

# Norfolk Island Apprenticeships and Traineeships - Policy

Approving Authority	Director, Queensland Apprenticeship and Traineeship Office (QATO)
Approval Date	11 September 2024
Effective Date	11 September 2024
Version Control	Version: 5 - November 2024

## Purpose

This policy amends the requirements, as set out in Table 1 of the [Declaration of Apprenticeships and Traineeships in Queensland Policy](#) (Declaration Policy), that will apply for each apprenticeship and traineeship on Norfolk Island.

The policy should be read in conjunction with the Declaration Policy.

## Introduction

The [Further Education and Training Act 2014](#) (Qld) (“FET Act”) and [Further Education and Training Regulation 2024](#) (Qld) apply to apprenticeships and traineeships on Norfolk Island as amended under the [Norfolk Island Applied Laws and Service Delivery \(Queensland\) Ordinance 2021](#) (Cth).

The laws applied to Norfolk Island are to be referred to as the:

- *Further Education and Training Act 2014* (Qld) (NI)
- *Further Education and Training Regulation 2024* (Qld) (NI)

References to the FET Act in the Declaration Policy are taken to refer to the FET Act (Qld) (NI).

Apprenticeships and traineeships declared under the authority of the FET Act (Qld) are applied to Norfolk Island under the FET Act (Qld) (NI).

## Application

The requirements, as set out in Table 1 of the Declaration Policy will apply for each apprenticeship and traineeship on Norfolk Island, except as provided in this section.

**Table 1 Declaration Policy – Requirements for declaration of apprenticeships and traineeships**

Requirement	Description	Table
Contract Mode	Details the modes of employment for training contracts.	<a href="#">Refer Table 2</a>
Supervision	Details the minimum supervision requirements for apprenticeships and traineeships, by industry where applicable.	<a href="#">Refer Table 15</a>

**Table 2 Declaration Policy – Contract mode requirements apprenticeships and traineeships**

Requirement	Description
<b>2.3</b> Part-time Electrotechnology  (Note: This information replaces the information contained in this section of Table 2 in the Declaration Policy.)	Part-time Electrotechnology apprenticeships may be considered so long as they <b><u>substantially fulfil the requirements in the part-time criteria below.</u></b> <ul style="list-style-type: none"><li>• Training arrangements must be a minimum of 2 weeks, with a maximum of 4 weeks “off the job” release or the equivalent in an alternative format (for example, day release);</li><li>• The apprentice has completed the industry recognised minimum educational requirement, which constitutes the equivalent of year 10 with passes in a recognised course in English, Maths and Science; and</li></ul>

	<ul style="list-style-type: none"> <li>• The appropriate facilities and range of work can be provided by the employer, in accordance with the <a href="#">Further Education and Training Act 2014 (Qld) (NI)</a>, section 56; and</li> <li>• It is appropriate to review relevant Norfolk Island laws relating to safety in the workplace.</li> <li>• The signed commitment that upon completion of the part-time component the employer will articulate the apprentice into a full-time apprenticeship; and</li> <li>• It is preferred that the apprenticeship be logged on the Exemplar System for the recording of on the job experiences after the training contract has been registered by the Department of Trade, Employment and Training (DTET).</li> </ul>
<p><b>2.8</b> School-based Electrotechnology</p> <p>(Note: This information is in addition to the information contained in Table 2 in the Declaration Policy.)</p>	<p>Students in years 11 and 12 may be considered eligible to enter a school-based apprenticeship in Electrotechnology qualifications, so long as they <b><u>substantially fulfil the requirements in the school-based criteria below.</u></b></p> <ul style="list-style-type: none"> <li>• The school-based apprentice must complete the industry recognised minimum educational requirement, which constitutes the equivalent of year 10 with passes in a recognised course in English, Maths and Science.</li> <li>• Maximum off-the-job (at college) training is 8 weeks (40 days) starting in year 11 over the next two years as a school-based electrical apprentice. This is reduced proportionally to 4 weeks (20 days) if commencing the start of year 12, (pro-rata for periods if less than this value); and</li> <li>• No more than 20 days maximum off-the-job training (at college) is to be completed for each 12 month period of the school-based apprenticeship; and</li> <li>• No less than 10 days minimum off-the-job training (at college) is to be completed for each 12 month period of the school-based apprenticeship; and</li> <li>• The school-based apprentice will be in the workplace (on-the-job) a total of 600 hours (80 days) undertaking paid employment, for each year of the school-based apprenticeship, (<i>while not exceeding a combined yearly total of 100 days ON and OFF the job</i>); and</li> <li>• The appropriate facilities and range of work can be provided by the employer, in accordance with the <a href="#">Further Education and Training Act 2014 (Qld) (NI)</a>, section 56; and</li> <li>• The signed commitment that upon completion of the school-based component the employer will articulate the apprentice into a full-time apprenticeship; and</li> <li>• It is preferred that the apprenticeship be logged on the Exemplar System for the recording of on the job experiences after the training contract has been registered by the Department.</li> <li>• It is appropriate to review relevant Norfolk Island laws relating to safety in the workplace.</li> </ul>

**Table 15 Declaration Policy – Supervision requirements for apprenticeships and traineeships**

Requirement	Description
<p><b>15.1</b> Definition of 'Qualified Person' for <b>apprenticeships</b></p> <p>(Note: This information replaces the information contained in this section of Table 15 in the Declaration Policy.)</p>	<ol style="list-style-type: none"> <li>1. A person who has satisfactorily completed an apprenticeship in the apprentice's calling in Australia, and is the holder of a completion certificate issued under an Act, <b>or</b></li> <li>2. A person who holds a certificate of recognition issued under an Australian Act, certifying the person has the necessary skills and knowledge in the calling, <b>or</b></li> <li>3. An Australian tradesperson in the apprentice's calling, as defined under a specific industrial instrument, <b>or</b></li> <li>4. A New Zealand tradesperson in the apprentice's calling whose occupation may be recognised under the <i>Trans-Tasman Mutual Recognition Act 1997</i> (Cth), <b>or</b></li> <li>5. A person who holds a relevant qualification in the apprenticeship calling, <b>or</b></li> <li>6. A person individually, or persons collectively, who has/have documented competence (i.e. a testamur/qualification and associated record of results or a statement of attainment as recognised under the Australian Qualifications Framework, achieved through an RPL or training pathway) in all the competencies the employer is required to provide training for under the apprentice's training plan.</li> </ol> <p>And, where a worker is required to have a licence to practise the calling/occupation, the qualified person holds a current worker's licence.</p>
<p><b>15.3</b> Supervision requirements</p>	<p>Note: Reference to the FET Act in this section of Table 15 in the Declaration Policy is taken to refer to the FET Act (Qld) (NI).</p>
<p><b>15.4</b> Electrotechnology Qualifications</p>	<p>Note: The <i>Electrical Safety Regulation 2013</i> (Qld) does not operate on Norfolk Island, therefore the information contained in this section of Table 15 in the Declaration Policy is not applicable to Norfolk Island.</p>
<p><b>15.5</b> Queensland Building and Construction Commission (QBCC) licences</p>	<p>Note: The <i>Queensland Building and Construction Commission Act 1991</i> (Qld) does not operate on Norfolk Island, therefore the information contained in this section of Table 15 in the Declaration Policy is not applicable to Norfolk Island.</p>
<p><b>15.6</b> Norfolk Island only</p> <p>(Note: This information is in addition to the information contained in Table 15 in the Declaration Policy)</p>	<p>Registration under applicable Norfolk Island laws is considered acceptable evidence an individual holds an appropriate qualification to supervise an apprentice in a related calling.</p>

## Definitions

In this policy the following definitions apply:

**‘Apprenticeship’** means employment-based training declared by the chief executive under section 8 of the FET Act (Qld) to be an apprenticeship as applied to Norfolk Island under the FET Act (Qld) (NI).

**‘Declaration Policy’** means the [Declaration of Apprenticeships and Traineeships in Queensland Policy](#).

**‘DTET’** and **‘the Department’** means the Department of Trade, Employment and Training, Queensland.

**‘FET Act’** and **‘FET Act (Qld)’** means the [Further Education and Training Act 2014](#) (Qld).

**‘FET Act (Qld) (NI)’** and **‘Further Education and Training Act 2014 (Qld) (NI)’** means the FET Act (Qld) as applied to Norfolk Island under the [Norfolk Island Applied Laws and Service Delivery \(Queensland\) Ordinance 2021](#) (Cth).

**‘Traineeship’** means employment-based training declared by the chief executive under section 8 of the FET Act (Qld) to be a traineeship as applied to Norfolk Island under the FET Act (Qld) (NI).

## Associated Documents

[Declaration of Apprenticeships and Traineeships in Queensland Policy](#)