

**Department of Employment, Small
Business and Training**

Legislative Delegations

**Sub-delegation of
Executive Director's Powers**

under

***Further Education
and Training Regulation 2024***

(September 2024)

INSTRUMENT OF SUB-DELEGATION

Further Education and Training Regulation 2024

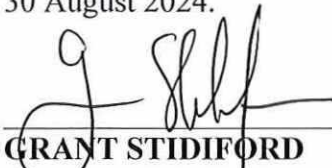
I, Grant Stidiford, Acting Executive Director, Service Delivery, Engagement Division, Department of Employment, Small Business and Training, pursuant to section 193 of the *Further Education and Training Act 2014* and the Director-General's Instrument of Delegation under the *Further Education and Training Regulation 2024* dated 30 August 2024, HEREBY SUB-DELEGATE to the persons who are from time to time the holders of the position specified in Column 4 of Schedule 1, those powers, functions, authorities and duties, conferred or imposed on me under the provisions of the *Further Education and Training Regulation 2024* by means of the Director-General's Instrument of Delegation under the *Further Education and Training Regulation 2024* dated 30 August 2024, 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 Sub-delegation **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 the powers, functions, authorities, or duties specified in Column 1 of Schedule 1.

This Instrument of Sub-delegation is comprised of this page, and Schedule 1 comprising two pages. No other material forms part of the Instrument. Appendix 1 – Executive Director's Powers Not Delegated is provided as a guide to the powers of the Executive Director which can only be exercised personally by the Executive Director.

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

This Instrument of Sub-delegation is to take effect on the commencement of the Director-General's Instrument of Delegation under the *Further Education and Training Regulation 2024* dated 30 August 2024.



GRANT STIDIFORD
ACTING EXECUTIVE DIRECTOR
SERVICE DELIVERY, ENGAGEMENT DIVISION,
DEPARTMENT OF EMPLOYMENT, SMALL BUSINESS AND TRAINING

DATED AT BRISBANE THIS First day of September, 2024.

**SCHEDULE 1 – Table of Sub-delegated Powers of Executive Director –
Further Education and Training Regulation 2024**

Column 1	Column 2	Column 3	Column 4
Reference	Nature of Power	Observations / Limitations	Delegate
Part 2 – Requirements for apprenticeship or traineeship			
s.3(1)(e)	<p>Requirements for apprenticeship or traineeship—Act, s 8</p> <p>(1) For section 8(3)(c) of the Act, a declaration of an apprenticeship or traineeship under section 8(2) of the Act may include the following prescribed requirements for the apprenticeship or traineeship—</p> <p style="padding-left: 20px;">(a) the level of education a person must have reached before starting the apprenticeship or traineeship;</p> <p style="padding-left: 20px;">(b) that a person can not start the apprenticeship or traineeship without prior written approval of a nominated entity for the apprenticeship or traineeship;</p> <p style="padding-left: 20px;">(c) that a person completing the apprenticeship or traineeship (the <i>relevant apprentice or trainee</i>) must be supervised;</p> <p style="padding-left: 20px;">(d) if the relevant apprentice or trainee must be supervised—</p> <p style="padding-left: 40px;">(i) the qualifications and experience the supervisor must have; and</p> <p style="padding-left: 40px;">(ii) that the supervisor—</p> <p style="padding-left: 60px;">(A) may also, at a place the apprenticeship or traineeship is being completed, supervise other apprentices or trainees;</p> <p style="padding-left: 60px;">or</p> <p style="padding-left: 60px;">(B) must not, at a place the apprenticeship or traineeship is being completed, supervise other apprentices or trainees;</p> <p style="padding-left: 60px;">and</p> <p style="padding-left: 40px;">(iii) for a supervisor who may supervise other apprentices or trainees under subparagraph (ii)(A)—the number of other apprentices or trainees the supervisor may supervise;</p> <p style="padding-left: 20px;">(e) <u>other requirements relating to the nature and quality of the supervision of the apprenticeship or traineeship that the chief executive considers relevant.</u></p> <p>(2) In this section—</p> <p><i>nominated entity</i>, for an apprenticeship or traineeship, means an employer group, industry body or regulatory authority nominated in the declaration</p>		<p><u>Queensland Apprenticeship and Traineeship Office</u></p> <ul style="list-style-type: none"> • Director, (SO)

SCHEDULE 1 – Table of Sub-delegated Powers of Executive Director –
Further Education and Training Regulation 2024

Column 1	Column 2	Column 3	Column 4
Reference	Nature of Power	Observations / Limitations	Delegate
	of the apprenticeship or traineeship under section 8(2) of the Act.		
Part 3 – Training records			
s.6(3)	<p>Keeping training records</p> <p>(1) For section 41 of the Act, definition <i>misconduct</i>, paragraph (b)(i), the prescribed way to keep a training record is as follows—</p> <p>(a) the record must be in the form decided by the supervising registered training organisation for the apprentice or trainee;</p> <p>(b) the record must be complete and accurate with the particulars of training completed by the apprentice or trainee;</p> <p>(c) the record must be in the possession of the apprentice or trainee unless the apprentice or trainee has produced it to a person under the Act;</p> <p>(d) the record must be kept by the apprentice or trainee for the duration of the apprenticeship or traineeship.</p> <p>(2) If training is required to be delivered by the employer, for subsection (1)(b), the employer must, at reasonable intervals of not more than 3 months, require the apprentice or trainee to produce the training record to the employer to be updated.</p> <p>(3) <u>The chief executive may, by reasonable notice, require the apprentice or trainee to produce the training record to the chief executive for inspection.</u></p> <p><i>Note—</i></p> <p>See also section 41 of the Act, definition <i>misconduct</i>, paragraph (b)(ii).</p>		<p>Queensland Apprenticeship and Traineeship Office</p> <ul style="list-style-type: none"> • Director, (SO) <p>Region – Service Delivery</p> <ul style="list-style-type: none"> • Regional Director (SO) • Manager (AO8) • Program Manager (AO7) • Team Leader (AO7) • Principal Program Officer (AO6) • Senior Field Officer (AO5) • Senior Program Officer (AO5) • Field Officer (AO4) • Program Officer (AO4)
Part 4 – Prescribed documents and fees			
s.9(2)	<p>Prescribed fees—Act, ss 195 and 197</p> <p>(1) The fees payable under the Act are stated in schedule 1, column 2.</p> <p>(2) <u>The chief executive may waive payment of a fee stated in schedule 1 if the chief executive considers that there are exceptional circumstances to do so.</u></p>		<p>Queensland Apprenticeship and Traineeship Office</p> <ul style="list-style-type: none"> • Director (SO) <p>DESBT Customer Centre</p> <ul style="list-style-type: none"> • Director (SO) • Manager, DCC (AO8) • Customer Service Manager (AO7)

**APPENDIX 1 – Executive Director’s Powers Not Sub-delegated –
*Further Education and Training Regulation 2024***

Reference	Nature of Power
	NIL