

Declaration of an

Apprenticeship or Traineeship

and the allocation of

User Choice Funding Arrangements

Application

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**INTRODUCTION**

The purpose of this form is to reduce the regulatory burden for industry clients who are:

1. applying to declare one or more nationally endorsed vocational education and training (VET) qualification as an apprenticeship or traineeship in Queensland;
2. proposing the allocation of funding for apprenticeships and traineeships declared in Queensland.

**Declaration of Apprenticeships and Traineeships**

Apprenticeships and traineeships in Queensland are declared by the Department of Trade, Employment and Training (the Department) under delegation from the chief executive, under the authority of the [*Further Education and Training Act 2014*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2014-025) (FET Act) Section 8.

Apprenticeships and traineeships are defined under the FET Act as employment-based training leading to a qualification or a statement of attainment, and are subject to a contract of training between an employer and apprentice or trainee, and parent (where applicable and appropriate).

The [Declaration of Apprenticeships and Traineeships In Queensland Policy](https://www.publications.qld.gov.au/dataset/apprenticeship-and-traineeship-operational-policies-and-procedures) outlines the requirements for each apprenticeship or traineeship when being declared. When the declaration of an apprenticeship or traineeship is approved, the declaration will outline the requirements for each apprenticeship and traineeship as prescribed under the FET Act and *Further Education and Training Regulation 2024*.

**User Choice Funding**

The Department’s User Choice Program provides a public funding contribution towards the cost of training and assessment services for eligible Queensland apprentices and trainees. Funding priority will determine the level of public funds contributed to training for specific apprenticeship and traineeship training under the User Choice Program.

This application provides industry clients with the opportunity to submit evidence to the Department proposing User Choice funding arrangements for apprenticeships and traineeships that are declared in Queensland.

Industry funding proposals can be submitted at the same time as applications to the Department for the declaration of new apprenticeship and traineeship pathways, however, it should be noted that a successful declaration application does not imply nor guarantee User Choice funding.

An industry proposal is no longer required to support the introduction of new Training Packages that supersede existing apprenticeship and traineeship pathways that are currently User Choice funded, as funding decisions will be informed by current arrangements.

Funding applications will not be accepted from registered training organisations (RTOs).

**Completing the Application Form**

1. When completing this application form, consult the accompanying Guide to Completing the Declaration of an Apprenticeship or Traineeship and the allocation of User Choice Funding Arrangements Application (the Guide), as failure to provide a required response may delay the processing of the application.
2. When requesting a declaration, a response is required to each question, for each qualification against which a declaration is requested.
3. A response is required to each question where funding is sought under the User Choice Program in addition to provision of signed letters of support.

Should you have any enquiries in respect to completing the application, please email your enquiry to [OPRA@desbt.qld.gov.au](mailto:OPRA@desbt.qld.gov.au) and a team member will contact you.

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| **Question 1. PROPONENT’S DETAILS** | | | | |
| **Proponent’s Organisation Details**  Please refer to Page 4 of the Guide prior to completing this question. | | | | |
| Organisation: |  | | | |
| ABN No: |  | ACN No: |  | |
| Address Line 1: |  | | | |
| Address Line 2: |  | | | |
| Suburb/Town/City: |  | | Postcode: |  |
| Postal Address Line 1: |  | | | |
| Postal Address Line 2: |  | | | |
| Suburb/Town/City: |  | | Postcode: |  |
| Telephone No: |  | Fax No: |  | |
| Email Address: |  | | | |
| **Daily Contact Person’s Details** | | | | |
| Name: |  | | | |
| Position: |  | | | |
| Telephone No: |  | Mobile No: |  | |
| Email Address: |  | | | |
| In signing this declaration, I state that the information in this application and attachments are, to the best of my knowledge, true and correct.  I agree that the information provided in this application will be used by the Department of Trade, Employment and Training and that the Department may obtain additional information as required for assessment purposes.  I acknowledge that this application addresses the declaration of apprenticeships/traineeships and/or the seeking of funding or adjustment to priorities under the User Choice Program.  Furthermore, I acknowledge that any request for User Choice funding is submitted as a proposal only and may not result in the approval of funding or adjustment to priorities under the User Choice Program irrespective of whether or not the related qualification/s has previously been, or is declared. | | | | |
| **Signature:** |  | **Date:** | **/ /** | |
| **Position:** |  | | | |

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| **Question 2. APPRENTICESHIP/TRAINEESHIP DETAILS**  Please refer to Page 4 – 6 of the Guide prior to completing this question. | | | | | |
| **Item No:** | **Apprenticeship or Traineeship Name** | **New Qual Code** | **New Qualification Name** | **Dec Type**  **A or T** | **Nominal Term (Months)** |
| **A** | **B** | **C** | **D** | **E** | **F** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

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| **Question 3. DECLARATION DETAILS**  Please refer to Page 6 – 8 of the Guide prior to completing this question. | | | | | | | | | | | | | |
| **Item No:** | **New Qual Code** | **RTO**  **Avail** | **RESTRICTIONS** | | | | | | | **Pre Voc App** | **Trans OK** | **Prod**  **OK** | **IR**  **OK** |
| **Calling** | **Age** | **Educ** | **Pre Req** | **SAT** | **Lic** | **Pri**  **Pop** |
| **Y/N** | **Y/N** | **Y/N** | **Y/N** | **Y/N** | **Y/N** | **Y/N** | **Y/N** | **Y/N** | **Y/N** | **Y/N** | **Y/N** |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** | **K** | **L** | **M** | **N** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |  |  |

**NOTE:** If a **Y** is entered in **Columns D to K**, details are to be provided in the following tables.

If an **N** is entered in all the **Columns D to K**, go to **Question 4**.

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| **Q3 Table 1 - Column D – RESTRICTED CALLING**  Please refer to Page 13 of the Guide prior to completing this question. | | |
| **Item No:** | **New Qual Code** | **Details of the Restricted Calling** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

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| **Q3 Table 2 - Column E – AGE RESTRICTION**  Please refer to Page 14 of the Guide prior to completing this question. | | |
| **Item No:** | **New Qual Code** | **Details and Justification for the Age Restriction** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

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| --- | --- | --- |
| **Q3 Table 3 - Column F – EDUCATION RESTRICTION**  Please refer to Page 14 – 15 of the Guide prior to completing this question. | | |
| **Item No:** | **New Qual Code** | **Details and Justification for the Education Restriction** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

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| **Q3 Table 4 - Column G – PRE-REQUISITE REQUIREMENTS**  Please refer to Page 15 of the Guide prior to completing this question. | | |
| **Item No:** | **New Qual Code** | **Details and justification of the Pre-requisite Requirements** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

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| **Q3 Table 5 - Column H – SCHOOL-BASED RESTRICTIONS**  Please refer to Page 16 of the Guide prior to completing this question. | | |
| **Item No:** | **New Qual Code** | **Details and Justification for the School-based Restriction** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

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| **Q3 Table 6 - Column I – LICENSING RESTRICTIONS/ REQUIREMENTS**  Please refer to Page 16 – 17 of the Guide prior to completing this question. | | |
| **Item No:** | **New Qual Code** | **Details of the Licensing Requirements** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

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| **Q3 Table 7 - Column J – PRIORITY POPULATION GROUP RESTRICTIONS**  Please refer to Page 17 – 18 of the Guide prior to completing this question. | | |
| **Item No:** | **New Qual Code** | **Details and Justification for the Priority Population Group Restriction** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

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| **Q3 Table 8 - Column K – PRE-VOCATIONAL/PRE-APPRENTICESHIP QUALIFICATIONS**  Please refer to Page 18 – 19 of the Guide prior to completing this question. | | | | |
| **Item No:** | **New Qual Code** | **Pre-Voc/App Qual Code** | **Pre-Voc/Pre App Qualification Name** | **Time Credit**  **(Months)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

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| **Question 4. SUPERSEDED QUALIFICATIONS**  Please refer to Page 9 of the Guide prior to completing this question. | | | |
| **Item No:** | **New Qual Code** | **Superseded Qual Code**  **No: or N/A** | **Name of Superseded Qualification**  **Name or N/A** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

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| **Question 5. VOCATIONAL SUMMARY**  Please refer to Page 10 of the Guide prior to completing this question. | | |
| **Item No:** | **New Qual Code** | **Vocational Summary** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

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| **NOTE:** Completion of Question 6 is **only** required where the apprenticeship or traineeship qualifications listed in Question 3:   * have previously been declared but are currently not funded, and industry is now seeking the allocation of User Choice funding or amendment to existing priority level, * have not been declared and industry is now seeking the declaration of an apprenticeship or traineeship in addition to seeking User Choice funding (including relevant priority level). | | | | | |
| **Question 6. PRIORITY FOR INVESTMENT**  The Department will consider industry proposals relevant to entry-level pathways only, and subsequently proposals are restricted to:   * **Priority One** (100 per cent subsidised) - Priority One qualifications are those which lead to occupations deemed to be critical priorities in Queensland.   In relation to the qualifications listed below, does your industry believe that skills shortages exist in some or all of the occupations aligned to the apprenticeships and traineeships? If **YES**, provide a description of the nature of skills shortages for these occupations, and attach any statistical information or reports to demonstrate the existence of current or probability of emerging skills shortages. (*NB: the Department’s Training and Skills Strategic Engagement Unit will validate any claims of skills shortages*)   * **Priority Two** (87.5 per cent subsidised) - Priority Two qualifications are those which lead to occupations not deemed critical in Queensland but considered as high priorities.   In relation to the qualifications listed below, does your industry believe that there is a high level of alignment between the qualification and the requirements of the occupation for the apprenticeships and traineeships? If **YES**, provide a description of the legislative, regulatory or other requirement to perform the occupation that relates to the achievement of each apprenticeship or traineeship, and attach any relevant documentation.   * **Priority Three** (75 per cent subsidised) - Priority Three qualifications are those which lead to occupations not deemed critical in Queensland but considered as medium priorities.   In relation to the qualifications listed below, does your industry believe that the apprenticeships and traineeships represent a priority for government investment for another reason? If **YES**, provide a description of the priority of the pathway for industry, and attach any letters of support for the priority of these apprenticeships and traineeships from enterprises, industry peak associations, or other industry stakeholders.  Please refer to Page 10 – 11 of the Guide prior to completing this question. | | | | | |
| **Item No:** | **New Qual Code** | **Existing Priority  (1, 2, 3 or N/A)** | **Proposed Priority  1, 2 or 3** | **Previous Funding**  **Y/N** | **Justification for Priority ranking** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| 4 |  |  |  |  |  |

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| **Question 7. INDUSTRY DEMAND**  In addition to the relative priority of an apprenticeship or traineeship pathway for investment, the Department will only consider funding for a new training pathway where funded hours have been identified and industry is able to provide sufficient evidence of the demand from employers to recruit apprentices and trainees, and where the VET system has the existing capability to respond to this demand through RTOs.  Provide a description of the likely demand for commencements for each of the nominated qualification/s below, including any statistical information demonstrating the size of the potential market, any drivers for recruitment and the key employers or industry peak associations that will promote the market.  Please refer to Page 12 – 13 of the Guide prior to completing this question. | | | |
| **Item No:** | **New Qual Code** | **Justification for demand for declaration and/or funding allocation** | |
| **1** |  |  | |
| **2** |  |  | |
| **3** |  |  | |
| **4** |  |  | |
| **USER CHOICE FUNDING ALLOCATION ONLY**  Evidence of industry support:  Please attach letters of support from employers detailing the proposed recruitment levels into these apprenticeships and traineeships during the current financial year.  In addition, please attach contact details of any RTOs that have expressed interest in supplying training and assessment services for the nominated qualifications (including any letters of support), and can meet industry’s delivery requirements or have outlined their intent to seek Skills Assure supplier (PQS) status in order to supply services to this market. | | | |
| Where Priority One is not proposed, is industry aware of the co--contribution requirement and has the capacity to meet this cost? | | | YES  NO |

**Thank you for completing this application.**

**Please ensure that you sign the application prior to submission.**

You may submit a fully completed and signed application in either:

Electronic format to: [OPRA@desbt.qld.gov.au](mailto:OPRA@desbt.qld.gov.au)

OR

Hardcopy format to:

Senior Program Officer

Queensland Apprenticeship and Traineeship Office (QATO)

Department of Trade, Employment and Training

PO Box 15483

CITY EAST QLD 4002