

# 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 [Further Education and Training Act 2014](#) (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- qualifications are superseded in training packages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 [delegation](#) 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 [Declaration of an Apprenticeship or Traineeship and the allocation of User Choice Funding Arrangements Application](#). A [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.
- Submit the application to the Queensland Apprenticeship and Traineeship Office (QATO) at [OPRA@desbt.qld.gov.au](mailto:OPRA@desbt.qld.gov.au) 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 [Declaration of Apprenticeships and Traineeships in Queensland policy](#).

## **Declaration of existing apprenticeships and traineeships**

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

- Monitor the [training.gov.au](http://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](#).



## Engagement Division, Industry Engagement, DESBT

- 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

<b>DESBT</b>	Department of Employment, Small Business and Training
<b>Proponent</b>	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
<b>QTIS</b>	Queensland Training Information Service, DESBT's electronic database listing apprenticeships and traineeships approved for delivery in Queensland.
<b>Requirements worksheet</b>	Identifies all the details, conditions and restrictions of the proposed apprenticeships or traineeships for implementation in Queensland.
<b>TGA – <a href="http://training.gov.au">training.gov.au</a></b>	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

- [Declaration of an Apprenticeship or Traineeship and the allocation of User Choice Funding Arrangements Application](#)
- [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)
  - 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.au](http://www.desbt.qld.gov.au)
- **Telephone:** 1800 210 210
- **Email:** [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au)

