

# Export Market Development Grants (EMDG) Round 4

## Export training plan for representative bodies

If you are a representative body applying for a grant for export training activities, you need to provide a unique, high-quality plan for your proposed export training activities, implementation and intended outcomes. Your plan must demonstrate that you have the skills and experience necessary to deliver, or arrange for the delivery of, export training activities and how you intend to train your small and medium sized enterprise (SME) members to be export ready and develop their export capabilities.

Austrade will use the plan to assess the proposed training activities and determine if they meet the objectives of the program and will substantially benefit your SME members. For the purpose of EMDG, SMEs are defined as having a financial year business turnover of less than $20 million.

You must use this mandatory export training plan template to complete your export training plan and upload it with your application. You cannot submit an export training plan that is copied from another representative body, business, or another EMDG application.

Please read the [EMDG Grant Guidelines](https://www.austrade.gov.au/en/how-we-can-help-you/grants/export-market-development-grants/check-eligibility/guidelines-and-legislation) and *Rule 11: Eligibility conditions for applicants that are representative bodies* of the [Export Market Development Grants Rules 2021](https://www.legislation.gov.au/F2021L00509/latest/text) for more information on your obligations as a representative body.

As per section 4.1.2.3 of the Grant Guidelines, your export training plan must contain all the required information.

### EMDG Rules, No. 11: Plan for the proposed training activities

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| **Export training plan** |
| **Representative body name:** Enter response here**Contact name and position:** Enter response here**Contact number:** Enter response here**Applicant’s ABN:** Enter response here |
| **Q** | **Question and response** |
| **1** | **Will the proposed export training activities be delivered by:**[ ]  Your representative body[ ]  An export training provider arranged by you – please name the providerEnter response here |
| **2** | **What is your representative body’s experience in delivering (or arranging to deliver) export training for your members and your results or outcomes to date? Please include the length of time your representative body has been providing export training, in your response.**Enter response here |
| **3** | **What type of businesses will your representative body seek to provide export training for? (choose at least one)**[ ]  SME members that are new to export to become ready for export[ ]  SME members wanting to develop marketing skills in eligible products overseas[ ]  Both |
| **4** | **What are the proposed export training activities that your representative body will deliver (or arrange to deliver) to your members?**Please provide a description including:1. expected content topics, benefits and key learning outcomes of the export training for your SME members
2. proposed timeline for completion
3. delivery mode (in-person, online, hybrid)
4. expected total number of participating members and proportion that are SME members
5. proposed cost to members of your export training activities if charges will apply
6. link to a website with course or program content (where available)

Enter response here |
| **5** | **What are the individual components/modules that will comprise the proposed export training activities?**Enter response here |
| **6** | **What is the expected breakdown of the costs to deliver the proposed export training activities for the financial years you are applying for (only include costs that you will be claiming under EMDG)?**Enter response here |
| **7** | **How do you propose to validate your members’ knowledge after they have completed the training (i.e. test, seek participants’ feedback)?**Enter response here |
| **8** | **How will you measure your organisation’s success in delivering the proposed export training (i.e. completion rate, pass rate, participant feedback)?**Enter response here |
| **9** | **How will your representative body (or training provider on your behalf) provide proof of completion to members who successfully complete your export training?**[ ]  Certificate[ ]  Digital badge[ ]  Email confirmation[ ]  Formal qualification – please specify Enter response here[ ]  Other – please specify Enter response here |
| **10** | **How often do you plan to conduct the proposed export training?**[ ]  On demand[ ]  Half yearly [ ]  Annually[ ]  Other – please specify Enter response here |
| **11** | **How will you promote the proposed export training activities to your members?**Enter response here |
| **12** | **If the training will support potential applicants to become ready to export, do you give permission to Austrade to include the name of your organisation on the list of approved training providers published on the** [**Go Global Toolkit**](https://export.business.gov.au/pricing-costs-and-finance/export-grants-and-programs/get-export-ready-for-export-market-development-grantset-export-ready-for-export-market-development-grants) **website?**This is subject to Austrade’s assessment of the proposed export training activity and is at Austrade’s discretion. [ ]  Yes[ ]  No |