

Registering a training contract

Purpose

This procedure details the requirements and necessary pre-approvals and consents to enter into and register a training contract for an apprenticeship or traineeship.

Overview

A training contract is a contract between an employer and a person to be trained by the employer, for the training and employment in an apprenticeship or traineeship. Refer to the [Queensland Training Information Service \(QTIS\)](#) website for information on apprenticeships and traineeships approved for delivery in Queensland.

A delegated officer must decide whether to register or refuse to register a training contract. A training contract may only be registered if it satisfies the requirements under section 17 of the FET Act.

DESBT regularly reviews apprenticeship and traineeship requirements in consultation with industry to ensure the integrity of the apprenticeship and traineeship system in Queensland. As part of this process, DESBT may review training contracts lodged with the department prior to registration.

Important – Once a training contract is registered, if DESBT, or the Racing Queensland Board (RQB) in respect of training contracts in several racing industry occupations specified in the ‘Definitions’ section below, identifies that a party to the training contract or an Apprentice Connect Australia Provider (Provider) intentionally provided false or misleading information on the training contract, DESBT/RQB may decide to cancel the training contract under the FET Act. In these instances, the relevant State or Australian Government department may request reimbursement of any relevant funding or incentives provided.

This document contains the following sections:

- [Process](#)
 - [Employer and Apprentice/Trainee \(i.e. the person to be trained by the employer as an apprentice or trainee under the training contract\) process](#)
 - [Important message](#)
 - [Apprentice/trainee citizenship/visa requirements](#)
 - [Who to contact to facilitate the training contract sign-up and lodgement process](#)
 - [School students undertaking school-based apprenticeships or traineeships](#)
 - [Electrotechnology industry apprenticeship requirements](#)
 - [Time credit for previous service as an apprentice/trainee undertaken in Queensland or interstate](#)
 - [Elite professional sportspeople undertaking apprenticeships or traineeships](#)
 - [Selecting a training provider](#)
 - [Requests for information](#)
 - [Decision to register the training contract](#)
 - [Decision to refuse to register the training contract](#)
 - [School process \(for school-based apprenticeships or traineeships only\)](#)
 - [Registered Training Organisation \(RTO\) / Supervising Registered Training Organisation \(SRTO\) process](#)
 - [Apprentice Connect Australia Provider \(Provider\) process](#), including [Delegated officer](#)
 - [Delegated officer, Racing Queensland Board \(RQB\) process](#)
 - [Training and Skills, DESBT process](#), including [Metro North regional office](#), [QATO](#), [Delegated officer](#) and [Reviewing officer](#)
- [Definitions](#)
- [Resources](#)
- [Attachment 1 – Delegated officers - factors to be considered](#)
- [Attachment 2 – Approved elite sportsperson apprenticeships and traineeships](#)

Process

Note – training contracts in several racing industry occupations are managed by the Racing Queensland Board (RQB). Refer to the section below titled 'Definitions' for training contracts where the RQB exercises regulatory powers and functions under the FET Act.

Employer and Apprentice/Trainee (i.e. the person to be trained by the employer as an apprentice or trainee under the training contract):

- **IMPORTANT** – A person must not, either directly or indirectly, demand, accept, or agree to accept, from another person a premium for:
 - employing a person as an apprentice or trainee; or
 - inducing, or attempting to induce, another person to employ a person as an apprentice or trainee.
- **Citizenship/visa** – The person intending to be trained by the employer as an apprentice/trainee **MUST** be permitted to undertake an apprenticeship/traineeship in Queensland. The person must:
 - be an Australian citizen or a person granted permanent residency;
 - be a New Zealand citizen who entered Australia on a valid passport (**Note** – the Australian Government requires that the person has been a resident in Australia for more than 6 months); **or**
 - hold a valid visa that allows the person to undertake this employment.
 - i. **Note** – **The employer** will be required to provide a signed declaration to the Apprentice Connect Australia Provider (Provider) stating that the employer has verified that the visa permits the person to undertake paid employment and training; and has discussed and reviewed any conditions of the visa with the person.
 - ii. Information regarding visa details and conditions may be found online via the [Visa Entitlement Verification Online \(VEVO\)](#) service or by contacting the Department of Home Affairs on 131 881.
- **The employer** must contact an [Apprentice Connect Australia Provider \(Provider\)](#) to facilitate the sign-up and lodgement of a training contract.
 - The employer and the person to be trained as an apprentice/trainee (i.e. the parties to the contract) must participate in an induction provided by the Provider.
 - The parties to the contract must sign the training contract within 14 calendar days after the day the apprenticeship/traineeship commences and provide the contract to the Provider within 28 calendar days after the day the apprenticeship/traineeship commences.
 - i. **Note** – If the apprentice/trainee is under 18 years of age the parent is required to provide signed consent (if appropriate).
 - **Important** – If the training contract is signed before the apprenticeship/traineeship is due to commence, and the employer becomes aware that the training arrangement will not proceed to commence, **the employer MUST immediately notify the Provider**.
 - i. **Note** – When the training contract is signed before the apprenticeship/traineeship commences, the Provider will hold the training contract until the commencement date. If the arrangement does not commence, the Provider **must NOT** lodge the training contract with DESBT.
 - If the employer is intending to sign-up 10 or more apprentices/trainees into training contracts, regardless of whether all the contracts are to be signed on the same day, the employer must give the Provider sufficient notice for the Provider to arrange for a local DESBT regional officer to attend the sign-up(s).
 - i. **Note** – The Provider is required to provide DESBT as much notice as possible and should not be less than three (3) business days prior to the intended sign-up.
- **School students** – An employer and a school student may enter into a school-based apprenticeship or traineeship (SAT) training contract.
 - Refer to the [QTIS](#) website for information on apprenticeships and traineeships that are available for school students to participate in under a SAT arrangement in Queensland.
 - Refer to the [Guide to school-based apprenticeships and traineeships](#) for further information and the requirements specific to SATs, including possible State Government funding implications for students when undertaking a SAT.

- If the cumulative total of current and proposed school-based apprentices or trainees to be engaged at the employer's workplace will exceed 24, the employer **MUST** inform the Provider **prior** to commencing the proposed SAT arrangements.
 - i. **Note** – This process does NOT apply to Group Training Organisations or Principal Employer Organisations recognised under the FET Act.
 - ii. The Provider is required to obtain approval from the Regional Director at the employer's local DESBT regional office for the proposed school-based apprentice(s) or trainee(s) to be engaged at the workplace before conducting the sign-up of any new training contract(s). This process may also be initiated by the employer.
- It is intended that a school student undertaking a SAT will be enrolled in year 10, 11 or 12, and progressing towards their Queensland Certificate of Education (QCE) or equivalent.
 - i. Students NOT enrolled in year 10, 11 or 12 may be eligible to enter a SAT provided there are exceptional circumstances warranting consideration.
 - Refer to information on [how to prepare a Business case](#).
 - **Note** – This does not apply if the student has completed year 9 and will continue on to year 10 the following year, in instances where the parties wish to commence the SAT arrangement during the Christmas holidays prior to year 10 commencing.
 - ii. Students undertaking home education must be registered with the [Home Education Unit \(HEU\)](#), Department of Education in Queensland.
 - The HEU assumes the role of the school in regard to the SAT.
 - Students cannot be registered for home education in another state or territory.
- The student's school **MUST** support the SAT arrangements before commencing the SAT.
 - i. The student's school timetable **MUST** be impacted by the work and/or training arrangements under the training contract.
 - ii. It will be necessary for the employer, apprentice/trainee, parent (if appropriate), school and SRTO to negotiate and develop a schedule detailing how the apprentice/trainee's time will be divided between school studies, training and employment.
 - iii. A copy of the agreed arrangements is required to be retained as evidence by the employer and apprentice/trainee, as well as the school and SRTO.
 - iv. **Note** – If the school does not support the commencement of the SAT arrangements, it may be appropriate for the employer and student to consider instead, a part-time training contract outside of school arrangements.
 - Refer to the [Declaration of Apprenticeships and Traineeships in Queensland Policy](#) for part-time apprenticeship/traineeship requirements.
- **The employer** **MUST** commit to providing the school-based apprentice/trainee with the minimum requirement of paid employment being:
 - i. a minimum of 375 hours (50 days) of paid employment over each 12 month period; **or**
 - ii. for electrotechnology school-based apprenticeships, a minimum of 600 hours (80 days) of paid employment over each 12 month period.
- **Business case** – for students not enrolled in year 10, 11 or 12, a business case supporting the SAT arrangements **MUST** be submitted to, and approved by, the Regional Director at the employer's local DESBT regional office or the RQB (for specified racing industry occupations) **prior** to commencing the SAT or signing a training contract.
 - i. **Note** – This is not applicable for electrotechnology apprenticeships, where only year 11 and 12 students are eligible.
 - ii. **Both** the employer and the student are responsible for developing the business case, however the Provider or the student's school may facilitate this process.
 - iii. Refer to the [Guide to school-based apprenticeships and traineeships](#) for information on the evidence that is required to be included in the business case.
 - iv. The business case **MUST** be submitted to the DESBT Regional Director via email at apprenticeshipsinfo@qld.gov.au or via [post](#), or RQB (for specified racing industry occupations) via email at info@racingqueensland.com.au
 - If the Regional Director/RQB (for specified racing industry occupations) approves the business case, the Regional Director/RQB will provide the employer and student with a letter of approval. This letter must be provided to the Provider prior to signing the training contract.
 - If the Regional Director/RQB (for specified racing industry occupations) does NOT approve the business case, the SAT arrangements cannot proceed. The Regional



Director/RQB will provide the employer and student with a letter of response, including reasons for the non-approval.

- **Electrotechnology industry apprenticeship requirements—**
 - Refer to the [QTIS](#) website for a listing of electrotechnology apprenticeships, and to gain an understanding of all the requirements for apprenticeships in the electrotechnology industry.
 - If intending to enter into a school-based or part-time training contract in the electrotechnology industry:
 - i. For school-based – **Only** students in year 11 and 12 may be considered eligible.
 - ii. For school-based and part-time – The apprentice/trainee **MUST** meet the industry recognised minimum educational requirement, which constitutes the equivalent of year 10 with passes in a recognised course in English, Maths and Science.
 - **The apprentice/trainee** **MUST** provide evidence to the Provider for validation against the minimum educational requirement **prior** to the training contract being signed.
 - If intending to enter into a training contract arrangement for an apprentice electrician, electrician (special class) or electrician/electrical instrumentation tradesperson, the Provider is required to check whether the employer holds an unrestricted electrical contractor licence.
 - i. If the employer does **NOT** hold an unrestricted electrical contractor licence, the Provider is required to obtain approval from DESBT **prior** to conducting the sign-up of the training contract.
 - ii. **Note** – The lack of an unrestricted electrical contractor licence does not necessarily exclude an employer from being able to enter into a training contract with an apprentice, however the employer must be able to demonstrate the capacity to provide the range of work required.
- **Time credit for previous service** – If the apprentice/trainee has completed previous service as an apprentice/trainee in Queensland or interstate, time credit may be applied to the new training contract.
 - The previous service **MUST** have been in the same apprenticeship trade calling or traineeship occupation as the new training contract.
 - The employer and apprentice/trainee must agree on the amount of time credit that will be applied.
 - i. **Note** – Time credit applied to a training contract may have wage implications. Refer to the relevant employer organisation, union, or Fair Work Ombudsman on 13 13 94 or visit www.fairwork.gov.au.
 - If the previous service was undertaken interstate, evidence of that interstate service **MUST** be provided for time credit to be applied.
 - i. **The apprentice/trainee** must obtain an 'Extract of Service' from the relevant state training authority and provide it to the Provider.
 - ii. **Note** – The Provider will be able to assist with obtaining the 'Extract of Service' when the previous service was undertaken in NSW or Victoria.
- **Elite professional sportspeople** – If an employer and an elite professional sportsperson intend to enter into a part-time Elite Sportsperson Apprenticeship or Traineeship (ESAT):
 - The authorised sporting body **MUST** endorse the ESAT arrangements before entering into a training contract.
 - i. **The apprentice/trainee** must obtain a completed 'Elite Sportsperson Notification' form from the authorised sporting body and provide it to the Provider.
 - ii. **Note** – **Only** part-time apprentices/trainees in receipt of an 'Elite Sportsperson Notification' form that has been endorsed by the authorised sporting body are entitled to work less than the part-time hours requirement of 15 hours per week when averaged over a 4 week cycle.
 - It will be necessary for the apprentice/trainee, employer, SRTO and authorised sporting body to negotiate the days the apprentice/trainee will attend training and employment, in conjunction with their sporting commitments.
 - Refer to [Attachment 2](#) for approved ESATs.
 - **Note** – Approval of an ESAT is conditional upon the arrangements not significantly affecting the part-time apprentice/trainee's ability to undertake adequate work to attain the necessary competencies.
- **Selecting a training provider** – The employer and apprentice/trainee must together, select a registered training organisation (RTO) that will become the supervising registered training organisation (SRTO) and provide training and assessment to the apprentice/trainee throughout the apprenticeship/traineeship.

- Refer to the [QTIS](#) website for State Government funded RTOs or consult with the Provider for further information on available RTOs. For apprenticeships in UEE30820, UEE40620, UEE32220 and UEE30820/UEE32220, the employer and apprentice must select an SRTO that holds Skills Assure Supplier (SAS) status.
- **Requests for information** – If written notice is received from the Provider, RQB, or DESBT requesting additional documents or information necessary to decide whether to register the training contract, the parties to the contract will be given a period of at least 14 calendar days to supply the requested documents or information.
 - **Note** – A delegated officer may refuse to decide whether to register the training contract until the parties supply the requested documents or information.
- **Decision to register the training contract** – If the delegated officer decides to register the training contract, the parties to the contract will be given written notice that the contract is registered.
- **Decision to refuse to register the training contract** – If the delegated officer decides to refuse to register the training contract, each party will be given written notice of the decision, including the reasons for the decision and the date of effect.
 - The date of effect will be the end date of the training contract and the apprenticeship or traineeship, unless an earlier date has been agreed to by the parties.

School (for school-based apprenticeships or traineeships (SATs) only):

- Refer to the [Guide to school-based apprenticeships and traineeships](#) for requirements specific to SATs and the roles of the stakeholders involved in SATs.
 - **Note** – Students should be aware of possible State Government funding implications when undertaking a SAT. This Guide will assist students with the required information.
- Inform the student if the school supports or does not support the proposed SAT arrangements.
 - If the school supports the commencement of the SAT arrangements, the student's school timetable **MUST** be impacted by the work and/or training arrangements under the training contract.
 - i. It will be necessary for the employer, apprentice/trainee, parent (if appropriate), school and SRTO to negotiate and develop a schedule detailing how the apprentice/trainee's time will be divided between school studies, training and employment.
 - ii. Stakeholders are required to retain a copy of the agreed arrangements as evidence.
 - iii. An optional [Education, Training and Employment Schedule \(ETES\) \(ATF-023\)](#) is available to assist stakeholders to document the agreed arrangements.

Registered Training Organisation (RTO)/Supervising Registered Training Organisation (SRTO):

- Complete the 'Supervising registered training organisation notification' form provided by the Provider, acknowledging whether the RTO accepts or does not accept the nomination to be the SRTO for the apprentice/trainee.
 - Refer to the [Guide for supervising registered training organisations](#) to gain an understanding of the SRTO's role and responsibilities, and information on inducting employers and apprentices/trainees in Queensland.
 - Return the completed SRTO notification to the Provider.
 - **Note** – The Provider does not provide a SRTO Notification to the RTO in instances where the Provider and RTO with a SAS status agree to an arrangement whereby the RTO automatically accepts the role of SRTO.
- If the training contract is for a SAT, it will be necessary for the employer, apprentice/trainee, parent (if appropriate), school and SRTO to negotiate and develop a schedule detailing how the apprentice/trainee's time will be divided between school studies, training and employment.
 - Stakeholders are required to retain a copy of the agreed arrangements as evidence.
 - An optional [Education, Training and Employment Schedule \(ETES\) \(ATF-023\)](#) is available to assist stakeholders to document the agreed arrangements.
 - Refer to the [Guide to school-based apprenticeships and traineeships](#) for requirements specific to SATs and the roles of the stakeholders involved in SATs.
- If the training contract is for a part-time Elite Sportsperson Apprenticeship or Traineeship (ESAT), it will be necessary for the apprentice/trainee, employer, SRTO and authorised sporting body to negotiate the days the apprentice/trainee will attend training and employment, in conjunction with their sporting commitments.

- **Note** – It is recommended the SRTO liaises directly with the authorised sporting body to ensure there is no impact on the apprentice/trainee's sporting schedule.
- Refer to [Attachment 2](#) for approved ESATs.
- Refer to the [Declaration of Apprenticeships and Traineeships in Queensland](#) Policy for part-time ESAT requirements.

Apprentice Connect Australia Provider (Provider):

- **IMPORTANT** – Where an employer is intending to sign-up 10 or more apprentices/trainees into training contracts, regardless of whether all the contracts are to be signed on the same day, the Provider must contact DESBT to arrange for a local DESBT regional officer to attend the sign-up(s).
 - **Note** – As much notice as possible should be provided. This should not be less than three (3) business days prior to the intended sign-up.
- **Facilitate** the completion of training contracts – for instructions refer to the [Guide to completing the national apprenticeship/traineeship training contract](#).
 - Ensure to follow the 'Guide to 'Tick' Boxes and adding 'Notes' (Clue Card)' section of the Guide to completing the national apprenticeship/traineeship training contract (page 35).
 - Refer to the relevant associated [DESBT policies](#) for additional apprenticeship/traineeship requirements.
 - Refer to [Attachment 1](#) for factors to be considered by delegated officers when deciding to register or refuse to register training contracts.

Note: For training contracts in racing industry occupations —

- Facilitate the completion of training contracts. For more information, refer to the Guide to completing the National Training Contract.
- Enter the training contract details into the Apprenticeship Data Management System (ADMS) and electronically transfer the contract to DELTA.
- Forward a hard copy or electronic copy of the training contract and any supporting documentation (e.g. extract of service, school notification, employer declaration) to Racing Queensland.
- **Citizenship/visa** – If the person wanting to undertake an apprenticeship/traineeship is the holder of a visa:
 - Obtain a signed declaration from the employer stating that the employer has:
 - i. verified the visa permits the person to undertake paid employment and training; and
 - ii. has discussed and reviewed any conditions of the visa with the person.
 - Retain a copy of the signed declaration on the apprentice/trainee's file.
 - **Note** – If the employer is unaware of their responsibility to confirm the visa, direct the employer to check the visa details and conditions online via the [Visa Entitlement Verification Online \(VEVO\)](#) service or by contacting the Department of Home Affairs on 131 881.
- **Registered Training Organisation (RTO)** – Obtain the RTO's acceptance of the nomination to be the SRTO for the apprentice or trainee. This may be achieved via one of the following methods:
 - An SRTO Notification completed by the RTO nominated on the training contract and returned to the Provider.
 - i. Retain a copy of the completed form on the apprentice/trainee's file.
 - If a Provider and RTO with a Skills Assure supplier (SAS) status agree to an arrangement whereby the RTO automatically accepts the role of SRTO, this arrangement must:
 - i. clearly state that the SRTO will undertake to develop a training plan and employer resource assessment for the apprenticeship/traineeship;
 - ii. detail the terms of the agreement, any conditions, and when it takes effect; and
 - iii. be recorded as evidence of the agreement (for perusal by DESBT, if requested).
- **School-based apprenticeships or traineeships (SATs)** – If the parties intend to enter into a SAT training contract:
 - Refer to the [Guide to school-based apprenticeships and traineeships](#) for requirements specific to SATs and the roles of the stakeholders involved in SATs.
 - **Important** – Prior to undertaking the sign-up of a SAT training contract, the Provider must check how many school-based apprentices or trainees are already employed by the employer at the workplace.
 - i. **Note** – This process does NOT apply to Group Training Organisations or Principal Employer Organisations recognised under the FET Act.

- ii. If the cumulative total of current and proposed school-based apprentices or trainees to be engaged at a workplace will exceed 24, the Provider **MUST** obtain approval from the Regional Director at the employer's local DESBT regional office for the proposed
- iii. school-based apprentice/trainee(s) to be engaged at the workplace **prior** to commencing the sign-up of any new training contract(s).
 - Retain a copy of the Regional Director's approval on the apprentice/trainee's file(s).
 - **Note** – If the employer initiates this process and obtains the Regional Director's approval, a copy of this approval is sufficient and must be retained on the apprentice/trainee's file(s).
- For students NOT enrolled in year 10, 11 or 12, obtain a copy of the RQB or DESBT Regional Director's letter from the parties approving the business case supporting the SAT arrangements.
 - i. Retain a copy of the RQB/Regional Director's letter of approval on the apprentice/trainee's file
 - ii. **Note** – The parties **MUST** obtain this letter of approval **prior** to signing a training contract.
 - iii. **Note** – This is not applicable for electrotechnology apprenticeships, where only year 11 and 12 students are eligible.
- Obtain the school's acknowledgement to support the SAT arrangements. This may be achieved via one of the following methods:
 - i. A School Notification completed by the apprentice/trainee's school and returned to the Provider.
 - Retain a copy of the completed form on the apprentice/trainee's file.
 - ii. The school providing verbal confirmation of the school's acknowledgement of support.
 - The school's verbal confirmation to support or not support the SAT arrangements is acceptable provided the Provider records details of their discussion with the school, including but not limited to, the date, the school representative's name and position, and if supported or not supported.
- **Note** – School-based apprentices/trainees undertaking schooling via home education must be registered with the [Home Education Unit \(HEU\)](#), Department of Education in Queensland.
 - i. The HEU assumes the role of the school in regard to the SAT.
 - ii. Students cannot be registered for home education in another state or territory.
- **Note** – It will be necessary for the employer, apprentice/trainee, parent (if appropriate), school and SRTO to negotiate and develop a schedule detailing how the apprentice/trainee's time will be divided between school studies, training and employment.
 - i. Stakeholders are required to retain a copy of the agreed arrangements as evidence.
 - ii. An optional [Education, Training and Employment Schedule \(ETES\) \(ATF-023\)](#) is available to assist the stakeholders to document the agreed arrangements.
- **Note** – If the school does not support the commencement of the SAT arrangements, it may be appropriate for the employer and school student to consider instead, a part-time training contract outside of school arrangements.
 - i. Refer to the [Declaration of Apprenticeships and Traineeships in Queensland Policy](#) for part-time apprenticeship/traineeship requirements.
- For school-based **traineeships ONLY**, if the school student has previously served time under a cancelled school-based training contract that was in the same traineeship occupation as the new training contract, attempt to obtain confirmation from the student and their parent (if appropriate) of the number of paid employment days the student completed under the cancelled contract.
 - i. **Note** – This activity is NOT required for school-based apprenticeships.
 - ii. If able to obtain the number of paid employment days already completed:
 - Calculate the minimum number of paid employment days the trainee must work under the new training contract before being eligible to complete the traineeship. (For further information, refer to the 'Available Contract Modes' section under the traineeship information located on [QTIS](#).)
 - Inform the new employer and trainee of the above calculation. This may be done verbally.
 - Retain a record of the information obtained, and provided to the parties, on the trainee's file.
 - iii. If unable to obtain the number of paid employment days already completed:

- Inform the employer and trainee of the requirements to be eligible to complete the traineeship, and the evidence that may be required.
 - Retain a record of the information provided to the parties on the trainee's file.
 - iv. **Note** – When applying to complete a traineeship that was undertaken wholly or partly under a school-based arrangement, DESBT may request the employer and/or trainee to provide evidence of the paid employment days completed throughout the traineeship.
 - **Electrotechnology industry apprenticeship requirements—**
 - Refer to the [QTIS](#) website for a listing of electrotechnology apprenticeships, and to gain an understanding of all the requirements for apprenticeships in the electrotechnology industry.
 - If the parties intend to enter into a training contract for a school-based or part-time apprenticeship in the electrotechnology industry, **prior** to conducting the sign-up of the contract confirm that:
 - i. For school-based – The student is enrolled in year 11 or 12 **only**.
 - ii. For school-based and part-time – The person wanting to undertake the apprenticeship meets the industry recognised minimum educational requirement, which constitutes the equivalent of year 10 with passes in a recognised course in English, Maths and Science.
 - **Note** – Evidence must be obtained by the Provider and validated against the minimum educational requirement. DESBT's Queensland Apprenticeship and Traineeship Office (QATO) may be contacted at: opra@desbt.qld.gov.au to assist with this validation process.
 - Retain a copy of the evidence, and any response received from QATO following a request for assistance, on the apprentice's file.
 - If the parties intend to enter into a training contract arrangement for an apprentice electrician, electrician (special class) or electrician/electrical instrumentation tradesperson, **prior** to undertaking the sign-up of the contract, the Provider **MUST** check whether the employer holds an unrestricted electrical contractor licence.
 - i. If the employer does NOT hold an unrestricted electrical contractor licence, the Provider **MUST** obtain approval from DESBT **prior** to conducting the sign-up of the training contract,
 - Retain a copy of DESBT's approval on the apprentice's file.
 - **Time credit for previous service** – If the person wanting to undertake an apprenticeship/traineeship has completed previous service as an apprentice/trainee in Queensland or interstate, time credit may be applied to the training contract.
 - The previous service **MUST** have been in the same apprenticeship trade calling or traineeship occupation as the new training contract.
 - The employer and apprentice/trainee **MUST** agree on the amount of time credit that will be applied.
 - i. **Note** – Time credit applied to a training contract may result in potential wage implications. The employer and apprentice/trainee should check with their relevant employer organisation, union or Fair Work Ombudsman on 13 13 94 or visit www.fairwork.gov.au.
 - If the previous service was undertaken interstate, evidence **MUST** be obtained for time credit to be applied.
 - i. If the Provider has access to an applicable interstate database, a copy of an apprentice/trainee's record obtained from the database is acceptable.
 - ii. For previous service undertaken in NSW or Victoria:
 - Complete the relevant 'Request for Extract' form and forward it to QATO at: opra@desbt.qld.gov.au.
 - QATO will obtain the 'Extract of Service' from either the NSW or Victorian state training authority and provide it to the Provider.
 - iii. For previous service undertaken in all other states and territories, it is the responsibility of the apprentice/trainee to obtain an 'Extract of Service' from the relevant state training authority and provide it to the Provider.
 - iv. Retain a copy of the evidence on the apprentice/trainee's file.
 - **Elite professional sportspeople** – If the employer is intending to engage an elite professional sportsperson under a part-time Elite Sportsperson Apprenticeship or Traineeship (ESAT) training contract:
 - Obtain a copy of the completed 'Elite Sportsperson Notification' form from the apprentice/trainee.
 - Refer to [Attachment 2](#) for approved ESATs.

- Refer to the [Declaration of Apprenticeships and Traineeships in Queensland](#) Policy for part-time ESAT requirements.

Delegated officer – Apprentice Connect Australia Provider (Provider):

- **IMPORTANT** – If the arrangement between the employer and the person to be trained as an apprentice/trainee does not proceed after the training contract has been signed, but before the apprenticeship/traineeship commences, the delegated officer – Provider must **NOT**, under any circumstances, electronically lodge (e-lodge) the training contract with the DESBT.
- If additional documents or information is considered necessary for the delegated officer to make an informed decision about the training contract, a written notice may be given to the parties to the contract requesting the documents or information.
 - The parties must be given a reasonable period of not less than 14 calendar days to supply the requested documents or information.
 - The delegated officer may refuse to decide whether to register the training contract until the parties to the contract supply the requested documents or information.
 - Refer to [Attachment 1](#) for factors to be considered when deciding to register or refuse to register training contracts.
- Ensure all required documents and pre-approvals have been obtained and saved against the apprentice/trainee record; and the required 'Tick' boxes are checked and 'Notes' added to training contracts as per the [Guide to completing the national apprenticeship/traineeship training contract](#).
- Decide to register or refuse to register training contracts.
 - If the decision is to register the training contract, e-lodge the training contract with Training and Skills, DESBT.
 - i. When the training contract is registered by DESBT, the parties to the contract will be given written notice on behalf of the Provider, advising that the contract is registered.
 - ii. **Note** – DESBT may review the training contract prior to registration based on matters unbeknown to, or outside the authority of, the Provider. This review may result in a decision by a delegated officer – DESBT to refuse to register the training contract.
 - If the decision is to register the training contract, however the Provider has been advised that the training contract arrangement has ceased before e-lodging, identify under which section of the FET Act the training contract ceased.
 - i. Check the cancellation 'Tick' box and add the necessary 'Note' as per the [Guide](#) 'Clue Card'.
 - ii. E-lodge the training contract with Training and Skills, DESBT.
 - iii. DESBT will register the training contract and then process the cancellation/withdrawal. The parties to the contract will be given a combined written notice on behalf of the Provider, advising that the contract was registered and has been cancelled or withdrawn. The cancellation takes effect on the date stated in the notice.
 - If the decision is to refuse to register the training contract, e-lodge the training contract with Training and Skills, DESBT, adding the necessary 'Note' as per the [Guide](#) 'Clue Card', including the reasons for the decision and the date of effect.
 - i. DESBT will give each party written notice of the decision on behalf of the Provider, including the reasons for the decision and the date of effect.
 - ii. The date of effect will be the end date of the training contract and the apprenticeship or traineeship unless an earlier date has been agreed to by the parties.
- In making a decision take into account the 23 fundamental Human Rights under the [Human Rights Act 2019](#).
 - If the decision is to refuse to register the training contract, undertake a HR compatibility review (for the apprentice/trainee, and if applicable, the employer) by completing the associated compatibility review form.
 - i. Retain a copy of the completed form on file and also forward a copy via email to apprenticeshipsinfo@qld.gov.au (note – as there is no registration number generated for a refused training contract, if the form is submitted as part of the monthly form submission process it will error).

Delegated officer – Racing Queensland Board (RQB):

IMPORTANT – Limitation of delegated authority MUST be observed when making a decision whether to register or refuse to register a training contract. Racing Queensland Board only has delegation to register or refuse to register a training contract in the racing industry occupations. Refer to the [Executive Director's sub-delegations under the FET Act](#) for details of delegated authority.

- Respond to business case submissions seeking support of a SAT arrangement between an employer and a school student NOT enrolled in year 10, 11 or 12.
 - RQB must approve, or not approve, the submission.
 - Forward response letters approving, or not approving, the business case, to the employer, student, parent (if appropriate), school and proposed SRTO. [Letter templates](#) for this purpose are available on SharePoint.
 - Upload a Format of Advice (FOA) with a copy of the submission, response letters and associated documentation to DESBT via SharePoint, advising of the decision to approve or not approve the business case.
- If additional documents or information is considered necessary for the RQB delegated officer to make an informed decision about the training contract, a written notice may be given to the parties to the contract requesting the documents or information. The RQ letter template titled "[Request information from parties to the training contract](#)" is available on SharePoint for this purpose.
 - The parties must be given a reasonable period of not less than 14 calendar days to supply the requested documents or information.
 - The RQB delegated officer may refuse to decide whether to register the training contract until the parties to the contract supply the requested documents or information.
- Decide to register or refuse to register training contracts, in accordance with the provisions of the FET Act and delegated authority. For more information, refer to the [RQB Work Instructions – Register or refuse to register a training contract](#).
- Upload an FOA and relevant documentation to DESBT via SharePoint, advising of the decision to register or refuse to register a training contract.
 - If the decision is to register the training contract, however Racing Queensland has been advised that the training contract arrangement has ceased before uploading the FOA to DESBT, obtain the necessary form or notification as required and identify under which section of the FET Act the training contract ceased. Ensure any timeframes associated with the cancellation have elapsed before uploading the FOA to DESBT for processing (i.e. 7 day withdrawal of consent period for a cancellation by mutual consent, or 21 day period from the date employment ceased for cancellations progressed under s36(1)(i)).
 - i. Refer to the RQB Work Instructions for more information.
 - ii. Upload the FOA and relevant documentation to DESBT via SharePoint, advising of the decision to register the training contract and that employment ceased, the date employment ceased, and the reason the contract is cancelled (i.e., mutual agreement, withdrawn in probation, or one of the grounds under section 36 of the FET Act, such as 36(1)(i)).
 - If the decision is to refuse to register the training contract, include the reasons for the decision and the date of effect on the FOA.
- Give the employer, apprentice/trainee, parent (if appropriate) and school (for school-based apprenticeships and traineeships), written notice of the decision to register or refuse to register a training contract.
 - **Note** – If the decision is to register the training contract, DESBT will provide the training contract registration number and nominal completion date to Racing Queensland once processed in DELTA.
 - If the decision is to register the training contract, and the FOA included information that the training contract arrangement has ceased, upon receipt of the training contract registration number from DESBT, give the parties a combined written notice advising that the contract was registered and has been cancelled or withdrawn.
 - i. The cancellation takes effect on the date stated in the notice.
 - If the decision is to refuse to register the training contract, include the reasons for the decision and the date of effect in the written notice.
 - i. The date of effect will be the date the training contract and the apprenticeship or traineeship ends, unless the parties have agreed on an earlier date.



Training and Skills, Department of Employment, Small Business and Training (DESBT):

- Respond to business case submissions seeking support of a SAT arrangement between an employer and a school student NOT enrolled in year 10, 11 or 12.
 - The Regional Director at the employer's local regional office must approve, or not approve, the submission.
 - Forward response letters signed by the Regional Director approving, or not approving, the business case, to the employer, student, parent (if appropriate), school and proposed SRTO.
 - Retain a copy of the submission, response letters and associated documentation as per regional protocols.
- Respond to requests from Providers seeking DESBT approval prior to conducting the sign-up of training contracts.
 - Retain a copy of the Provider's request and DESBT response as per protocols.
- If a review of a lodged training contract is required prior to registration, refer the contract to the appropriate reviewing officer – DESBT as per regional protocols.
- Resolve any data or validation issues for training contracts in DELTA.
- Manually generate written notices in DELTA on behalf of Providers when required.
- Print and distribute all written notices generated in DELTA.

Metro regional office, Training and Skills, DESBT

- On receipt of an FOA from the Racing Queensland Board (RQB) advising of a decision to register or refuse to register a training contract, process the registration or refusal in DELTA (note – do not produce mail, RQB will send the required correspondence).
 - If the decision is to register the training contract, advise the RQB of the training contract registration number and the nominal completion date of the training contract.
 - If the decision is to register the training contract however the FOA advised that the training contract arrangement has ceased, once the training contract is registered in DELTA, process the cancellation or withdrawal in accordance with the FOA. Advise RQB when done, ensuring to also advise of the training contract registration number.
 - If the decision is to refuse to register the training contract, advise the RQB when the refusal has been processed in DELTA.

Queensland Apprenticeship and Traineeship Office (QATO), DESBT:

- Respond to requests from Providers seeking assistance with the electrotechnology industry minimum educational requirement validation process for proposed school-based or part-time training contracts.
- If a Provider requests an extract of service for an apprentice/trainee record in NSW or Victoria by providing the relevant 'Request for Extract' form, forward a copy of the completed form to the appropriate email address for the NSW or Victorian state training authority.
 - Upon receipt of the 'Extract of service' from the NSW or Victorian state training authority, forward a copy of the extract to the Provider that made the original request.
- If QATO considers a review of a lodged training contract is required prior to registration, refer the training contract to the appropriate DESBT regional office for review/investigation.

Delegated officer – DESBT:

- **IMPORTANT** – A delegated officer – Provider has delegation under the FET Act to decide to register training contracts based on the [Delegated officer – Provider](#) process.
 - The training contract is lodged with DESBT, however DESBT may review the training contract prior to registration based on matters unbeknown to, or outside the authority of, the Provider.
 - This review may result in a decision by a delegated officer – DESBT to refuse to register the training contract.
 - Refer to [Attachment 1](#) for factors to be considered when deciding to register or refuse to register training contracts.
- If a lodged training contract has been referred to a reviewing officer – DESBT for a review prior to registration, the delegated officer must oversee the review by:
 - Considering all recommendations presented by the reviewing officer in regards to registering or refusing to register training contracts.



- i. **Note** – The delegated officer may refuse to decide whether to register the training contract until the parties to the contract supply all documents or information considered necessary to make an informed decision about the contract.
- o Reviewing and signing off all written notices and HR compatibility review forms prepared by the reviewing officer.
- o Ensuring detailed notes are recorded in DELTA throughout the training contract review process including, if the decision is to refuse to register the training contract, the reasons for the decision and the date of effect.
- o Ensuring all documentation or information relating to, or obtained as part of, the review process, including but not limited to, written notices given to the parties, employer resource assessments and training plans, are saved in CEDRIC.
- If satisfied the training contract meets all the requirements for registration, arrange for the registration of the contract to be processed in DELTA.
- If the decision is to refuse to register the training contract, the delegated officer must give each party written notice of the decision, including the reasons for the decision and the date of effect.
 - o The date of effect will be the end date of the training contract and the apprenticeship or traineeship unless an earlier date has been agreed to by the parties.
 - o Arrange for the refusal of the contract to be processed in DELTA.
- In making a decision take into account the 23 fundamental Human Rights under the [Human Rights Act 2019](#).
 - o If the decision is to refuse to register the training contract, undertake a HR compatibility review (for the apprentice/trainee, and if applicable, the employer) by completing the associated compatibility review form.
 - i. Retain a copy of the completed form against the training contract record in CEDRIC.

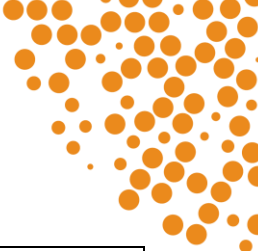
Reviewing officer – DESBT:

- A reviewing officer – DESBT may be required to conduct a review of a lodged training contract prior to registration. In these instances, the delegated officer – DESBT will oversee the review.
 - o If additional documents or information is considered necessary for the delegated officer to make an informed decision about the contract, a written notice may be given to the parties to the contract requesting the documents or information.
 - i. The parties must be given a reasonable period of not less than 14 calendar days to supply the requested documents or information.
 - o Prepare and present a recommendation to the delegated officer in regard to registering or refusing to register the reviewed training contract.
 - i. If the recommendation is to register the training contract, however DESBT has been advised that the training contract arrangement has ceased, obtain the necessary notifications as required and identify under which section of the FET Act the training contract ceased. For further information, refer to the relevant DESBT Procedure or Work Instructions.
 - **Note** – If the delegated officer is satisfied the training contract met all the requirements for registration prior to the training contract arrangement ceasing, the training contract must be registered and then cancelled/withdrawn.
The parties to the contract must be given a combined written notice that the contract was registered and has been cancelled or withdrawn. The cancellation takes effect on the date stated in the notice.
 - ii. If the recommendation is to refuse to register the training contract, prepare the relevant DocumentsCorePack Inray refuse to register a training contract letters and the HR compatibility review form for reviewing and signing off by the delegated officer.
 - o Save and record relevant information in CEDRIC, and process the registration or refusal of the training contract in DELTA, as per the delegated officer process above.



Definitions

AIRDOCS	A system used by DESBT for letter templates which are subsequently generated through DELTA.
Apprentice	The person to be trained by the employer as an apprentice under the training contract.
Apprentice Connect Australia Provider	Apprentice Connect Australia Providers, also known as Providers, are contracted by the Australian Government to provide targeted services which deliver tailored advice and support to employers, apprentices and trainees. Providers also have an agreement with DESBT to provide training contract related services. The Provider is the first point of contact for the administration of all training contracts.
CEDRIC	A Client Relationship Management system used by DESBT to capture information on client and stakeholder engagement and correspondence (for internal access only).
Delegated officer	An appropriately qualified person to whom the chief executive has delegated functions and powers
DELTA	Direct Entry Level Training Administration, DESBT's database of registered apprentices and trainees.
DESBT	Department of Employment, Small Business and Training
Electrotechnology industry	Apprenticeships and traineeships in the electrotechnology industry are identified in the QTIS database .
Elite Sportsperson Apprenticeship or Traineeship (ESAT)	A contract reflecting part-time employment arrangements in an approved apprenticeship or traineeship that provides flexibility around the hours an elite professional sportsperson apprentice/trainee is required to work and train (refer to Attachment 2 for approved ESATs.)
Employer	For the purposes of this procedure, an employer also includes an employer that is a Group Training Organisation (GTO) and a Principal Employer Organisation (PEO).
Format of Advice	A document developed and used by Racing Queensland for the purpose of providing information to DESBT regarding actions and decisions relating to training contracts
QATO	Queensland Apprenticeship and Traineeship Office, DESBT
QTIS	QTIS is DESBT's Queensland Training Information Service database of apprenticeships and traineeships approved for delivery in Queensland.
Racing Queensland Board	The Racing Queensland Board (RQB) is the statutory control body for the thoroughbred, harness, and greyhound codes of racing in Queensland with responsibility for the management of these codes. The RQB has an agreement with DESBT to provide training contract related services for training contracts in these codes of racing for the following industry specific occupations – <ul style="list-style-type: none"> • Stablehand traineeship • Trackrider traineeship • Advanced stablehand traineeship • Jockey apprenticeship.
Registered Training Organisation (RTO)	A registered training organisation is a training provider registered by the Australian Skills Quality Authority to deliver vocational education and training services.
School-based Apprenticeship or Traineeship (SAT)	A contract reflecting a combination of paid work, training and school study leading to the award of a Queensland Certificate of Education or its equivalent and progress towards a vocational qualification.
Signed consent of a parent (if appropriate)	It may be inappropriate for a parent to give signed consent to the training contract, or if a SAT, be involved in the negotiation and development of a schedule detailing how the apprentice/trainee's time will be divided between school studies, training and employment, if the apprentice or trainee is living independently of his or her parents.



Skills Assure supplier (SAS)	The Skills Assure Supplier (SAS) system provides a central register of pre-approved registered training organisations for the delivery of training and assessment services subsidised by the Department of Employment, Small Business and Training.
Supervising registered training organisation (SRTO)	Is a registered training organisation that: <ol style="list-style-type: none"> 1. accepts a nomination to deliver training and assessment to apprentices or trainees as negotiated and agreed under individual training plans; 2. assesses an employer's capacity to provide the supervision, facilities and training required under the training plan for an apprentice or trainee; 3. assesses whether the apprentice or trainee has completed the training and assessment required to be completed under a training plan; and 4. when satisfied the apprentice or trainee has completed the training and assessment required, issues the qualification or statement of attainment stated in the training plan, and is a signatory on a completion agreement verifying that all training and assessment required under the training plan has been completed by the apprentice or trainee.
Trainee	The person to be trained by the employer as a trainee under the training contract.

Legislation

- [Further Education and Training Act 2014](#) – Sections 15 to 19

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](#)
- [School-based apprenticeships and traineeships policy – Queensland and Norfolk Island](#)

Related procedures

- [False and misleading information](#)

Supporting information/websites

Agreements (internal resources)

- Protocols between DESBT and Providers
- [Protocols between DESBT and Racing Queensland Board](#)
- Services Agreement between DESBT and Providers
- Agreement between DESBT and Racing Queensland Board.

Forms

- [Education, Training and Employment Schedule \(ETES\) – ATF-023](#) for school-based apprenticeships and traineeships (this optional template is provided to assist the parties to retain evidence of the agreed arrangements.)
- [Extension of probationary period of a registered training contract – ATF-036](#)
- Format of Advice form (RQB)
- [School notification form](#) (Providers)
- **SharePoint** – HR compatibility review form – general decision (*Human Rights Act 2019 – compatibility review form. Apprentice Connect Australia Provider decision*) (Providers)
- **SharePoint** – HR compatibility review form – general decision (*Human Rights Act 2019 – compatibility review form. Decision (when no Show Cause process undertaken)*) (DESBT)
- **SharePoint** – Request for Extract from the Register of apprenticeships and traineeships – Victoria form (*Request for Extract from the Register of apprenticeships and traineeships – Victoria*) (Providers)
- **SharePoint** – Request for Extract of Record of apprenticeships and traineeships – NSW form (*Request for Extract of Record – NSW*) (Providers)
- **SharePoint** – Residency Declaration (Providers)



- **SharePoint** – Sporting body notification form (*Elite Sportsperson Notification*) (Providers)
- **SharePoint** – [RQB HR compatibility review form – general decision \(*Human Rights Act 2019 – compatibility review form. Decision \(when no Show Cause process undertaken\)*\)](#) (RQB)
- [Supervising registered training organisation notification form](#)
- [Training Contract – ATF-044](#) (information about the training contract)

Work instructions

- Register or refuse to register a training contract (DESBT employees only)
- RQB Work Instructions – Register or refuse to register a training contract (RQB employees only)

DESBT officers can access DESBT Work Instructions at this [internal website](#).

RQB officers can access RQB Work Instructions at this [internal website](#).

Online materials

- [Guide for supervising registered training organisations](#)
- [Guide to completing the national apprenticeship/traineeship training contract](#)
- [Guide to school-based apprenticeships and traineeships](#)

Letters

DESBT employees only:

- AIRDOCS – Intray – T/C Not Approved (Refused)
- AIRDOCS – Registration\Cancellation Combination Letter
- AIRDOCS – T/C Approved
- DocumentsCorePack – Business case approval
- DocumentsCorePack – Business case NOT approved
- DocumentsCorePack – Intray refuse to register a training contract decision by Provider
- DocumentsCorePack – Intray refuse to register a training contract decision by DESBT
- DocumentsCorePack – Requesting information from the parties to the training contract

Provider employees only:

- SharePoint – Request additional registration information

RQB employees only:

- SharePoint – Business case approval
- SharePoint – Business case NOT approved
- SharePoint – Intray refusal of registration
- SharePoint – Request information from parties to the training contract
- SharePoint – Registration letter
- SharePoint – Registration/Cancellation combination letter

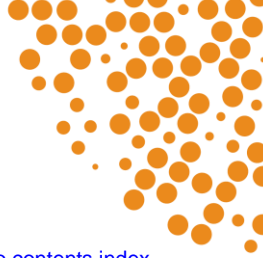
Websites

- Human Rights: www.qld.gov.au/law/your-rights/human-rights
- [List of Apprentice Connect Australia Providers](#)
- [Queensland Training Information Service \(QTIS\)](#)

Contact

For further information, please contact Apprenticeships Info:

- **Website:** www.desbt.qld.gov.au
- **Telephone:** 1800 210 210
- **Email:** apprenticeshipsinfo@qld.gov.au



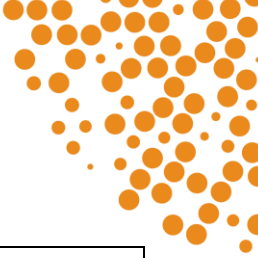
Attachment 1

Factors to be considered in decision making process

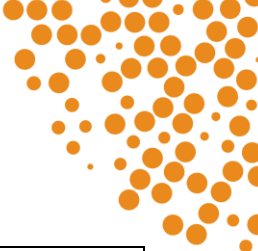
A range of factors may impact on the decision of the delegated officer and these will vary from case to case. Whilst this is not an exhaustive list of factors and considerations, the information below may assist with taking the most appropriate action.

Factor	Consideration
<p>What should a Provider do with a training contract that has not been signed within 14 calendar days after the start of the apprenticeship/traineeship, as provided by section 15(1) of the FET Act?</p>	<p>Training contracts signed outside of the 14 calendar days timeframe can be e-lodged, however there is an expectation that the Provider will ask the reason for the delay in signing the training contract and educate the parties to ensure any future training contracts are signed within the specified timeframe.</p> <p>If a Provider has concerns about the validity of the information provided, such as a back-dated commencement date, the Provider may request additional information to prove the apprenticeship/traineeship arrangements were in place (for example, time and wage records).</p>
<p>Can a Provider conduct a sign-up for an apprenticeship/traineeship with a future start date?</p>	<p>A Provider may conduct a sign-up with a future commencement date, however the training contract cannot be e-lodged with DESBT before the commencement date.</p> <ul style="list-style-type: none"> ○ If DESBT receives a training contract before the commencement date it will be returned automatically to the Provider with an automated error message. <p>If a sign-up is conducted with a future commencement date, the Provider must on, or shortly after, the commencement date, confirm with the parties to the contract that the apprenticeship/traineeship commenced.</p> <ul style="list-style-type: none"> ○ If yes, proceed to e-lodge the training contract. ○ If no, the training contract must NOT, under any circumstances, be e-lodged with DESBT.
<p>Can a Provider e-lodge a training contract if the apprentice/trainee is under 18 years of age and a parent has not provided their signed consent?</p>	<p>Although a parent is not a party to a training contract, section 15 of the FET Act requires that a training contract must include the signed consent of a parent, except where it is inappropriate to do so, such as where the apprentice/trainee is living independently of his or her parents.</p> <p>If the apprentice/trainee is not living independently, the Provider should verify the circumstances as to why a parent has not provided their consent.</p> <ul style="list-style-type: none"> ○ Where the parent has merely been unable to provide their signed consent, explore whether an e-signature is an option. ○ If the parent is unwilling, or chooses not to provide their signed consent, the Provider should e-lodge the training contract as “Refuse to register”.

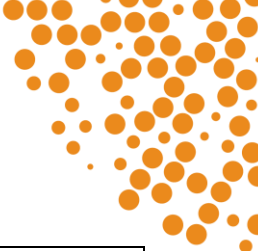




Factor	Consideration
<p>If employment of an apprentice/trainee ceases before a Provider e-lodges the training contract with DESBT, should it be e-lodged as “Refuse to register” or “Register and cancel”?</p>	<p>Employment of an apprentice/trainee ceasing is not a reason to refuse to register the training contract. The delegated officer is required to decide whether the training contract meets all registration requirements. The Guide to completing the national apprenticeship/traineeship training contract will assist with the process.</p> <p>If the delegated officer decides the training contract meets all registration requirements, and therefore should be registered and then terminated:</p> <ul style="list-style-type: none"> ○ identify under which section of the FET Act the training contract ceased (for example, by mutual agreement, withdrawn in probation, or is reasonably satisfied under section 36(1)(a), (b), (d) or (i)); and ○ e-lodge the contract with a tick in the cancellation tick box, and the appropriate Note added in accordance with the ‘Clue Card’ contained in the Guide. <p>If the delegated officer decides to refuse to register the training contract on that basis that the contract does not meet registration requirements:</p> <ul style="list-style-type: none"> ○ e-lodge the training contract with the appropriate Note added in accordance with the ‘Clue Card’ contained in the Guide.
<p>What if all the questions on the contract have not been completed, and the answers are not obtainable due to employment ceasing?</p>	<p>All questions on the training contract must be completed before the contract is signed by the parties.</p> <p>However, if some questions have been inadvertently missed, the training contract may be progressed by the delegated officer if the unanswered questions are those for statistical purposes only, such as:</p> <ul style="list-style-type: none"> ○ Type of employer? ○ In which country were you born? or ○ Do you speak a language other than English at home?
<p>What if the Provider becomes aware that a question was answered incorrectly on the contract, however cannot be rectified due to employment ceasing?</p>	<p>If the answer provided to the question does not affect the delegated officer deciding whether the training contract meets all registration requirements, then the training contract may be progressed.</p> <p>Example – The question, “Are you seeking credit to reduce the term of the training contract?” is answered as ‘No’, and it is later identified that it should have been ‘Yes’:</p> <ul style="list-style-type: none"> ○ The training contract may be progressed as the decision by the delegated officer is not affected by whether or not credit is sought to reduce the term of the contract.
<p>What if the parties requested a change to the contract, however this process was not completed prior to employment ceasing?</p>	<p>The delegated officer is required to decide whether the training contract meets all registration requirements without the requested change.</p> <p>Example 1 – The parties agreed to change the qualification stream, however an RTO acceptance to be the SRTO under the new qualification stream has not been received:</p> <ul style="list-style-type: none"> ○ The delegated officer will make their decision based on whether an RTO acceptance to be the SRTO under the original qualification stream has been received.



Factor	Consideration
	<p>Example 2 – The employer contacts the Provider to request a change to the legal name that was used on the training contract, however employment ceased before the change to the contract was able to be made:</p> <ul style="list-style-type: none"> ○ The delegated officer will make their decision based on whether the legal name used at the time of signing the training contract was legitimate. <p>By signing the training contract, the parties agreed to the details on the contract.</p> <p>If the training contract meets all registration requirements without the change requested by the parties, then the training contract may be progressed.</p> <p>Any requested change would be regarded as an amendment to that contract. No further action is required regarding the amendment as employment of the apprentice/trainee has ceased.</p>
<p>Can an apprentice/trainee who has a registered training contract enter into a second contract, to run concurrently?</p> <p>Note – When a training contract is e-lodged by a Provider, and the apprentice/trainee already has an active training contract, the new contract will automatically be referred to a reviewing officer – DESBT.</p> <p>Note – An apprentice/trainee can only receive one government contribution for a User Choice funded qualification at any single point in time. For concurrent training contracts – only the qualification nominated in the first contract registered in DELTA will receive the government contribution, not the contract with the earliest start date.</p> <p>Note – For more information on requirements for school-based training contracts, refer to the Guide to school-based apprenticeships and traineeships.</p>	<p>In some circumstances this arrangement may be allowed, however the Provider and DESBT need to take particular care to ensure the arrangement is appropriate.</p> <p>The SRTO(s) and the parties will need to show how the requirements for each apprenticeship/traineeship will be met.</p> <p>For each training contract – there will need to be clear identification and understanding of the training to be delivered by the SRTO, and the on-the-job training or workplace tasks to be provided by the employer, as stated in the Guide to Training Plans and Training Records.</p> <p>The delegated officer – DESBT will need to be satisfied that:</p> <ul style="list-style-type: none"> ○ the apprentice or trainee actually is engaged in two separate employment arrangements – with the same or different employer(s); and ○ the arrangements meet the full-time, part-time or school-based* requirements for the first apprenticeship or traineeship AND the additional full-time, part-time or school-based* requirements for the second apprenticeship or traineeship. <p>* Although regarded unlikely that a school would support a school-based apprenticeship or traineeship if a student were to have two concurrent training contracts, requirements which are particular to individual school-based training contracts would apply to concurrent school-based training contracts – such as minimum paid work requirements.</p>
<p><u>Scenario 1</u> – Two part-time training contracts with the same employer.</p> <p>Note – For this scenario, a regular pattern of paid employment and training for each of the two training contracts is required.</p>	<p>This scenario is possible and may be more likely to occur where a large employer is involved.</p> <p>Example – An employer may employ a part-time automotive electrical apprentice and wish to engage that person as a part-time automotive heavy vehicle apprentice as well. The apprentice could work a 38-hour week, split across the two types of work, training, etc.</p>



Factor	Consideration
<p><u>Scenario 2</u> – Two part-time training contracts with different employers.</p> <p>Note – For this scenario, a regular pattern of paid employment and training for each of the two training contracts is required.</p> <p>A proposal where an apprentice or trainee has two active training contracts and alternates between two employers, spending weeks at a time with one of the employers exclusively, should not be encouraged as this sort of arrangement is not compatible to the intent of apprenticeships and traineeships.</p>	<p>This scenario is feasible, however there are many issues to be considered including:</p> <ul style="list-style-type: none"> ○ How will the apprentice/trainee’s time be split between work and training with each employer; and to allow the associated training to be delivered by the SRTO(s) under each contract. ○ Separation between the two contracts may be more easily provided if the two contracts are for completely different occupations, however what if the two contracts are in the same occupation, or have a crossover of units of competency under the two qualifications: <ul style="list-style-type: none"> ● Will both employers use the same SRTO? ● What if the employers’ training methods or processes differ? ● Which employer will be responsible for verifying the on-the-job training for each unit of competency? ○ What if one employer requires the apprentice/trainee to work more hours during the course of the training contract? ○ What about funding? User Choice funding would only be available to the first training contract registered in DELTA; and there may be other funding issue as well. <p>These types of issues need to be negotiated in-depth, agreed to, and managed by all the parties.</p> <p>In this scenario, the proposed SRTO(s) would also need to be closely involved in working through the training issues with all the parties.</p>
<p><u>Scenario 3</u> – One full-time training contract AND one part-time or full-time training contract with the same employer or different employers.</p>	<p>Also refer to the information provided in Scenarios 1 and 2.</p> <p>Whilst this scenario may be possible, it is regarded as highly unlikely that an apprentice/trainee would be working full-time in one occupation (working the associated hours), and then full-time or part-time in a second occupation (again working the associated hours), either in the one workplace or across two.</p> <p>There may be significant workplace health and safety issues under this scenario. However, in a fly-in fly-out (FIFO) environment, it may be possible for an apprentice/trainee to be engaged under this scenario and working effectively every week.</p>
<p><u>Scenario 4</u> – Electrotechnology training contracts.</p> <p>Note – For more information on requirements for Electrotechnology training contracts, refer to the Declaration of Apprenticeships and Traineeships in Queensland Policy.</p>	<p>Also refer to the information provided in Scenarios 1 to 3.</p> <p>The minimum requirements which are particular to individual electrotechnology training contracts would apply to concurrent electrotechnology training contracts – that is, the minimum off-the-job training release and minimum work requirement for part-time, etc.</p>





Attachment 2

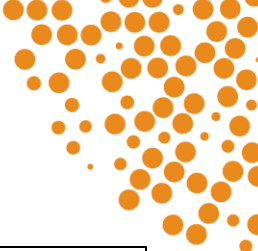
[Back to contents index](#)

Approved Elite Sportsperson Apprenticeships and Traineeships (ESATs)

Note – The authorised sporting body must endorse the ESAT arrangements for the elite professional sportsperson.

Apprenticeship/Qualification	Approval Date	Traineeship/Qualification	Approval Date
Automotive Mechanic (Light Vehicle) Certificate III in Light Vehicle Mechanical Technology	March 2019	Concreter * Certificate III in Concreting	March 2019
Automotive Mobile Plant Technician Certificate III in Mobile Plant Technology	September 2022	Aged Care Worker * Community Care Worker * Disability Support Worker * Certificate III in Individual Support	November 2022
Beauty Therapy Diploma of Beauty Therapy	22 February 2023	Education Support Worker * Certificate III in Education Support	March 2019
Bricklayer Certificate III in Bricklaying and Blocklaying	March 2019	Skilled Construction Worker – Bituminous Surfacing * Skilled Construction Worker – Bridge Construction and Maintenance * Skilled Construction Worker – Pipe Layer * Skilled Construction Worker – Road Construction and Maintenance * Skilled Construction Worker – Road Marking * Skilled Construction Worker – Timber Bridge Maintenance * Skilled Construction Worker – Traffic Management * Certificate III in Civil Construction	July 2019
Carpenter Certificate III in Carpentry	September 2018		
Engineering Fabrication Trade Certificate III in Engineering – Fabrication Trade	March 2019		
Hairdresser Certificate III in Hairdressing	22 February 2023		
Hairdressing – Barbering Certificate III in Barbering	22 February 2023		
Landscape Tradesperson Certificate III in Landscape Construction	22 February 2023		
Painter and Decorator Certificate III in Painting and Decorating	March 2019		
Plant Operator Certificate III in Civil Construction Plant Operations	July 2019	Sport and Recreation Co-ordinator * Certificate IV in Sport and Recreation	March 2019
Plumber Certificate III in Plumbing	September 2018	Sport and Recreation Officer * Certificate III in Sport and Recreation	March 2019
		Youth Worker * Certificate IV in Youth Work	November 2022





Apprenticeship/Qualification	Approval Date	Traineeship/Qualification	Approval Date
Roof Tiler Certificate III in Roof Tiling	March 2019	This field has been left intentionally blank.	
Shopfitter Certificate III in Shopfitting	March 2019	This field has been left intentionally blank.	
Solid Plasterer Certificate III in Solid Plastering	March 2019	This field has been left intentionally blank.	
Stonemason Certificate III in Stonemasonry	March 2019	This field has been left intentionally blank.	
Tiler Certificate III in Wall and Floor Tiling	March 2019	This field has been left intentionally blank.	

* An elite professional sportsperson registered under this traineeship will be required to work a minimum of 375 hours (50 days) over each 12-month period.

