

**Department of Trade, Employment and  
Training**

**Instrument of Authorisation**

**Executive Director's Delegated Powers**

**under**

***Further Education and  
Training Act 2014***

(November 2024)

# INSTRUMENT OF AUTHORISATION

## *Further Education and Training Act 2014*

I, David Lucas, Executive Director, Service Delivery, Engagement Division, Department of Trade, Employment and Training, as the Chief Executive's delegate for the purposes of ss. 16 and 21 of the *Further Education and Training Act 2014* HEREBY AUTHORISE the persons who are from time to time the holders of the position specified in Column 4 of Schedule 1, to exercise those powers, functions, authorities and duties, conferred or imposed on me under the provisions of the *Further Education and Training Act 2014*, which are specified in Column 1 of Schedule 1, subject to the limitations (if any) specified in Column 3 of Schedule 1.

This Instrument of Authorisation **does not permit** the persons who are from time to time the holders of the position specified in Column 4 of Schedule 1 to sub-delegate or authorise other persons to perform the powers, functions, authorities, or duties specified in Column 1 of Schedule 1.

This Instrument of Authorisation is comprised of this page, and Schedule 1 comprising of 5 pages.

This Instrument of Authorisation revokes all Instruments of Authorisation previously issued with respect to the powers, functions, authorities and duties of the Director-General under the *Further Education and Training Act 2014*.



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**DAVID LUCAS**  
**EXECUTIVE DIRECTOR,**  
**SERVICE DELIVERY, ENGAGEMENT DIVISION,**  
**DEPARTMENT OF TRADE, EMPLOYMENT AND TRAINING**

**DATED AT BRISBANE THIS 7<sup>th</sup> day of November 2024.**

## SCHEDULE 1 – Table of Persons Authorised to do actions and make decisions under the *Further Education and Training Act 2014*

Column 1	Column 2	Column 3	Column 4
Reference	Description of Authority	Observations / Limitations	Authorised Persons
<b>Chapter 2 – Apprentices and trainees</b>			
<b>Part 2 – Training Contracts</b>			
<b>Division 2 – Signing and registration of training contracts</b>			
16(1)(b)	<p><b>Employer must ensure training contract is given to chief executive or person authorised</b></p> <p>(1) <u>An employer who is a party to a training contract must take all reasonable steps to ensure the contract is given to either of the following within 28 days after the day the apprenticeship or traineeship starts—</u></p> <p style="margin-left: 40px;">(a) the chief executive;</p> <p style="margin-left: 40px;">(b) <u>a person authorised by the chief executive to accept training contracts.</u></p> <p>Maximum penalty—40 penalty units.</p> <p>(2) The chief executive must publish on the department’s website the names and addresses of persons authorised to accept training contracts.</p>	In Department of Trade, Employment and Training	<p><b><u>Queensland Apprenticeship and Traineeship Office</u></b></p> <ul style="list-style-type: none"> <li>• Director, (SO)</li> <li>• Manager, (AO8)</li> <li>• Principal Operational Policy Officer (AO7)</li> <li>• Senior Operational Policy Officer (AO6)</li> <li>• Senior Program Officer (AO6)</li> </ul> <p><b><u>Data and Analytics Division, Strategy Group</u></b></p> <ul style="list-style-type: none"> <li>• Senior Information Officer (AO6)</li> <li>• Program Officer Technical (AO5)</li> <li>• Program Officer (AO5)</li> <li>• Information Officer (AO5)</li> <li>• Business Information Systems Officer (A03)</li> </ul> <p><b><u>Region – Service Delivery</u></b></p> <ul style="list-style-type: none"> <li>• Regional Director (SO)</li> <li>• Manager (AO8)</li> <li>• Program Manager (AO7)</li> <li>• Team Leader (AO7)</li> <li>• Principal Program Officer (AO6)</li> <li>• Senior Field Officer (AO5)</li> <li>• Senior Program Officer (AO5)</li> <li>• Field Officer (AO4)</li> <li>• Program Officer (AO4)</li> </ul> <p><b><u>DTET Customer Centre</u></b></p> <ul style="list-style-type: none"> <li>• Manager, DCC (AO8)</li> <li>• Customer Service Manager (AO7)</li> <li>• Team Leader (AO6)</li> <li>• Senior Program Officer Stakeholder</li> </ul>

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Reference	Description of Authority	Observations / Limitations	Authorised Persons
			<p>e-Transactions (AO5)</p> <ul style="list-style-type: none"> <li>• Senior Program Officer – Customer Services (AO5)</li> <li>• Senior Program Officer (AO5)</li> <li>• Senior Customer Service Officer (AO4)</li> <li>• Customer Service Officer (AO3)</li> </ul>
		<p><b>In Racing Queensland Board</b> <i>Limitation—</i> The delegates only have the powers in relation to declared apprenticeships and traineeships for the following racing industry occupations:</p> <ul style="list-style-type: none"> <li>• Jockey</li> <li>• Advanced Stablehand</li> <li>• Trackrider</li> <li>• Stablehand</li> </ul>	<p><b><u>Racing Queensland Board</u></b></p> <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Chief Operating Officer</li> </ul>
		<p><b>In Apprentice Connect Australia Providers</b> <i>Limitation—</i> The delegates only have the powers for training contracts his/her Provider is responsible for.</p>	<p><b><u>The BUSY Group Ltd</u></b></p> <ul style="list-style-type: none"> <li>• Service Delivery Team Leader</li> <li>• Service Delivery Specialist</li> <li>• Service Delivery Officer</li> <li>• Training and Compliance Officer</li> <li>• Mentoring Team Leader</li> <li>• National Technical Support Manager</li> <li>• Group Compliance Support Officer</li> </ul> <p><b><u>MEGT (Australia) Ltd</u></b></p> <ul style="list-style-type: none"> <li>• Customer Service Officer</li> <li>• Administration Team Leader</li> <li>• Administration Manager</li> <li>• Assistant Team Leader</li> </ul> <p><b><u>MAS National Limited</u></b></p> <ul style="list-style-type: none"> <li>• Customer Solutions Manager</li> <li>• Customer Solutions Consultant</li> <li>• Senior Customer Solutions Consultant</li> </ul>

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<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Reference</b>	<b>Description of Authority</b>	<b>Observations / Limitations</b>	<b>Authorised Persons</b>
			<ul style="list-style-type: none"> <li>Administration Operations Manager</li> <li>Compliance and Delegations Manager</li> <li>Quality Manager</li> <li>Senior Compliance Coordinator</li> </ul> <p><b><u>NSW Business Chamber Limited</u></b></p> <ul style="list-style-type: none"> <li>General Manager, Operations</li> <li>Team Leader – Administration QLD</li> <li>Team Leader - Training Contract, Client Support Unit</li> <li>Team Leader - Claims Processing, Client Support Unit</li> <li>Team Leader- Records &amp; Mail Unit</li> <li>Client Support Officer</li> </ul> <p><b><u>Individual Empowerment Network Pty Ltd</u></b></p> <ul style="list-style-type: none"> <li>Apprenticeships Consultant</li> </ul> <p><b><u>SYC Limited</u></b></p> <ul style="list-style-type: none"> <li>Field Operations Manager</li> <li>Apprenticeship Field Officer</li> </ul>
<b>Division 3 – Amending registered training contract</b>			
<b>21(1)(b)(ii), (3), (4)</b>	<p><b>Minor amendment of registered training contract</b></p> <p>(1) <u>A party to a registered training contract may give notice of a minor amendment of the contract to—</u></p> <p>(a) the other party to the contract; and</p> <p>(b) either—</p> <p>(i) the chief executive; or</p> <p>(ii) <u>a person authorised by the chief executive to accept the notice.</u></p> <p>(2) The notice may be given orally or in writing.</p> <p>(3) <u>On receiving the notice, the chief executive or authorised person may approve the amendment and update the department’s records to include it if the chief executive or authorised</u></p>	<b>In Department of Trade, Employment and Training</b>	<p><b><u>Queensland Apprenticeship and Traineeship Office</u></b></p> <ul style="list-style-type: none"> <li>Director (SO)</li> <li>Manager (AO8)</li> <li>Principal Operational Policy Officer (AO7)</li> <li>Senior Operational Policy Officer (AO6)</li> <li>Senior Program Officer (AO6)</li> </ul> <p><b><u>Data and Analytics Division, Strategy Group</u></b></p> <ul style="list-style-type: none"> <li>Senior Information Officer (AO6)</li> <li>Program Officer Technical (AO5)</li> <li>Program Officer (AO5)</li> </ul>

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Column 1 Reference	Column 2 Description of Authority	Column 3 Observations / Limitations	Column 4 Authorised Persons
	<p>person is satisfied the amendment is appropriate.</p> <p>(4) <u>The chief executive or authorised person may request further information before deciding whether to approve the amendment.</u></p> <p>(5) The amendment takes effect when the department’s records are updated.</p> <p>(6) The chief executive must publish on the department’s website the names and addresses of persons authorised to accept notices under this section.</p> <p>(7) In this section— <b>minor amendment</b>, of a registered training contract, means an amendment of the contract that does not alter its substance or effect. <i>Examples of a minor amendment—</i></p> <ul style="list-style-type: none"> <li>• a party changes the party’s name or address</li> <li>• a correction of a typographical error in a party’s name or address</li> </ul>	<p></p> <p><b>In Racing Queensland Board</b> <i>Limitation—</i> The delegates only have the powers in relation to declared apprenticeships and traineeships for the following racing industry occupations:</p> <ul style="list-style-type: none"> <li>• Jockey</li> <li>• Advanced Stablehand</li> <li>• Trackrider</li> <li>• Stablehand</li> </ul> <p><b>In Australian Apprenticeship Service</b></p>	<ul style="list-style-type: none"> <li>• Information Officer (AO5)</li> <li>• Business Information Systems Officer (A03)</li> </ul> <p><b><u>Region – Service Delivery</u></b></p> <ul style="list-style-type: none"> <li>• Regional Director (SO)</li> <li>• Manager (AO8)</li> <li>• Program Manager (AO7)</li> <li>• Team Leader (AO7)</li> <li>• Principal Program Officer (AO6)</li> <li>• Senior Field Officer (AO5)</li> <li>• Senior Program Officer (AO5)</li> <li>• Field Officer (AO4)</li> <li>• Program Officer (AO4)</li> <li>• Client Service Officer (A03)</li> </ul> <p><b><u>DTET Customer Centre</u></b></p> <ul style="list-style-type: none"> <li>• Manager, DCC (AO8)</li> <li>• Customer Service Manager (AO7)</li> <li>• Team Leader (AO6)</li> <li>• Senior Program Officer Stakeholder</li> <li>• e-Transactions (AO5) Senior Program Officer – Customer Services (AO5)</li> <li>• Senior Program Officer (AO5)</li> <li>• Senior Customer Service Officer (AO4)</li> <li>• Customer Service Officer (AO3)</li> </ul> <p><b><u>Racing Queensland Board</u></b></p> <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Chief Operating Officer</li> </ul> <p><b><u>The BUSY Group Ltd</u></b></p>

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		<p><b>Delivery Providers</b> <i>Limitation—</i> The delegates only have the powers for training contracts his/her Provider is responsible for.</p>	<ul style="list-style-type: none"> <li>• Service Delivery Team Leader</li> <li>• Service Delivery Specialist</li> <li>• Service Delivery Officer</li> <li>• Training and Compliance Officer</li> <li>• Mentoring Team Leader</li> <li>• National Technical Support Manager</li> <li>• Group Compliance Support Officer</li> </ul> <p><b><u>MEGT (Australia) Ltd</u></b></p> <ul style="list-style-type: none"> <li>• Customer Service Officer</li> <li>• Administration Team Leader</li> <li>• Administration Manager</li> <li>• Assistant Team Leader</li> </ul> <p><b><u>MAS National Limited</u></b></p> <ul style="list-style-type: none"> <li>• Customer Solutions Manager</li> <li>• Customer Solutions Consultant</li> <li>• Senior Customer Solutions Consultant</li> <li>• Administration Operations Manager</li> <li>• Compliance and Delegations Manager</li> <li>• Quality Manager</li> <li>• Senior Compliance Coordinator</li> </ul> <p><b><u>NSW Business Chamber Limited</u></b></p> <ul style="list-style-type: none"> <li>• General Manager, Operations</li> <li>• Team Leader – Administration QLD</li> <li>• Team Leader – Training Contract, Client Support Unit</li> <li>• Team Leader - Claims Processing, Client Support Unit</li> <li>• Team Leader- Records &amp; Mail Unit</li> <li>• Client Support Officer</li> </ul>