

**Skilling**  
*Queenslanders*  
*for* **work**

**Youth Training Incentives**  
**Guidelines**  
**for funding**

Version 3.2 February 2009



- School-based apprentices/trainees are required to work the equivalent of a minimum of 48 days of full-time paid employment, as identified in the relevant industrial instrument, for each year of the apprenticeship or traineeship. This can include standard days of work during the week or on weekends or periods of full-time work during school holidays.
- From 1 January 2006, the *Education (General Provisions) Act 2006* requires all young people to stay at school until age 16 or completion of Year 10. It then requires young people to continue to participate in education or training for a further two years until they gain a QCE, a Vocational Certificate III, full-time employment or turn 17 years. This is known as the compulsory participation phase.

### Additional Information

#### Apprenticeship and Traineeship Information

General information regarding apprenticeships and traineeships can be found at [www.trainandemploy.qld.gov.au](http://www.trainandemploy.qld.gov.au)

#### Funding for training

Training delivered by a supervising registered training organisation (SRTTO) may be funded under the Queensland User Choice program. As User Choice funding is subject to eligibility conditions, organisations should check a trainee's eligibility for funding under User Choice by visiting the DETA website: [www.trainandemploy.qld.gov.au/partners/funding\\_and\\_tenders/user\\_choice/index.html](http://www.trainandemploy.qld.gov.au/partners/funding_and_tenders/user_choice/index.html)

If an organisation employs a trainee who is not eligible for funding under User Choice then the organisation will be required to pay the SRTTO for the supervised training under a "fee for service" arrangement.

#### Other incentives available

Organisations are eligible to also apply for incentives offered under the Australian Government's Australian Apprenticeships Incentives Programme. For more information contact the Australian Apprenticeships Centre referral line on 13 38 73 or visit:

[www.australianapprenticeships.gov.au/employe r/incentives.asp](http://www.australianapprenticeships.gov.au/employe r/incentives.asp)

#### Suitability Notice (Blue Card)

Organisations are required to ensure that any apprentices/trainees delivering services to young people aged under 18 years hold a positive suitability notice (blue card) as required by the *Commission for Children and Young People and Child Guardian Act 2000*. Similarly, organisational staff delivering services to young people under 18 years of age must hold a positive suitability notice (blue card). For more information on blue card requirements visit:

[www.childcomm.qld.gov.au](http://www.childcomm.qld.gov.au).

**If you require further information, please contact your local DEIR regional office on 1300 369 925.**

## **STREAM 1 - PUBLIC SECTOR**

### **Who is eligible for funding?**

Public Sector organisations eligible for Youth Training Incentives include:

- Local government authorities
- Aboriginal and Island Councils

### **Who will be assisted?**

The program targets those students seeking a vocational outcome at the completion of their senior phase of learning. Priority support will be given to the placement of the following students:

- students in schools undertaking a vocational pathway and generally ineligible for an OP
- students studying part-time in alternative educational settings;
- students undertaking TAFE courses including pre-employment, access and literacy and numeracy students
- participants in the Queensland Government's *Get Set for Work* program who undertake a part-time apprenticeship or traineeship.

### **What other criteria apply?**

Funding will only be provided once for each individual to undertake an apprenticeship or traineeship. The only exceptions to this are in the public sector:

- where a school-based trainee has completed a lower level traineeship and articulates to a higher level traineeship with the same organisation within 12 months
- school based apprentices/trainees articulating into a full-time traineeship

### **How do I apply?**

Local government authorities or councils are requested to submit an annual bid for positions. This process involves the council requesting the number of positions required for the following financial year.

These bids will be assessed by DEIR based on an individual council's previous performance under the Youth Training Incentives Program. Performance indicators include, but are not limited to, the council's:

- ability to fulfil their previous allocations
- commitment to securing ongoing employment and/or training/further education opportunities
- meeting all contractual and reporting obligations of the funding agreement

### **What funding is available?**

All contracts generated prior to 31 December 2007 will continue to attract \$4,400 (GST inclusive) paid in two instalments.

From 1 July 2008 public sector agencies will receive \$1,100 (GST inclusive) for a school-based apprentice/trainee.

### **What conditions apply to the funding?**

Organisations funded under the Youth Training Incentives Program are required to comply with legislative requirements, including:

- Equal employment opportunity
- Anti-discrimination
- Workplace health and safety
- Queensland Government state privacy principles
- Common law matters

Organisations are also required to take out and maintain appropriate insurance prior to the commencement of the apprentice/trainee and during their period of employment, including:

- Public liability insurance for a sum of not less than \$10,000,000 arising from any one event in respect of death, injury, loss or damage howsoever sustained to any person or property
- Accident insurance in accordance with the *Workers' Compensation and Rehabilitation Act 2003*

To receive funding, organisations must enter into contract arrangements with DEIR which outline the terms and conditions associated with the grant.

Funding only applies to Certificate levels II, III and IV of the Australian Qualification Training Framework, for school-based apprenticeship and traineeship programs.

### How are payments made?

Payments for school-based apprenticeships and traineeships will generally occur upon execution of the funding agreement.

A reconciliation of payments will occur at the end of each contract period. Early cancellations or completions will be taken into consideration which may result in organisations being required to return a percentage of funds to DEIR.

Where an apprentice or trainee leaves the employment of the organisation prior to the completion of the training contract, the subsidy will be paid on a pro rata basis for the time actually spent in training. The full \$1,100 incentive will apply where the school-based apprenticeship/traineeship is completed after eighteen months or more. Otherwise, incentives will be pro-rated.

Where an organisation hosts an apprentice/trainee through a Group Training Organisation, funding will be paid directly to the host organisation.

Funding for both apprentices and/or trainees is provided on the basis that the contracted organisation provides every opportunity and assistance to the apprentice/trainee to successfully complete their qualification.

### What about conversions?

School-based apprentices and/or trainees employed by local government authorities who do not complete their apprenticeship or traineeship whilst still at school, may articulate into a full-time arrangement with the same employer under the Queensland Government's First Start Program. In these instances, employers will be funded a pro-rated full-time

traineeship subsidy based on actual months worked.

Funding will be capped at the maximum that each council could receive under full-time conditions. These conversions will form part of the council's allocation of full-time positions for the current financial year. Payments will be monitored through ongoing financial reconciliations signed by both the council and DEIR.

### What are the expected outcomes?

Organisations funded under the program will be required to report on employment and further education or training outcomes as part of their contractual obligations with DEIR.

An employment outcome includes full-time employment (> 25 hours per week) or part-time employment (< 25 hours per week) and can either be permanent, temporary, casual or self employment. Any school-based apprentices or trainees retained by an organisation can be counted as an employment outcome.

A further education or training outcome includes: tertiary courses; accredited vocational education and training courses (full-time or part-time); language, literacy and numeracy courses; and return to full-time school education.

### What is post participation support?

Post participation support refers to assistance or support that the apprentice/trainee may require following the completion of the apprenticeship/traineeship to obtain further employment if they are not to be retained in employment.

## STREAM 2 - PRIVATE SECTOR

### Who is eligible for funding?

Funding applies to private sector employers who employ a school-based apprentice or trainee under a training contract registered with the Department of Education, Training and the Arts.

### What are the eligibility criteria?

Private sector employers will be eligible for a Youth Training Incentive if -

- they employ a school-based apprentice in the skills shortage industries of automotive; aviation; building and construction; electrical and electronics; or metals and engineering. A full list of eligible qualifications can be found at Attachment 1 or at: [www.deir.qld.gov.au/employment/index.htm](http://www.deir.qld.gov.au/employment/index.htm);
- they employ any Aboriginal or Torres Strait Islander school-based apprentice or trainee;
- they employ any Australian South Sea Islander<sup>1</sup> school-based apprentice or trainee;
- the eligible school-based apprentice or trainee is employed on or after 1 January 2008;
- the eligible school-based apprentice or trainee is still employed eighteen months after commencement, or completed within this timeframe.
- they employ a participant of the Queensland Government's *Get Set for Work* program in a part-time apprenticeship or traineeship as a transition pathway into employment. Eligibility for the Youth Training Incentives in this circumstance will be assessed on a case by case basis and approval is required from the Director - Delivery,

Employment and Indigenous Initiatives,  
DEIR

Employers funded under the program must ensure that all training requirements made under the *Vocational Education, Training and Employment Act 2000* are adhered to throughout the course of the school-based apprenticeship/traineeship, particularly the provisions of adequate supervision and training facilities.

School-based apprentices/trainees must be engaged into a training program with a supervising registered training organisation (SRTTO) according to the terms and conditions of the training contract.

It should be noted that not all employers of school-based apprentices/trainees will be eligible for incentives under this program.

### How are payments made?

The school-based apprentice/trainee must have completed a minimum of eighteen months of employment to be eligible for the payment of \$1,100.

In the event the school-based apprentice/trainee completes school, the incentive payment may only occur if the apprentice/trainee has transitioned to either full-time or part-time, or if the employee continues working with the same employer for a minimum of 15 hours per week. Evidence to support this may be requested before payment is made.

Payments under the program to all organisations which are registered, or required to be registered for GST, are subject to GST. Amounts payable under the program will be inclusive of GST where applicable.

Where GST is applicable, the organisation will be asked to sign an agreement permitting DEIR to issue a Recipient Created Tax Invoice (RCTI).

<sup>1</sup> Definition of Australian South Sea Islander People: *Australian South Sea Islanders are the Australian-born descendants of predominately Melanesian people who were brought to Queensland between 1863 and 1904 from eighty Pacific Islands, but primarily Vanuatu and the Solomon Islands.*

### How do I apply?

Once the training contract has been registered with the Department of Education, Training and the Arts, employers of school-based apprentices/trainees who appear to meet the eligibility criteria will be mailed an application form after the eligibility timeframe has elapsed.

Employers need to return the completed application form to DEIR for processing and payment.

### Publicity Requirements

No public statements are to be made in relation to financial assistance received under the Youth Training Incentives Program without first receiving authorisation from DEIR.

All publicity requirements relating to the Youth Training Incentives Program must acknowledge funding from the Department of Employment and Industrial Relations.

### Appeals

Organisations may request a review of a decision made by DEIR in relation to the provision of grant funding under the Youth Training Incentives Program.

Appeals must be lodged in writing to:

Director  
Policy, Coordination and Support  
Employment and Indigenous Initiatives Division  
Department of Employment and Industrial Relations  
GPO Box 69  
BRISBANE QLD 4001

Organisations will be notified in writing of the outcome of the appeal within 15 working days from receipt of the appeal.

### Glossary

**Council:** an individual local government as defined under the *Local Government Act 1993* is called a Council. In Queensland there are 125 Councils and 32 Aboriginal and Island Councils.

**Department of Education, Training and the Arts:** refers to the Queensland Government agency responsible for managing Queensland's apprenticeship and traineeship system.

**Department of Employment and Industrial Relations:** refers to the Queensland Government agency responsible for managing the *Skilling Queenslanders for Work* initiative.

**Existing worker:** means a person who has been employed by the applicant organisation continuously for more than three months full-time or twelve months casually or part-time (or a combination of both), immediately prior to the commencement of the Training Contract.

**Get Set for Work program:** refers to the principal departmental Employment Skills Development Program under the *Education (General Provisions) Act 2006*.

**New employee:** refers to an apprentice/trainee engaged by a council under the *Skilling Queenslanders for Work* initiative.

**School-based apprentice/trainee:** is an employee who is studying towards their Senior Certificate or equivalent while working towards the achievement of an apprenticeship or traineeship.

**Supervised training:** is defined in section 392 of the *Industrial Relations Act 1999* as training, up to the maximum period required under the *Vocational Education, Training and Employment Act 2000* to be delivered by a supervising training organisation during the apprenticeship or traineeship.

**Training contract:** is a legally binding contract that allows an employer and prospective apprentices or trainees to enter into an apprenticeship or traineeship.

**User Choice:** is a national program that provides public funding to registered training organisations and works in conjunction with the apprenticeship and traineeship system. The program is managed in Queensland by the Department of Education, Training and the Arts.

**Attachment 1 - Skills Shortage Qualifications as at 1 January 2008**

<b>Automotive – General</b>		Certificate III in Automotive Manufacturing (Bus/Truck/Trailer)	AUM35101
Certificate III in Automotive Electrical Technology	AUR30305	Certificate III in Bicycles	AUR30205
Certificate III in Automotive Mechanical Technology	AUR30405	Certificate III in Marine	AUR30505
Certificate III in Automotive Mechanical Technology (Agricultural Mechanical)	AUR30405A	Certificate III in Outdoor Power Equipment (Mechanics)	AUR30705
Certificate III in Automotive Mechanical Technology (Heavy Vehicle Mobile Equipment)	AUR30405B	<b>Construction – Civil</b>	
Certificate III in Automotive Mechanical Technology (Heavy Vehicle Road Transport)	AUR30405C	Certificate III in Civil Construction (Plant Operator)	BCC30607
Certificate III in Automotive Mechanical Technology (Light Vehicle)	AUR30405D	<b>Construction – General</b>	
Certificate III in Automotive Mechanical Technology (Motorcycle)	AUR30405E	Certificate III in Plumbing	BCP30103
Certificate III in Automotive Specialist	AUR30605	Certificate III in Bricklaying /Blocklaying	BCG30103
Certificate III in Automotive Specialist (Brakes)	AUR30605A	Certificate III in Carpentry	BCG30203
Certificate III in Automotive Specialist (Diesel Fitting)	AUR30605B	Certificate III in Painting and Decorating	BCG30603
Certificate III in Automotive Specialist (Diesel Fuel)	AUR30605C	Certificate III in Roof Tiling	BCG30803
Certificate III in Automotive Specialist (Engine Reconditioning)	AUR30605D	Certificate III in Solid Plastering	BCG31003
Certificate III in Automotive Specialist (Forklift Mechanic)	AUR30605E	Certificate III in Wall and Ceiling Lining	BCG31203
Certificate III in Automotive Specialist (Transmission)	AUR30605F	Certificate III in Wall and Floor Tiling	BCG31303
Certificate III in Automotive Vehicle Body	AUR30805	Certificate III in Plumbing (Mechanical Services)	BCP30203
Certificate III in Automotive Vehicle Body (Panel Beating)	AUR30805A	Certificate III in Roof Plumbing	BCP30303
Certificate III in Automotive Vehicle Body (Vehicle Painting)	AUR30805B	Certificate III in Gas Fitting	BCP30403
Certificate III in Automotive Vehicle Body (Vehicle Trimming)	AUR30805C	Certificate III in Fire Protection	BCP30503
Certificate III in Motorsport	AUR30905	<b>Construction - Off Site</b>	
		Certificate III in Off Site Construction (Joinery/Timber/Aluminium/Glass)	BCF30200
		Certificate III in Off Site Construction (Machining)	BCF30500
		Certificate III in Off Site Construction (Pre-Fabrication)	BCF30400
		Certificate III in Off Site Construction (Shopfitting)	BCF30100
		Certificate III in Off Site Construction (Stairs)	BCF30300
		Certificate III in Stonemasonry (Monumental/Installation)	BCF30600

**Engineering - Aviation**

Certificate IV in Aeroskills (Avionics)	MEA40607
Certificate IV in Aeroskills (Mechanical)	MEA40707
Certificate IV in Aeroskills (Structures)	MEA40807

**Engineering - General**

Certificate III in Engineering - Electrical/Electronic Trade	MEM30405
Certificate III in Engineering - Electrical/Electronic Trade (Electrical Fitter)	MEM30405
Certificate III in Engineering - Electrical/Electronic Trade (Electrical Mechanic)	MEM30405
Certificate III in Engineering – Electrical/Electronic Trade (Marine Electrical Mechanics)	MEM30405
Certificate III in Engineering - Electrical/Electronic Trade (Marine Electronics)	MEM30405
Certificate III in Engineering - Fabrication Trade	MEM30305
Certificate III in Engineering - Fabrication Trade (Casting and Moulding)	MEM30305
Certificate III in Engineering - Fabrication Trade (Heavy Fabrication – Boilermaking)	MEM30305
Certificate III in Engineering - Fabrication Trade (Light Fabrication – Sheetmetal)	MEM30305
Certificate III in Engineering - Fabrication Trade (Patternmaking)	MEM30305
Certificate III in Engineering - Fabrication Trade (Surface Finishing)	MEM30305
Certificate III in Locksmithing	MEM30805
Certificate III in Engineering - Mechanical Trade	MEM30205
Certificate III in Engineering - Mechanical Trade (Machining)	MEM30205
Certificate III in Engineering - Mechanical Trade (Maintenance – Diesel Fitting)	MEM30205
Certificate III in Engineering -	MEM30205

Mechanical Trade (Maintenance – Fitting and/or Turning)

Certificate III in Engineering - Mechanical Trade (Refrigeration and Air Conditioning)	MEM30205
Certificate III in Engineering - Mechanical Trade (Toolmaking)	MEM30205
Certificate III in Engineering - Mechanical Trade (Watchmaking)	MEM30205
Certificate III in Marine Craft Construction	MEM30705
Certificate IV in Engineering	MEM40105

**Utilities - Electrotechnology**

Certificate III in Appliance Servicing	UEE30507
Certificate III in Electrical Machine Repair	UEE30607
Certificate III in Electrotechnology Assembly and Servicing	UTE30104
Certificate III in Electronics and Communications	UEE30907
Certificate III in Electrotechnology Computer Systems	UTE30599
Certificate III in Data and Voice Communications	UEE30407
Certificate III in Switchgear and Control Gear	UEE30707
Certificate III in Electrotechnology Entertainment and Servicing	UTE30702
Certificate III in Instrumentation and Control	UEE31207
Certificate III in Electrotechnology Maintenance (Systems and Instrumentation)	39036QLD
Certificate III in Electrotechnology (Refrigeration and Air-Conditioning)	UEE31307
Certificate III in Electrotechnology (Electrician)	UEE30807
Certificate III in Electrotechnology Systems Electrician (Process – Fluid Measurement)	UTE31199

**Utilities - General**

Certificate III in ESI – Transmission	UET30106
Certificate III in ESI – Distribution	UET30206
Certificate III in ESI – Transmission - Cable Jointing	UET30406

**Utilities - Lifts**

Certificate III in Lift Systems (Electrical)	UTL30198
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**Furnishing – General**

Certificate III in Furniture Making (Cabinet Making)	LMF30402
Certificate III in Furniture Making	LMF30302