

Department of Trade, Employment and Training

Instrument of Authorisation

Executive Director's Delegated Powers

under

Further Education and Training Act 2014

(May 2025)

INSTRUMENT OF AUTHORISATION

Further Education and Training Act 2014

I, Susan Helen Layne, A/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*.



SUSAN HELEN LAYNE
A/EXECUTIVE DIRECTOR,
SERVICE DELIVERY, ENGAGEMENT DIVISION,
DEPARTMENT OF TRADE, EMPLOYMENT AND TRAINING

DATED AT BRISBANE THIS 26th day of May 2025.

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
Chapter 2 – Apprentices and trainees			
Part 2 – Training Contracts			
Division 2 – Signing and registration of training contracts			
16(1)(b)	<p>Employer must ensure training contract is given to chief executive or person authorised</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><u>Queensland</u></p> <p><u>Apprenticeship and Traineeship Office</u></p> <ul style="list-style-type: none"> • Director, (SO) • Manager, (AO8) • Principal Operational Policy Officer (AO7) • Senior Operational Policy Officer (AO6) • Senior Program Officer (AO6) <p><u>Data and Analytics</u></p> <p><u>Division, Strategy Group</u></p> <ul style="list-style-type: none"> • Senior Information Officer (AO6) • Program Officer Technical (AO5) • Program Officer (AO5) • Information Officer (AO5) • Business Information Systems Officer (AO3) <p><u>Region – Service Delivery</u></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) <p><u>DTET Customer Centre</u></p> <ul style="list-style-type: none"> • Manager, DCC (AO8) • Customer Service Manager (AO7) • Team Leader (AO6) • Senior Program Officer Stakeholder

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

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			<ul style="list-style-type: none"> Administration Operations Manager Compliance and Delegations Manager Quality Manager Senior Compliance Coordinator <p><u>NSW Business Chamber Limited</u></p> <ul style="list-style-type: none"> General Manager, Operations Team Leader – Administration QLD Team Leader - Training Contract, Client Support Unit Team Leader - Claims Processing, Client Support Unit Team Leader- Records & Mail Unit Client Support Officer <p><u>Individual Empowerment Network Pty Ltd</u></p> <ul style="list-style-type: none"> Apprenticeships Consultant
Division 3 – Amending registered training contract			
21(1)(b)(ii), (3), (4)	<p>Minor amendment of registered training contract</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 person is satisfied the amendment is appropriate.</u></p> <p>(4) <u>The chief executive or authorised person may request further</u></p>	In Department of Trade, Employment and Training	<p><u>Queensland Apprenticeship and Traineeship Office</u></p> <ul style="list-style-type: none"> Director (SO) Manager (AO8) Principal Operational Policy Officer (AO7) Senior Operational Policy Officer (AO6) Senior Program Officer (AO6) <p><u>Data and Analytics Division, Strategy Group</u></p> <ul style="list-style-type: none"> Senior Information Officer (AO6) Program Officer Technical (AO5) Program Officer (AO5) Information Officer (AO5) Business Information Systems Officer (AO3) <p><u>Region – Service Delivery</u></p>

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	<p><u>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— minor amendment, of a registered training contract, means an amendment of the contract that does not alter its substance or effect.</p> <p><i>Examples of a minor amendment—</i></p> <ul style="list-style-type: none"> • a party changes the party's name or address • a correction of a typographical error in a party's name or address 		<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) • Client Service Officer (AO3) <p><u>DTET Customer Centre</u></p> <ul style="list-style-type: none"> • Manager, DCC (AO8) • Customer Service Manager (AO7) • Team Leader (AO6) • Senior Program Officer Stakeholder • e-Transactions (AO5) • Senior Program Officer – Customer Services (AO5) • Senior Program Officer (AO5) • Senior Customer Service Officer (AO4) • Customer Service Officer (AO3)
		<p><u>In Racing Queensland Board</u></p> <p><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"> • Jockey • Advanced Stablehand • Trackrider • Stablehand 	<p><u>Racing Queensland Board</u></p> <ul style="list-style-type: none"> • Chief Executive Officer • Chief Operating Officer
		<p><u>In Australian Apprenticeship Service Delivery Providers</u></p> <p><i>Limitation—</i> The delegates only have the powers for training contracts his/her Provider is responsible for.</p>	<p><u>The BUSY Group Ltd</u></p> <ul style="list-style-type: none"> • Service Delivery Team Leader • Service Delivery Specialist • Service Delivery Officer

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			<ul style="list-style-type: none"> • Training and Compliance Officer • Mentoring Team Leader • National Technical Support Manager • Group Compliance Support Officer <p><u>MEGT (Australia) Ltd</u></p> <ul style="list-style-type: none"> • Customer Service Officer • Administration Team Leader • Administration Manager • Assistant Team Leader <p><u>MAS National Limited</u></p> <ul style="list-style-type: none"> • Customer Solutions Manager • Customer Solutions Consultant • Senior Customer Solutions Consultant • Administration Operations Manager • Compliance and Delegations Manager • Quality Manager • Senior Compliance Coordinator <p><u>NSW Business Chamber Limited</u></p> <ul style="list-style-type: none"> • General Manager, Operations • Team Leader – Administration QLD • Team Leader – Training Contract, Client Support Unit • Team Leader - Claims Processing, Client Support Unit • Team Leader- Records & Mail Unit • Client Support Officer