

**Guide to completing the Declaration
of an Apprenticeship or Traineeship
and the allocation of
User Choice Funding Arrangements
Application**



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INTRODUCTION

Apprenticeships and traineeships in Queensland are declared by the Department of Employment, Small Business and Training (the department) under delegation from the chief executive, under the authority of the [Further Education and Training Act 2014](#) (FET Act).

Under section 8 of the FET Act, the chief executive's delegate has the authority to declare employment-based training which leads to a qualification or statement of attainment to be an apprenticeship or traineeship.

These guidelines have been developed to assist a proponent in completing the "*Declaration of an Apprenticeship or Traineeship and the allocation of User Choice Funding Arrangements Application*". The proponent can also refer to the [Declaration of Apprenticeships and Traineeships policy](#) which outlines the requirements for each apprenticeship and traineeship when being declared.

User Choice Funding Allocation

The department's User Choice Program provides a public funding contribution towards the cost of training and assessment services for eligible Queensland apprentices and trainees. Under the User Choice Program, funding priority determines the level of public funds contributed to training for specific apprenticeships and traineeships.

The "*Declaration of an Apprenticeship or Traineeship and the allocation of User Choice Funding Arrangements Application*" provides industry clients with the opportunity to submit evidence to the department proposing User Choice funding arrangements for apprenticeships and traineeships that are declared in Queensland.

Industry funding proposals can be submitted at the same time as applications to the department for the declaration of new apprenticeship and traineeship pathways, however, it should be noted that a successful declaration application does not imply nor guarantee User Choice funding.

An industry proposal is no longer required to support the introduction of new Training Packages that supersede existing apprenticeship and traineeship pathways, as funding decisions will be informed by current arrangements.

Funding applications will not be accepted from registered training organisations (RTOs).

NOTE: The proponent is required to provide a response to each question in the application document for each qualification against which a declaration is being requested. Failure to provide a response will result in progress on the application being suspended until such time as the missing information is provided.

Should you have any enquiries in respect to completing the application, please email your enquiry to OPRA@desbt.qld.gov.au and a team member will contact you.

Question 1 – PROPONENT DETAILS

Requirement – The proponent is required to provide a range of information regarding their organisation and relevant contacts by placing a response in each field of the table.

For clarity purposes, **BLOCK CAPITALS** should be used when completing these questions.

Information – The information provided will be used for correspondence purposes and to contact the proponent in the event further discussions regarding the application are required or to notify of declaration approval.

It should be noted that the proponent may be requested by the department to provide additional rationale or justification in support of a proposed declaration.

The proponent is any organisation proposing an apprenticeship/traineeship and may be, but is not necessarily restricted to:

- A body funded by the department to provide strategic advice on the development of apprenticeships/traineeships.
- A departmental representative when no other organisation is available to represent a particular industry sector.

The role and responsibility of the proponent is to:

- Ensure that all statutory requirements and legislation relevant to the apprenticeship/traineeship (e.g. licensing requirements, age restrictions) have been considered in the development of the declaration and funding proposal,
- Satisfy the department, through its market research and industry consultation, that a genuine need for the proposed apprenticeship/traineeship exists within the relevant industry sector regardless of any funding aspects,
- Ensure that any training product utilised in the delivery of the apprenticeship/traineeship is fully developed and capable of being utilised in the training system,
- Ensure that an RTO environment is in place to allow the delivery of the proposed apprenticeship/traineeship qualification,

IMPORTANT NOTE: Funding applications will not be accepted from RTOs.

Question 2 – APPRENTICESHIP / TRAINEESHIP DETAILS

Requirement– The proponent is required to provide a range of information regarding the apprenticeship/traineeship they are proposing for declaration by providing a response in each column of the table.

Column A – Item Number

- **Requirement** – See End Note 1.

Column B – Apprenticeship/Traineeship Name

- **Requirement**- The proponent is required to enter the proposed name of the apprenticeship/traineeship.

- **Information** – The proponent should consider the following information prior to entering the name of the apprenticeship/traineeship in the table:
 - The name of the apprenticeship/traineeship should be plainly described and reflect the actual occupation of the apprentice/trainee in relation to the work that is performed,
 - The name should reflect an occupational name which is commonly used or recognised in the industry (i.e. if someone asked you what you did for a living, what would you reply? e.g. carpenter, plumber etc.),
 - The name should reflect any occupation name/classification that may be used in a relevant award or industrial instrument,
 - The name should reflect an occupation name specified in the [Australia and New Zealand Standard Classification of Occupations \(ANZSCO\)](#); and/or the Australian Government, [Department of Employment and Workplace Relations - Australian Jobs](#).

The name **MUST NOT** contain:

- The words apprenticeship/traineeship,
- The classification of the qualification (*Certificate, Diploma, Advanced Diploma*) etc.

Column C – New Qualification Identification Code

- **Requirement** – See End Note 2.
-

Column D – New Qualification Name

- **Requirement** – The proponent is required to enter the national or state qualification details or course details against which the apprenticeship/traineeship is to be declared.
- **Information** – The qualification or course details should:
 - Include the AQF level – for example, Certificate, Diploma, Advanced Diploma etc,
 - The full name, **exactly** as it appears on www.training.gov.au (TGA),

Note: Should the name shown on TGA be incorrect, the proponent is to **enter the incorrect name** in the application and make a note that an error exists. The department will contact TGA to get any corrections made.

IMPORTANT NOTE: If the proponent is submitting a Queensland registered course for declaration, they will need to provide justification as to why a National Training Package qualification is unsuitable. The justification should include the discussions undertaken with the developers of National Training Packages and the outcomes of these discussions.

Column E – Declaration Type

- **Requirement** – The proponent is required to identify the type of declaration they are seeking. This entry will be either **A** for an **apprenticeship** or **T** for a **traineeship**.
-
-

Column F – Nominal Term (Months)

- **Requirement** – The proponent is required to enter, in months, the nominal term for each apprenticeship/traineeship qualification/s they have entered in the table.
- **Information** – The nominal term of an apprenticeship/traineeship is:
 - The anticipated period of time (months) that the majority of apprentices/trainees could be expected to take to complete the required training of the apprenticeship/traineeship,
 - Generally between **12** and **60** months and will be aligned with nominal terms in other states.

A nominal term entered by the proponent, which is not within current policy parameters, will need to be justified in detail. The justification must be related to the training aspects only and not for any other reason.

Question 3 – DECLARATION DETAILS

Requirement - The proponent is required to provide a range of information regarding the apprenticeships/traineeships proposed for declaration by providing a response in each column of the table.

Column A – Item Number

- **Requirement** – See End Note 1.

Column B – New Qualification Code

- **Requirement** – See End Note 2.

Column C – RTO Availability

- **Requirement** – The proponent will be required to indicate whether there is an RTO currently registered in Queensland to deliver the apprenticeship/traineeship qualification/s they have entered in the table.

The proponent is required to place a **Y** for **Yes** or **N** for **No** in this column against the apprenticeship/traineeship qualification/s they have entered in the table.

- **Information** – For any declaration application to be progressed there **MUST be at least one (1) RTO** registered in Queensland to deliver the proposed apprenticeship/traineeship qualification.

It is important that, prior to applying for declaration, the proponent ascertains from the RTO that they are willing to provide delivery of the qualification/s in the apprenticeship/traineeship sector.

IMPORTANT NOTE: Any application for declaration received by the department denoting an **N** in this column **WILL NOT** be progressed for declaration.

If a proponent is aware that an RTO is in the process of seeking registration for a particular apprenticeship/traineeship qualification, the proponent should **HOLD** the application for declaration until such time as the RTO registration process has been completed.

Columns D, E, F, G, H, I, and J – Calling, Age, Education, Pre-requisites, School-based, Licensing, Priority Population Groups

- **Requirement** – The proponent is required to place a **Y** for **Yes** or an **N** for **No** in every column against the apprenticeship/traineeship qualification/s they have entered in the table at **Question 2** to indicate if they are seeking any restrictions or other requirements to be placed on the proposed apprenticeship/traineeship at time of declaration.

These restrictions or requirements may be in respect of:

- Callings
- Age
- Education standards
- Pre-requisite qualifications or competencies
- School-based apprenticeships or traineeships
- Licensing
- Priority population group.

Please refer to **Page 13** for further explanation of requirements for the above identified “Restrictions”.

IMPORTANT NOTE: If the proponent places a **Y** against any of the qualifications, they must enter the relevant detail of, and rationale for, the restriction or requirement in the appropriate **Question 3 Table**.

- **Information** – It is the sole responsibility of the proponent to seek independent advice, check and ensure compliance with all statutory requirements and legislation that may be relevant to, and impact upon the employment of apprentices/trainees in their particular industry or industry sector.

Prior to proposing a restriction or requirement on any declaration the proponent must ensure that any proposed restriction or requirement does not contravene any state or federal anti-discrimination or child employment legislation.

Column K – Pre-Vocational/Pre-Apprenticeship Qualifications

- **Requirement** – The proponent is required to place a **Y** for **Yes** or an **N** for **No** against each of the apprenticeship/traineeship qualification/s they have entered in the table at **Question 2** to indicate if any pre-vocational or pre-apprenticeship course is linked to the qualification.

IMPORTANT NOTE: If the proponent places a **Y** against any of the qualifications, they must complete the table located on Page 6 of the application (see page 18 of this guide for information regarding the completion of this table).

- **Information** – The completion of a pre-vocational or pre-apprenticeship course normally provides a student with time credit off the nominal duration of their chosen apprenticeship/traineeship, and recognition of prior learning (RPL) and/or credit towards the qualification of their chosen apprenticeship/traineeship.

For the benefit of employers and potential apprentices/trainees, information regarding credits is detailed against the particular apprenticeship/traineeship qualification on the Queensland Training Information Service (QTIS) website at <http://qtis.training.qld.gov.au/>.

Column L – Transition Arrangements

- **Requirement** – The proponent is required to place a **Y** for **Yes** or an **N** for **No** against the apprenticeship/traineeship qualification/s they have entered in the table at **Question 2** to indicate that all the transitional requirements for the particular apprenticeship/traineeship are in place.

IMPORTANT NOTE: Any qualification notated with an **N** in this column **WILL NOT** be progressed for declaration.

- **Information** – It is the sole responsibility of the proponent to ensure that transition arrangements are in place prior to an apprenticeship/traineeship qualification/s being submitted for declaration.

The basic principle underpinning transitional arrangements is to facilitate and encourage the movement of apprentices/trainees to new industry developed and endorsed training package qualifications as soon as practicable.

Where a qualification is superseded, transitional arrangements are not required. Normally all new enrolments will be in the new qualification from the date of declaration.

Column M – Product Issues

- **Requirement** – The proponent is required to place a **Y** for **Yes** or an **N** for **No** against the apprenticeship/traineeship qualification/s they have entered in the table at **Question 2** to indicate if a delivery product is fully available.

Any qualification notated with an **N** in this column **WILL NOT** be progressed for declaration until the product issues are resolved.

- **Information** – It is the responsibility of the proponent to ensure that the product (qualification) against which an apprenticeship/traineeship declaration is proposed is able to be delivered by the vocational education and training (VET) system and that apprentices/trainees can be enrolled prior to an apprenticeship/traineeship qualification being submitted for declaration.

Proponents should familiarise themselves with the proposed products being forwarded for declaration and ensure they check with industry linked RTOs regarding the deliverability of the product prior to submission.

Important Note: For all qualifications where User Choice funding is requested, the nominal hours of the product/s **MUST** be **publicly available** prior to the application being submitted.

Column N – Industrial Relations

- **Requirement** – The proponent is required to place a **Y** for **Yes** or an **N** for **No** against the apprenticeship/traineeship qualification/s they have entered in the table at **Question 2** to indicate if there are any industrial relations issues in respect to the declaration.

It should be noted that any qualification notated with an **N** in this column **WILL NOT** be progressed for declaration.

- **Information** – By placing **Y** in this column the proponent is attesting that they have sought independent advice that there are no industrial relations impediments preventing the qualification from being declared as an apprenticeship/traineeship.

For information regarding industrial relation issues the proponent should contact the Fair Work Ombudsman on 13 13 94.

Question 4 – SUPERSEDED QUALIFICATIONS

Requirement – The proponent is required to provide a range of information, by providing a response in each column of the table, regarding any qualification/s that may be superseded as the result of the declaration of the proposed new apprenticeship/traineeship qualification/s.

Column A – Item Number

- **Requirement** – See End Note 1.

Column B – New Qualification Code

- **Requirement** – See End Note 2.

Column C – Superseded Qualification Identification Code

- **Requirement** – The proponent is required to enter the national or state identification code of the qualification or course against which the particular apprenticeship or traineeship was **previously** declared.

If the proposed apprenticeship/traineeship is **NEW** and has never been previously declared enter **N/A** in this column.

- **Information** – The qualification identification code for a:
 - National Training Package qualification has an 8 digit code comprising 3 alpha characters and 5 numerals, for example ICT40708.
 - State accredited course has an 8 digit code comprising 5 numerals and 3 alpha characters, for example 14118QLD.

A full list of national and state qualification identification codes can be obtained from the website located at: www.training.gov.au

Column D – Superseded Qualification Name

- **Requirement** – The proponent is required to enter the name of the superseded qualification against which the apprenticeship/traineeship was previously declared.

If the proposed apprenticeship/traineeship is new and has never been previously declared, enter **N/A** in this column.

- **Information** – The qualification or course name should include the:
 - AQF level, for example Certificate, Diploma, Advanced Diploma etc.
 - full name, **exactly** as it appears on www.training.gov.au (TGA).

Note: Should the name shown on TGA be incorrect, the proponent is to **enter the incorrect name** in the application and make a note that an error exists. The department will contact TGA to have this corrected.

Question 5 – VOCATIONAL SUMMARY

- **Requirement** – The proponent is required to provide a description of the vocational context of the apprenticeship/traineeship for the qualification/s they have entered in the table, by placing a response in each column.

Column A – Item Number

- **Requirement** – See End Note 1.

Column B – New Qualification Code

- **Requirement** – See End Note 2.

Column C – Vocational Summary

- **Requirement** – The proponent will be required to enter a vocational summary for the apprenticeship/traineeship qualification/s they have entered in the table at Question 2.
- **Information** – The vocational summary is a detailed description of the **actual duties** the apprentice/trainee will perform, not just the duties outlined in the units of competency. If declaration is approved, the summary supplied by the proponent will be published against the relevant apprenticeship/traineeship on QTIS.

The summary should therefore accurately reflect the details of the apprenticeship/traineeship and be written in such a way to clearly explain to employers, parents, students, job seekers, RTO's and Apprentice Connect Australia Providers (Providers), the duties the apprentice/trainee will be undertaking in the workplace.

Question 6 – PRIORITY FOR INVESTMENT

Requirement – The proponent is required to provide a range of information, by providing a response in each column of the table, regarding User Choice funding that they may be seeking for each qualification.

Column A – Item Number

- **Requirement** – See End Note 1.
-

Column B – New Qualification Code

- **Requirement** – See End Note 2.
-

Column C – Existing Priority

- **Requirement** – The proponent is required to enter the existing priority level against the apprenticeship/traineeship qualification/s they are seeking User Choice funding for.

If the proposed apprenticeship/traineeship is **NEW** and has never been previously declared enter **N/A** in this column.

- **Information** – Existing priority funding levels may be found on QTIS located at <http://qtis.training.qld.gov.au> or alternatively the priority levels can be found in the User Choice price list located at <https://desbt.qld.gov.au/training/providers/funded/userchoice>.
-

Column D – Proposed Priority

- **Requirement** – The proponent is required to enter the proposed priority level against the apprenticeship/traineeship qualification/s they are seeking User Choice funding for.
- **Information** – Letters of support from enterprises, industry peak associations and training organisations will be required justifying why a particular level of funding is being requested.
 - **User Choice Funding** – It should be clearly understood that not all apprenticeships and traineeships attract government funding.
The proponent's indication of a public funding request, whilst noted, will not be considered as part of, or delay, the declaration process.

Important Note: For all qualifications where User Choice funding is requested, the nominal hours of the product/s **MUST** be **publicly available** prior to the application being submitted.

Column E – Previous Funding

- **Requirement** – The proponent is required to place a **Y** for **Yes** or an **N** for **No** against the apprenticeship/traineeship qualification/s they have listed to identify if the qualification has been previously funded.
-

Column F – Justification for Priority ranking

- **Requirement** – The proponent is required to provide a description of the priority of the pathway for industry and attach any letters of support for the priority of these apprenticeships and traineeships from enterprises, industry peak associations, or other industry stakeholders.
- **Information** - Proponents may be contacted by the Investment Division of the department to further clarify information provided.

Question 7 – INDUSTRY DEMAND

- **Requirement** – The proponent is required to demonstrate the need for each apprenticeship/traineeship they are proposing for declaration by providing a response in each column of the table.

Column A – Item Number

- **Requirement** – See End Note 1.

Column B – New Qualification Code

- **Requirement** – See End Note 2.

Column C – Anticipated Usage

- **Requirement** – The proponent is required to indicate the expected or anticipated industry demand (i.e. student numbers for the specified apprenticeship/traineeship in the first 12 month period) for the qualification/s they have entered in the table.

Justification of Demand

- **Requirement** – The proponent is required to provide a justification of the demand and the expected or anticipated client usage numbers they have entered in Column C, for each qualification they have entered in the table.
- **Information** – The declaration of an apprenticeship or traineeship is primarily based on there being a demonstrated industry need for the particular apprenticeship or traineeship pathway. The proponent should therefore consider addressing the following when responding:
 - Are the existing declared apprenticeships/traineeships currently being utilised by the industry?
 - When would it be expected that apprentices/trainees would start taking up the apprenticeship/traineeship?
 - What evidence can be supplied to verify the expected numbers?
 - What change in circumstances may be occurring in industry which may impact on the demand numbers?

- What promotional activity is being undertaken or proposed to make industry aware of the skills of this apprenticeship/traineeship?
- What percentage of the anticipated demand numbers would be school-based apprentice/trainees?
- What percentage of the anticipated demand numbers would be workers already employed in the industry?
- Why are the skills of the proposed apprenticeship/traineeship needed? (This should be answered in the context of the current and future strategic priorities identified by the industry.)
- What is the primary focus of the proposed apprenticeship/traineeship – entry level, trade, supervisory etc?
- Are there any critical industry demand issues that would be addressed by the declaration of the particular apprenticeship/traineeship?

IMPORTANT NOTE – The department reserves the right to remove from QTIS any apprenticeship/traineeship qualification after a period of 12 months where a lack of demand or usage is demonstrated.

Question 3 – TABLES

Q3 – Table 1 – RESTRICTED CALLING

- **Requirement** – If the proponent has indicated with a **Y** in **Column E** of the table at **Question 3** that they are requesting the apprenticeship/traineeship be declared a restricted calling, they must provide a justification for the request by entering a response in each column of the table.

Column A – Item Number

- **Requirement** – See End Note 1.

Column B – New Qualification Code

- **Requirement** – See End Note 2.

Column C – Restriction Details

- **Requirement** – The proponent is required to enter a full and detailed description of the restriction being proposed for each qualification they have nominated in **Column E** of the table at **Question 3**.
 - **Information** – Restricted callings are established to protect the integrity of training in certain trade areas and the employment of young people in these occupations.
-

Primarily, restrictions apply to the rights of employers to employ staff under the age of 18 years in certain jobs or 'callings'. Employers may not employ a person under the age of 18 years in jobs that appear in the list of restricted callings, unless:

- The prospective employee has completed a qualification or statement of attainment relevant to the calling, or
- He or she is employed by the employer as an apprentice or trainee in the calling under a registered training contract.

The proponent is advised to familiarise themselves with those Queensland apprenticeships/traineeships which are subject to restricted calling provisions. A list of the apprenticeships/traineeships declared as restricted callings can be found on QTIS <http://qtis.training.qld.gov.au>

Question 3 – TABLE 2 – AGE RESTRICTION

- **Requirement** – If the proponent has indicated with a **Y** in **Column F** of the table at **Question 3** that they are requesting an age restriction to be placed on the indicated apprenticeship/traineeship, they must provide a justification for the request by entering a response in each column of the table.

Column A – Item Number

- **Requirement** – See End Note 1.

Column B – New Qualification Code

- **Requirement** – See End Note 2.

Column C – Age Restriction Details

- **Requirement** – The proponent is required to enter a full and detailed description of, and justification for the age restriction being proposed for the qualification/s they have nominated in **Column F** of the table at **Question 3**.
- **Information** – This could be used when the proponent is advocating a minimum age limit be imposed on persons wishing to enter the particular apprenticeship or traineeship.

It should be noted that the default age for apprenticeships and traineeships is 13 years unless a dispensation has been obtained from the department.

Question 3 – TABLE 3 – EDUCATION RESTRICTION

- **Requirement** – If the proponent has indicated with a **Y** in **Column G** of the table at **Question 3** that they are requesting an education restriction to be placed on the indicated apprenticeship/traineeship, they must provide a full and detailed description of, and justification for, the request by entering a response in each column of the table.

Column A – Item Number

- Requirement – See End Note 1.
-

Column B – New Qualification Code

- Requirement – See End Note 2.
-

Column C – Education Restriction Details

- **Requirement** – The proponent is required to enter a full and detailed description of, and justification for, the education restriction being proposed for the qualification/s they have nominated in **Column G** of the table at **Question 3**.
- **Information** – This could be used when the proponent is advocating a minimum education standard be imposed on persons wishing to enter the particular apprenticeship/traineeship.

For example:

- Entrants must have completed Year 12 prior to entry,
 - Entrants must have passed Year 10, Maths, English and Science.
-

Question 3 – TABLE 4 – PRE-REQUISITE REQUIREMENTS

- **Requirement** – If the proponent has indicated with a **Y** in **Column H** of the table at **Question 3** that they are requesting a pre-requisite requirement to be placed on the indicated apprenticeship/traineeship, they must provide a justification for the request by entering a response in each column of the table.

Column A – Item Number

- Requirement – See End Note 1.
-

Column B – New Qualification Code

- Requirement – See End Note 2.
-

Column C – Pre-Requisite Requirements

- **Requirement** – The proponent is required to enter a full and detailed description of, and justification for, the pre-requisite requirement being proposed for the qualification/s they have nominated in **Column H** of the table at **Question 3**.
 - **Information** – This could be used when the proponent is advocating that a person wishing to enter the particular apprenticeship or traineeship must have attained a specific level of training or qualification prior to entering the apprenticeship or traineeship.
-

For example:

- The entrant must have completed a Certificate II qualification prior to entering into a Certificate III qualification.
- The entrant must have completed competencies from a qualification prior to entering the apprenticeship or traineeship qualification.

Question 3 – TABLE 5 – SCHOOL-BASED RESTRICTION

- **Requirement** – If the proponent has indicated with a **Y** in **Column I** of the table at **Question 3** that they are requesting a school-based restriction or requirement be placed on the indicated apprenticeship/traineeship, they must provide a justification for the request by entering a response in each column of the table,

Column A – Item Number

- **Requirement** – See End Note 1.

Column B – New Qualification Code

- **Requirement** – See End Note 2.

Column C – School-based Restrictions

- **Requirement** – The proponent is required to enter a full and detailed explanation of, and justification for, the school-based restriction or requirement being proposed for the qualification/s they have nominated in **Column I** of the table at **Question 3**.
- **Information** – This could be used when the proponent is advocating that entry to a particular apprenticeship/traineeship:
 - Should be restricted to school-based apprentices/trainees only, or
 - Is considered not suitable for school-based apprentices/trainees.

Question 3 – TABLE 6 – LICENSING RESTRICTION / REQUIREMENT

- **Requirement** – If the proponent has indicated with a **Y** in **Column J** of the table at **Question 3** that they are requesting a licensing restriction or requirement be placed on the indicated apprenticeship/traineeship, they must provide a justification for the request by entering a response in each column of the table.

Column A – Item Number

- **Requirement** – See End Note 1.

Column B – New Qualification Code

- **Requirement** – See End Note 2.
-

Column C – Licensing Restriction or Requirements

- **Requirement** – The proponent is required to enter a full and detailed explanation of, and justification for, the inclusion of the licensing restriction being proposed for each qualification they have nominated in **Column J** of the table at **Question 3**.
- **Information** – This could be used when the proponent is advocating that the apprentice or trainee will be required to obtain some type of license either as an entry requirement to their apprenticeship/traineeship, during their apprenticeship/traineeship, or after their apprenticeship/traineeship.

It is the proponent’s responsibility to ensure that any qualification/s they are proposing for declaration is complete and encompasses all the required components to allow its delivery. This is particularly the case where a licensing requirement is involved.

- Example 1 – A number of qualifications are now being endorsed which contain units of competency which are specifically targeted towards the apprentice/trainee obtaining a post trade licence.
- Example 2 – Some qualifications are being endorsed which contain units of competency which are specifically targeted towards the apprentice/trainee obtaining a licence prior and a pre-requisite to the apprentice/trainee commencing the training component of their apprenticeship/traineeship.

In some cases, these licensing units of competency have not been approved by the relevant licensing authority and, as a consequence, apprenticeship/traineeship employment can be impacted.

It is the responsibility of the proponent to ensure that any licensing requirements of a qualification have been approved and accepted by the relevant licensing authority prior to declaration being sought.

Further information regarding licensing requirements can be obtained by contacting the relevant licensing authority for the particular industry sector.

Question 3 – TABLE 7 – PRIORITY POPULATION GROUP

- **Requirement** – If the proponent has indicated with a **Y** in **Column K** of the table at **Question 3** that they are requesting a priority population group restriction or requirement is to be placed on the indicated apprenticeship/traineeship, they must provide a justification for the request, by entering a response in each column of the table.

Column A – Item Number

- **Requirement** – See End Note 1.
-

Column B – New Qualification Code

- **Requirement** – See End Note 2.
-

Column C – Priority Population Group Requirements

- **Requirement** – The proponent is required to enter a full and detailed explanation of, and justification for, the inclusion of the priority population group restriction or requirement
-

being proposed for each qualification they have nominated in **Column K** of the table at **Question 3**.

- **Information** – This would be used when the proponent is advocating that entry to a particular apprenticeship/traineeship:
 - Should be restricted to a person from a particular population group within the community, or
 - Would be unsuitable for a person from a particular population group.

The priority population groups are identified as those included in the National Apprenticeship/Traineeship Training Contract under Apprentice/Trainee Personal Details section.

Question 3 – TABLE 8 – PRE-VOCATIONAL / PRE-APPRENTICESHIP

- **Requirement** – If the proponent has indicated with a **Y** in **Column L** of the table at **Question 3** that a pre-vocational/pre-apprenticeship course is aligned to the proposed apprenticeship/traineeship they must provide information regarding the course and its outcomes, by entering a response in each column of the table.

Column A – Item Number

- **Requirement** – See End Note 1.

Column B – New Qualification Code

- **Requirement** – See End Note 2.

Column C – Pre-Vocational/Apprenticeship Qualification Code

- **Requirement** – The proponent is required to enter the national or state identification code of the qualification or course against which the particular apprenticeship or traineeship is to be declared.
- **Information** – The qualification identification code for:
 - A national Training Package qualification is an 8 digit code comprising 3 alpha characters and 5 numerals, for example ICT40708.
 - A state accredited course is an 8 digit code comprising 5 numerals and 3 alpha characters, for example 14118QLD.

Column D – Pre-Vocational / Apprenticeship Qualification Name

- **Requirement** – The proponent is required to enter the national or state name of the pre-vocational/apprenticeship course against each proposed apprenticeship or traineeship.
- **Information** – The qualification or course name should include the AQF level, for example – Certificate, Diploma, Advanced Diploma etc.

Column E – Time Credits (months)

- **Requirement** – The proponent is required to enter the number of month's credit that has been authorised for each pre-vocational or pre-apprenticeship course listed on the table.
- **Information** – The completion of a pre-vocational or pre-apprenticeship course and/or qualification normally provides a student with time credit off the nominal duration of their chosen apprenticeship/traineeship, and RPL and/or credit towards the qualification of their chosen apprenticeship.

For the benefit of employers and potential apprentices, this information is detailed against the particular apprenticeship qualification on QTIS <http://qtis.training.qld.gov.au/>

END NOTES

1. **Column A – Item Number** – The proponent is required to enter the Item Number/s for each qualification they have entered in the table at Question 1.

For clarity purposes, it is important that the proponent keeps the sequence of the Item Numbers consistent throughout all the questions and tables in the application. Additional lines should be added to the table, if required.

2. **Column B – New Qualification Code** – The proponent is required to enter the national or state identification code of the qualification or course against the particular apprenticeship or traineeship which is to be declared.

The qualification identification code for:

- A national Training Package qualification is an 8 digit code comprising 3 alpha characters and 5 numerals, for example ICT40708.
- A state accredited course is an 8 digit code comprising 5 numerals and 3 alpha characters, for example 14118QLD.

A full list of national and state qualification identification codes can be obtained from the website located at: www.training.gov.au.