

# Local Skills Solutions

## Frequently asked Questions (FAQs)

### General

#### 1. What is the objective of Local Skills Solutions?

Local Skills Solutions is a program designed to assist industry and community focused organisations to identify localised workforce challenges and develop and deliver projects that provide direct training pathways towards secure and meaningful employment.

Local Skills Solutions adopts a co-design and delivery model to encourage industry and communities to work together to identify gaps in local vocational education and training (VET) delivery and develop direct, practical training solutions (projects) to respond to these gaps.

In addition, the program aims to grow local and regional workforce participation by expanding training and career pathways for priority student cohorts (e.g. First Nations, women, youth, culturally and linguistically diverse (CALD) and people with a disability).

#### 2. Who is eligible to be assisted?

The Local Skills Solutions program is seeking to train or upskill existing workers, new entrants or job seekers in industries and enterprises throughout Queensland.

To be eligible, a project must target participants that are aged 15 years or over, no longer at school, are Queensland permanent residents, as well as meeting other criteria as listed in the [Local Skills Solutions Funding and Application Guide](#).

Where appropriate, and if the opportunity arises, applicants are encouraged to consider various equity groups to make up part or all of their participant intake.

#### 3. What are workforce challenges?

Local Skills Solutions aims to address localised workforce challenges (particularly, but not confined to regional Queensland), that impact industry and require existing employees, new entrants, or jobseekers to be trained or upskilled.

Workforce challenges include (see over):



- *Digital or technical disruption* - where new or emerging advances in digital technology have impacted the workforce requiring a need to upskill to work effectively with the new technology.
- *Regulatory, licencing or other compulsory requirements* – to upskill staff or potential staff to meet new regulatory, licencing or similar requirements that have been introduced (or will soon be introduced) to the industry.
- *Emerging health and safety issues* – to address health and safety issues that have impacted the workforce or will impact the workforce soon.
- *Identified skills gaps* – where many residents and workers do not have the requisite skills to enter local industries or businesses; or to participate in major state-funded projects taking place locally, now and into the future.
- *Other emerging issues* – other new or emerging issues that require staff or potential staff to be skilled or upskilled to ensure ongoing local workforce capacity and capability.

## Eligible applicants

### 4. Who is eligible to apply through this program?

Applicant organisations must be located in Queensland, have an ABN and be registered for GST.

Eligible organisations include:

- industry peak bodies
- regional industry bodies
- economic development organisations
- group training organisations
- community (not-for-profit) organisations.

These organisations can also be described as advocacy groups, industry groups, bodies with allied economic, regional or industry interests, or organisations representing a cluster of businesses in the same industry.

Group training organisations primarily provide training and employment opportunities for apprentices and trainees and are responsible for ensuring they receive suitable training and experience.

Applicant organisations must demonstrate a strong local presence within community, industry and employer networks.

### 5. Does an application (project) need to involve other organisations?

Yes, the collaborative Local Skills Solutions program requires a lead applicant to submit a training project proposal on behalf of partnering project stakeholders. All projects will require a partnering [Skills Assure Supplier](#) for the accredited training, and at least one industry partner where training and/or employment/career opportunities are targeted to take place.

Lead applicants should liaise with the department's [Regional Jobs Committees](#), and [Industry Skills Advisors](#) to assist them with local stakeholder connections and advice on VET pathways and products.

## **6. I am a Registered Training Organisation (RTO), can I apply?**

No, unless your RTO is the training arm of an eligible organisation. RTOs can be a project stakeholder (i.e. to deliver the accredited training component) – but they cannot be funded as the lead organisation.

## **Eligible inclusions**

### **7. Can my application request funding for capital and IT development costs?**

No. Purchase of significant assets will not be funded through this program (e.g. vehicles, buildings).

A list of eligible and ineligible costs is in the *Local Skills Solutions Funding and Application Guide*. When completing the separate *Budget Form*, ensure cost items correspond with your project details in the *Application Form*.

### **8. Can I apply for non-accredited training or a micro-credential?**

Yes, but only to augment the accredited training solution. You cannot have a project with non-accredited training alone.

For example, a non-accredited training short course may be a suitable inclusion to help assist a particular equity cohort complete their accredited training or, more generally, prepare all participants for specific workplaces.

### **9. Are staff wages/salaries or travel eligible inclusions?**

Wages and salaries for existing staff are ineligible; however, travel and accommodation costs for staff and trainers associated with project delivery are eligible inclusions.

Other delivery costs might include venue hire, or other activities that support face-to-face training delivery in regional, remote or discrete locations.

### **10. What kind of modifications are possible for qualifications or skill sets listed on the Priority Skills List?**

Modifications are possible to suit project situations, including those related to the [Priority Skills List](#).

For example: extending eligibility criteria or removing eligibility restrictions to engage participants who already hold a Certificate III or higher-level qualification etc.; allocating funding to cover travel costs for trainers where no local provider is available; and where full qualifications do not cover required skills needed to undertake the identified role (and a combination of units from different qualifications is preferred).

## 11. What if the intended accredited training isn't on the Priority Skills List?

If supported by stakeholders and relevant data, projects can nominate a qualification or skill set not currently on the [Priority Skills List](#).

In this case, a project might act as a case study to inform a future industry-led business case to include the qualification on the Priority Skills List.

## Application process

### 12. Can someone from the department help me complete my application?

The department will be able to assist you with understanding the program but will not be able to help you write or review your application. Enquiries can be directed to [VETReview@desbt.qld.gov.au](mailto:VETReview@desbt.qld.gov.au) or through your closest regional office.

To help you conceptualise the project, provide advice on training products and assist with coordinating industry and community links, you are strongly recommended to contact your closest [Regional Jobs Committee](#) and the appropriate [Industry Skills Advisor](#).

### 13. Is there a deadline for applications?

Applications for Local Skills Solutions are open throughout 2025 or until funding for the initiative has been exhausted.

This means that applications can be lodged at any point over the life of the program, allowing real time solutions to be developed after robust consultations occur with relevant stakeholders.

Applications, including supporting evidence, are to be submitted through the [online application form](#).

Incomplete applications will be returned for possible resubmission (from eligible organisations).

### 14. How much funding can I apply for?

The Local Skills Solutions program provides up to a maximum of \$250,000 (GST exclusive) per project, with the amount approved subject to the nature of the project, training delivered, assistance to be provided, and the number of participants targeted by the project.

### 15. What is a co-contribution?

A co-contribution is a mandatory requirement for this program and relates to the level of funding from industry and employers towards the cost of the project.

Co-contributions are the provision of cash or in-kind resources to the project by the applicant or another organisation. There is no minimum or maximum percentage required. The level of co-contribution will be evaluated during the assessment process as part of the cost/value for money criteria.

Assessors will look for evidence of intended co-contributions in your application. The most common way to provide evidence of co-contributions is by providing a letter (on letterhead) from the co-contributor/s detailing the financial or in-kind contribution they intend to make to the project.

For government subsidised training, there can also be a training co-contribution fee that is typically paid by students and/or employers accessing the subsidised training. This training co-contribution can form part of your project funding and be included under accredited training costs in the budget.

## **16. What do I put as the primary location?**

The primary location is where face-to-face training and interaction with local industry/businesses takes place (noting that a minimum of 60 per cent training and assessment services must be face-to-face).

If you have an online training delivery component, you should put the location from where the online units will be delivered under other delivery locations (if applicable).

## **17. Letters of support from industry are mandatory. What information should be included in the letters of the support?**

Letters of support from employers and other industry stakeholders should be project-specific and detail support and/or commitment to the proposed project.

Letters of support can be a great tool to validate information contained in your application, including articulation of:

- current industry challenges and how the proposed training solutions may address these issues
- previous collaboration on similar projects
- in-kind, financial, or other support
- approximate number of staff who will be employed or benefit from intended training.

## **18. Can I submit multiple applications?**

This is possible; however, your organisation's capacity to manage multiple applications may be considered by assessors. Additionally, assessors must ensure that, where possible, program funds are distributed equitably across the state.

With applications open year-round, the department suggests submission of one application to begin. If you have another project opportunity, this could be submitted later when, potentially, you are able to demonstrate the success of an existing project.

Individual applications should be standalone projects that can operate independently of other project applications.

# Assessment process

## 19. How will applications be assessed?

Project applications will be reviewed by the department's local regional office and then assessed by a panel against the selection criteria detailed in the [Local Skills Solutions Funding and Application Guide](#).

This will include:

- capacity to manage
- workforce needs (industry demand and workforce challenge)
- outcomes for industry and participants
- cost, value for money, and local sustainability.

## 20. When will I know the outcome of my application?

You will be notified of the outcome of your application within 21 business days of confirmation of receipt from the department.

Successful applicants are expected to execute their service agreement with the department and commence their project within 3 months of being notified of approved funding.

## 21. How will I know if my application is approved?

If your application is approved for funding, you will be notified of the outcome by email with a request to confirm project details.

## 22. Can I apply for feedback?

Yes, non-successful applicants may seek feedback from the department in relation to the provision of funding under the Local Skills Solutions program. A request for feedback must be emailed to [VETreview@desbt.qld.gov.au](mailto:VETreview@desbt.qld.gov.au). Feedback will be provided in writing by the Department within 21 business days from receipt of the request.

## 23. If my application was unsuccessful, can I apply again?

Yes, non-successful eligible applicants can apply again. A new application could rework an earlier unsuccessful application (where departmental feedback can be addressed), or a completely new project.

# Funding conditions

## 24. What are the funding conditions and expected outcomes?

Successful applicants must enter into a formal services agreement with the department which will include reporting on key performance indicators (e.g. expected training and/or employment targets and industry benefit).

## Associated links

- [Department of Trade, Employment and Training \(DTET\), Local Skills Solutions webpage](#)
- [Priority Skills List](#)
- [Industry Skills Advisors](#)
- [Regional Jobs Committees](#)
- [DTET regional offices](#)