

Declaration of apprenticeships and traineeships

Purpose

This procedure details the requirements for processing a declaration for apprenticeships and/or traineeships.

Overview

Apprenticeships and traineeships are defined under the <u>Further Education and Training Act 2014</u> (FET Act) as employment-based training, and are subject to a contract of training.

An apprenticeship and/or traineeship may be declared when:

- qualifications are superseded in training packages
- proponents apply for new apprenticeships and/or traineeships.

When declared, a range of details, conditions and restrictions must be met by:

- employers
- · apprentices and trainees
- supervising registered training organisations.

Apprenticeships and traineeships in Queensland are declared under <u>delegation</u> from the Chief Executive of the Department of Employment, Small Business and Training (DESBT).

Process

Declaration of new apprenticeships and traineeships

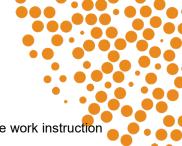
Proponent

- When a proponent identifies a demand for apprenticeships and/or traineeships that have not been
 declared in Queensland, complete the <u>Declaration of an Apprenticeship or Traineeship and the allocation
 of User Choice Funding Arrangements Application</u>. A <u>Guide to Completing the Declaration of an
 Apprenticeship or Traineeship and the allocation of User Choice Funding Arrangements Application
 has been developed to assist with the application process.
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- Submit the application to the Queensland Apprenticeship and Traineeship Office (QATO) at <u>OPRA@desbt.qld.gov.au</u> for a decision.

Engagement Division, Service Delivery, Queensland Apprenticeship and Traineeship Office (QATO), DESBT

- Review applications for declarations of apprenticeships/traineeships to ensure all required information has been submitted.
- Where information has not been supplied or is not clear in the application, contact the proponent and request further information.
- If the application requests User Choice funding for the apprenticeship and/or traineeship, forward a copy of the application to Investment Division (VET Programs and Investment) and Engagement Division (Industry Engagement) for consideration.





- Prepare requirements worksheet and declaration approval brief in accordance with the work instruction for the declaration of new apprenticeships and traineeships.
- Check the website https://www.apprenticeships.gov.au/tools/field-officer-briefs to research details of apprenticeships/traineeships declared by other State Training Authorities (STA's) to ensure consistency.
- Notify relevant stakeholders of the pending declaration of apprenticeships and/or traineeships using the email template.
- Director, QATO to exercise their delegation in declaring new apprenticeships and/or traineeships.
- Notify relevant stakeholders of new declarations of apprenticeships and/or traineeships using the email template.
- Publish approved apprenticeships and/or traineeships on the Queensland Training Information Service (QTIS) website.

Investment Division, VET Programs and Investment, DESBT

- Review funding requests for new apprenticeships and/or traineeships under the User Choice program.
- When QATO approves the declaration, publish approved funding arrangements on QTIS.

Engagement Division, Industry Engagement, DESBT

• Consult with relevant industry bodies or associations concerning restrictions and details to be approved in accordance with the <u>Declaration of Apprenticeships and Traineeships in Queensland policy</u>.

Declaration of existing apprenticeships and traineeships

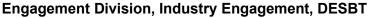
Engagement Division, Service Delivery, Queensland Apprenticeship and Traineeship Office (QATO), DESBT

- Monitor the training.gov.au (TGA) website for newly endorsed training package qualifications.
- Identify existing apprenticeships or traineeships for declaration where qualifications in national training packages have been superseded.
- Prepare working documents in accordance with the work instruction for the declaration of existing apprenticeships and traineeships.
- Where it has been identified there is a lack of industry demand for a qualification, send an email to Industry
 Engagement requesting consultation with the relevant industry body to determine if the qualification should
 be re-declared or removed.
- Consult with relevant industry bodies or associations concerning restrictions and details to be approved in accordance with the Declaration of Apprenticeships and Traineeships in Queensland policy.
- Consult with STA's on details of apprenticeships and/or traineeships to ensure consistency interstate.
- Notify relevant stakeholders of pending declarations of apprenticeships and/or traineeships using the email template.
- Director, QATO to exercise delegation for declaring apprenticeships and/or traineeships.
- Notify relevant stakeholders of approved declarations of apprenticeships and/or traineeships using the email template.
- Publish approved apprenticeships and/or traineeships on QTIS.

Investment Division, VET Programs and Investment, DESBT

- Review funding requests for updated apprenticeships and/or traineeships under the User Choice program.
- When QATO approves the declaration, publish approved funding arrangements on QTIS.





Consult with relevant industry bodies or associations to obtain feedback where it has been identified
there is a lack of industry demand for a qualification.

Definitions

DESBT	Department of Employment, Small Business and Training
Proponent	An individual representing themselves or an organisation, or an industry body that
	has responsibility for specific Industry Training Groups (ITG's)
	e.g. Australian Apprenticeship Support Network (AASN) Providers, registered training
	organisations (RTOs), Industry Bodies or Associations
QTIS	Queensland Training Information Service, DESBT's electronic database listing
	apprenticeships and traineeships approved for delivery in Queensland.
Requirements	Identifies all the details, conditions and restrictions of the proposed apprenticeships or
worksheet	traineeships for implementation in Queensland.
TGA - training.gov.au	The national register containing information on registered training organisations
	(RTOs), nationally recognised training (training packages, qualifications, accredited
	courses, skill sets and units of competency) and the approved scope of each RTO to
	deliver nationally recognised training.

Legislation

- Further Education and Training Act 2014 Section 8
- Further Education and Training Regulation 2024 Section 3

Delegations/Authorisations

- Director-General's Delegations under the Further Education and Training Act 2014
- Executive Director's Sub-delegations under the Further Education and Training Act 2014

Related policies

• Declaration of Apprenticeships and Traineeships in Queensland Policy

Related procedures

Nil

Supporting information/websites

- <u>Declaration of an Apprenticeship or Traineeship and the allocation of User Choice Funding Arrangements Application</u>
- Guide to Completing the Declaration of an Apprenticeship or Traineeship and the allocation of User Choice Funding Arrangements Application
- Work instruction for the declaration of existing apprenticeships and traineeships (DESBT employees only)
- Work instruction for the declaration of new apprenticeships and traineeships (DESBT employees only)
- Declaration approval brief (DESBT employees only)
- Requirements worksheet (DESBT employees only)
- Email templates for notifying stakeholders of pending declarations of apprenticeships and traineeships (DESBT employees only)
 - o Intention to declare apprenticeships and traineeships in a new version of a qualification
 - Intention to declare apprenticeships/traineeships in a qualification which supersedes another qualification
 - Notification of approval for the declaration of apprenticeships/traineeships in a certificate in a training package
 - Notification of approval for the declaration of apprenticeships and traineeships in a training package

Website

Nil



Contact

For further information, please contact Apprenticeships Info:

Website: www.desbt.qld.gov.auTelephone: 1800 210 210

• Email: apprenticeshipsinfo@qld.gov.au