supply even when the sun isn't shining, or the wind isn't blowing.

**Community of practice** – is a group of people who share a common interest or profession and come together to learn from each other, share knowledge, and improve their skills.

**Conflict of Interest** – occurs when an individual's personal interests clash with their professional duties or responsibilities, potentially compromising their judgment, actions, or decision-making.

**Cultural responsiveness** – refers to the ability to understand, respect and effectively respond to cultural backgrounds, values, and needs of individuals and communities.

**Demonstrated capacity** – refers to proven ability or experience in doing something effectively. Often used in applications, proposals, or evaluations to indicate that someone or an organisation has already shown they can successfully perform a task or meet certain requirements.

**Demonstrated expertise** – refers to proven, observable, or well documented knowledge and skill in a particular area. This can be supported by experience, achievements, or qualifications.

**DTET** – Queensland Government Department of Trade, Employment and Training.



**Digital literacy and capability** – the knowledge, skills and confidence needed to use digital technologies effectively, safely, and responsibly.

**Dissemination plan** – will outline how the findings, results or outputs of a project will be shared with relevant stakeholders with the intent to maximise awareness, impact, and further implementation.

**Eligibility criteria** - the specific requirements or conditions that must be met for an individual or entity to qualify for a particular opportunity, such as a research study, grant, job, or program. These criteria help ensure that only suitable candidates are considered, which can improve the accuracy and relevance of the outcomes.

**Evaluation methods** – are strategies and tools used to assess the effectiveness, impact and outcomes of a project or program. These methods assist to determine if objectives have been met and may inform continuous improvement.

**Evidence-based practices** – approaches and interventions that are grounded in systematic research and empirical evidence. These practices are designed to ensure that the methods used are effective and have been proven to produce positive outcomes.

**Ethics approval** – a formal process that ensures any research involving human participants, their data, biospecimens, or observations about them is conducted ethically, responsibly, and in line with established national and institutional guidelines. The approval must be sought from Grantee's or Partner's organisations. Should Grantee or Partner organisations not establish the procedure for human research ethics clearance, Grantee may seek ethics clearance through [NHMRC registered Human Research Ethics Committees \(HREC\)](#). If successful, Grantee should provide the TAFE Centres of Excellence the evidence of ethics approval or exemption.

**Expenditure report** – detailed document that tracks and summarises all expenses incurred by the Grant Recipient/Grantee over the agreed Grant project time frame. This report is used to monitor spending, ensure budget compliance, and provide transparency in financial management.

**Grant Agreement** – sets out the legal relationship between the parties to the agreement and specifies the details of the grant. It is also used as a collective noun for grant agreement, schedule, and activities.

**Grant opportunity** – refers to a specific grant round where a grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the selection process.

**Grant recipient (Grantee)** – an individual, organisation, or entity that receives funds from a grantor (such as a government agency, foundation, or corporation) to support a specific project, program, or initiative. The grant is typically awarded based on the grantee's proposal and is intended to achieve certain objectives or outcomes.

**Goods and Services Tax (GST)** – is a value-added tax levied on most goods and services sold for domestic consumption. GST is paid by consumers, but it is remitted to the government by the businesses selling the goods and service.

**Health equity** – describes the commitment to ensuring that all individuals have a fair and equitable opportunity to access the highest level of health, regardless of social, economic demographic or geographic differences.

**Industry peak body** – is an organisation that represents the interests of a specific industry or sector. These bodies play a crucial role in advocacy, policy development, and industry standards.

**Intellectual property (IP)** – refers to the creations of the mind. IP can include a brand, logo, images, or an invention. All IP creations aligned to the TAFE Centres of Excellence Applied Research Grants will remain the IP of TAFE Queensland.

**Letter of Offer** – A Letter of Offer, as it relates to the TAFE Centres of Excellence Applied Research Grants is a formal document issued by the Centre to the successful applicant that outlines the terms

and conditions of the relationship. Once this document has been signed by both parties, it will be referred to as the Grant Agreement.

**Letters of Support** - Letters of support strengthen a research grant application. They provide endorsements from collaborators, institutions, or stakeholders, highlighting the significance and potential impact of the proposed research.

**Marketing** – involves the activities and processes used to create, communicate, deliver, and exchange offerings that provide value for customers, clients, partners, and the broader community.

**Measurable** – something that can be quantified, assessed, or evaluated using criteria or data.

**Methodological rigor** – refers to the degree to which research or evaluation methods are carefully planned, consistently applied, and thoroughly executed to ensure the validity, reliability, and credibility of the results.

**Milestone** – a significant event or stage in a project that marks a key achievement or point of progress.

**Milestone report** – is a document that provides a snapshot of a project's progress at key points. It helps track significant achievements and ensures that the project stays on course.

**National Skills Agreement (NSA)** – The National Skills Agreement is a five-year joint agreement between the Commonwealth, states, and territories. It aims to strengthen the vocational education and training (VET) sector in Australia and ensure a skilled workforce for the future. For more information, please refer to [National Skills Agreement - Department of Employment and Workplace Relations, Australian Government](#)

**Non-compliant expenditure** – refers to spending that does not adhere to established rules, regulations, or guidelines.

**Principal Investigator (PI)** – The Principal Investigator is responsible for ensuring the proposed project is conducted in accordance with the project details, project budget and in line with the timeframe associated with the application.

**Outcomes** – are the results or effects that follow from an action, program, or project.

**Outputs** – are tangible products, services or deliverables that are a direct result of project activities or initiatives.

**Partnership** – is a collaborative relationship between two or more individuals, groups or organisations who work together toward shared goals.

**Place-based challenges** – focusing on specific geographic areas, rather than broad populations, to tackle complex issues (disadvantage, social and/or environmental).

**Probity** – is the adherence to high ethical standards with an emphasis on honesty, integrity, and fairness in professional and public settings.

**Problem statement** – is a clear, concise description of an issue that needs to be addressed. It identifies the gap between current state and the desired outcome.

**Professional development** – the continuous process of acquiring new knowledge, skills, and experiences to advance in a chosen field or career.

**Project end date** – date the approved Grant project is to be completed by.

**Project start date** – date the approved Grant project is to commence.

**Proportionality** – is a principle that ensures methods, risk and resources used, are appropriate and justified by the importance and potential benefits.

**Research ethics** — research ethics are a set of principles that guide the conduct of research to ensure it is carried out responsibly and ethically. These principles help protect the rights, dignity, and welfare of research participants, as well as the integrity of the research process itself.

**Risk Management Plan** — a structured document that outlines how an organisation or project team will identify, assess, manage, and monitor risks. Please refer to the Applied Research Grants Risk Management Plan via <https://tafeqld.edu.au/tce-grants> for more information.

**Scope** — defines the boundaries, objectives, deliverables, and constraints of a project.

**Selection Advisory Committee** — the Selection Advisory Committee consists of representatives with appropriate policy and program and/or delivery knowledge review to assess applications and provide advice and recommendations to the delegate on who to fund and not fund.

**Selection process** — the steps taken to select the most suitable application from a pool of applicants.

**Skills gaps** — the difference between the skills that employers need or expect from their employees and the skills that the current workforce possesses. This gap can occur in various industries and can impact productivity, innovation, and overall business performance.

**Stakeholder engagement** — process of involving individuals, groups, or organisations that may affect or be affected by a project, decision, or policy. Effective engagement builds trust, improves outcomes, and ensures that diverse perspectives are considered.

**Steering Committee** — is an advisory group that provides guidance, direction, and oversight for a project or initiative.

**Strengthened clinical governance** — refers to enhancing the systems, structures and processes that ensure healthcare providers delivery high quality, safe and accountable care.

**TAFE** — is an acronym for Technical and Further Education. It is a system of vocational education and training in Australia, providing a wide range of courses that focus on practical and technical skills.

**Targeted populations** — refers to specific groups of people that a project or study is designed to reach or benefit.

**TCE CEB** — is an acronym for the TAFE Centre of Excellence Clean Energy Batteries.

**TCE HCS** — is an acronym for the TAFE Centre of Excellence Health Care Support.

**VET** — is an acronym for vocational education and training.

**Workforce pathways** — are structured programs and initiatives aimed at improving workforce training, career readiness and educational access.

**Work Integrated Learning (WIL)** — educational programs that integrate academic learning with practical workplace experience. This approach allows students to apply theoretical knowledge in real-world settings, enhancing their skills and employability (e.g. traineeship, internship etc).

**Workplace safety** — policies and procedures in place to ensure the health, safety, and well-being of employees while at work.