

# Declaration of Apprenticeships and Traineeships in Queensland

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## Purpose

This policy outlines the requirements for each apprenticeship and/or traineeship that will be considered for declaration in Queensland under the [Further Education and Training Act 2014](#) (FET Act).

The requirements, when specified in the declaration, will provide the parties involved in the training of apprentices and/or trainees, the regulatory requirements to ensure that the apprentice or trainee receives quality training as agreed to under the training plan.

## Introduction

Apprenticeships and traineeships in Queensland are declared under delegation from the chief executive of the Department of Employment, Small Business and Training (DESBT), under the authority of the [Further Education and Training \(FET\) Act 2014](#).

Under section 8 of the FET Act 2014, the chief executive's delegate has the authority to declare employment-based training which leads to a qualification or statement of attainment to be an apprenticeship or traineeship.

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 2014 and FET Regulation 2014 and be available on the department's database, [Queensland Training Information Service \(QTIS\)](#) for viewing.

The requirements, as set out in **Table 1**, will be prescribed for each apprenticeship and traineeship, and will provide employers, apprentices/trainees, Supervising Registered Training Organisations (SRTO's) and Australian Apprenticeship Support Network (AASN) Providers with an overview to:

- meet the minimum requirements for registering a training contract in Queensland, and
- provide the minimum requirements for supervision, facilities and training of an apprentice/trainee under a training plan.

Employers, SRTO's and AASN's must ensure that they adhere to the requirements outlined for each apprenticeship or traineeship, unless approved by the department, otherwise sanctions may apply. This may include, but is not limited to cancellation of training contracts, cancellation of Pre-Qualified Supplier status under the User Choice 2017 - 20 program or other sanctions.

**Table 1 Requirements for declaration of apprenticeships and traineeships**

Requirement	Description	Table
Contract Mode	Details the modes of employment for training contracts.	<a href="#">Refer Table 2</a>
Credit arrangements	Details the credit that may be applied to the nominal term of training contracts.	<a href="#">Refer Table 3</a>
Entry	Details the minimum entry age and priority population group requirements into apprenticeships and traineeships.	<a href="#">Refer Table 4</a>
Education	Details the minimum education standards for entry into apprenticeships and traineeships.	<a href="#">Refer Table 5</a>
Probationary periods	Sets the probationary periods for apprenticeships/traineeships based on the nominal term.	<a href="#">Refer Table 6</a>
Eligibility of a person who has already completed an apprenticeship or traineeship	Details the requirements that an apprenticeship or traineeship cannot be entered into where a person has been issued a completion certificate in the same occupation and where the qualification for the apprenticeship or traineeship was for the same AQF level.	<a href="#">Refer Table 7</a>
Eligibility of visa holders	Details the eligibility requirements for visa holders to undertake apprenticeships and traineeships.	<a href="#">Refer Table 8</a>
Hours	Details the minimum hours of employment required when participating in an apprenticeship or traineeship.	<a href="#">Refer Table 9</a>
Restricted callings	Details if an apprenticeship or traineeship is a <b>Restricted Calling</b> as defined under the <a href="#">Further Education and Training Act 2014</a> – section 64.	<a href="#">Refer Table 10</a>
Pre-requisite	Will detail any pre-requisites that a prospective apprentice or trainee must have prior to entering the apprenticeship or traineeship.	<a href="#">Refer Table 11</a>
Vocational Summary	Provides a description of the vocational context of the apprenticeship/traineeship. Details the expected job tasks that may be undertaken as an apprentice or trainee.	<a href="#">Refer Table 12</a>
Licensing	Provides information on licensing requirements associated to apprenticeships or traineeships.	<a href="#">Refer Table 13</a>
Nominal Terms	Details the anticipated period of time that it will take to complete an apprenticeship or traineeship.	<a href="#">Refer Table 14</a>

School-based	Outlines the minimum requirements to undertake a school-based apprenticeship or traineeship, for students, parents, schools and employers.	<a href="#">Refer Table 15</a>
Supervision	Details the minimum supervision requirements for apprenticeships and traineeships, by industry where applicable.	<a href="#">Refer Table 16</a>

Due to the continuous improvement process undertaken of National Training Package qualifications, apprenticeships and traineeships are continually being reviewed and declared.

Two declaration processes are undertaken by the department:

1. where a proponent identifies an industry training need and there is no apprenticeship or traineeship currently available, a proponent may submit an application for consideration to the department for approval.
2. when qualifications within a training package are updated at a national level for existing apprenticeships and/or traineeships, the department will review the apprenticeships and traineeships and re-declare them.

In both of the processes identified above, the department proactively seeks advice from the relevant industries where appropriate, on the requirements for their respective industries regarding the suitability of apprenticeships and traineeships.

[Return to Table 1](#)

**Table 2 Contract mode requirements apprenticeships and traineeships**

Requirement	Description
<b>2.1</b> Full-time employment	<p>Full-time employees work an average of 38 hours per week and usually have ongoing employment. Full-time employees are entitled to all conditions of the <a href="#">National Employment Standards</a> including:</p> <ul style="list-style-type: none"> <li>• maximum number of hours of work per week,</li> <li>• paid annual and personal (sick) leave,</li> <li>• public holidays</li> <li>• notice when they lose their jobs,</li> <li>• other conditions as set out in any award or agreement that applies.</li> </ul> <p>A person may be employed as a full-time apprentice or trainee in accordance to the applicable award or agreement.</p> <p>For further information, contact Fair Work Ombudsman Ph: 13 13 94</p>
<b>2.2</b> Part-time employment	<p>Part-time employment generally refers to persons employed on permanent employment arrangements for less than the normal weekly hours of work provided for in an award or other industrial instrument.</p> <p>Part-time employment may be varied and/or cyclical in nature but persons so employed are normally employed for a proportion of the normal weekly hours and are entitled to receive wages and other normal employment conditions on a proportional basis.</p>

	<p>A person may be employed as a part-time apprentice or trainee, subject to the following criteria being met:</p> <ul style="list-style-type: none"> <li>• the training contract is for a defined term with the ordinary working hours (including on the job and structured training) averaging not less than 15 hours per week over each 4 week period throughout the duration of the apprenticeship or traineeship</li> <li>• the apprentice or trainee has regular working hours and is rostered to work on a regular basis, and</li> <li>• the industrial relations arrangements (as documented in the award or agreement that applies) provide for part-time employment.</li> </ul> <p>For further information, contact Fair Work Ombudsman Ph: 13 13 94</p>
<p><b>2.3</b> Part-time Electrotechnology</p>	<p>Part-time Electrotechnology apprenticeships may be considered so long as they <b><u>substantially fulfil the requirements in the part-time criteria below.</u></b></p> <ul style="list-style-type: none"> <li>• Training arrangements must be a minimum of 2 weeks, with a maximum of 4 weeks “off the job” release or the equivalent in an alternative format (for example, day release);</li> <li>• The apprentice has completed the industry recognised minimum educational requirement, which constitutes the equivalent of year 10 with passes in a recognised course in English, Maths and Science; and</li> <li>• The minimum direct supervision requirements are met, in accordance with the <a href="#">Electricity Safety Regulation 2013, section 279, (QLD)</a>; and</li> <li>• The appropriate facilities and range of work can be provided by the employer, in accordance with the <a href="#">Further Education and Training Act 2014, section 56, (QLD)</a>; and</li> <li>• It is appropriate to review a number of relevant information sheets on the department’s website at <a href="https://desbt.qld.gov.au/training/apprentices/resources/information-sheets">https://desbt.qld.gov.au/training/apprentices/resources/information-sheets</a></li> <li>• The signed commitment that upon completion of the part-time component the employer will articulate the apprentice into a full-time apprenticeship; and</li> <li>• It is preferred that the apprenticeship be logged on the eProfiling System for the recording of on the job experiences after the training contract has been registered by the Department of Employment, Small Business and Training (DESBT).</li> </ul>
<p><b>2.4</b> School-based <a href="#">Refer to Table 14 for further requirements</a></p>	<p>A school-based apprenticeship or traineeship (SAT) is a contract of training and paid employment where a school student's timetable or curriculum reflects a combination of paid work, training and school study, which together lead to the award of a Queensland Certificate of Education (QCE) or its equivalent and progress towards a vocational qualification.</p> <p>The student's school timetable must be impacted by the work and/or training arrangements.</p> <p>While the level of impact is not defined, it is expected it will be such that the student's school timetable schedules a regular time slot/s for the apprenticeship or traineeship.</p>

	The employment of the SAT must be regular and meaningful, and allow the school-based apprentice or trainee the opportunity to gain a genuine employment experience
<b>2.5</b> Casual, irregular, occasional and intermittent employment arrangements	<p>Casual, irregular, occasional and intermittent employment arrangements in apprenticeships and traineeships are NOT permitted in Queensland.</p> <p>It should be noted the purpose for this limitation is to ensure the apprentice or trainee is receiving sufficient regular contact with the workplace to meet the requirements of the qualification and underpinning training plan within the framework of an apprenticeship/traineeship.</p> <p>Where the apprentice or trainee is regularly meeting the minimum weekly work hour requirements for full-time, part-time or school based established for apprenticeships and traineeships, within the averaging provisions, this is not considered a casual, irregular, occasional or intermittent employment arrangement for the purpose of this policy and the training contract.</p> <p>If there are any questions about the appropriate employment conditions, given the circumstances, the parties should be advised to contact the Fair Work Ombudsman on 13 13 94 or a referral should be made to the Fair Work Ombudsman.</p> <p>For further information, contact Fair Work Ombudsman Ph: 13 13 94</p>
<b>2.6</b> Other employment arrangements	Seasonal and similar employment arrangements will only be considered on a case by case basis, and are to be submitted for the consideration of the Director, QATO.
<b>2.7</b> Multiple employment arrangements	Multiple employment arrangements are permissible in Queensland. Apprentices and trainees may have two part-time training contracts.

[Return to Table 1](#)

**Table 3 Credit arrangements for apprenticeships and traineeships**

Requirement	Description
<b>3.1</b> Previous service in QLD	Any credit for previous service and/or experience as an apprentice or trainee is applied to the nominal term if the new contract is the <b>SAME</b> apprenticeship calling or traineeship occupation for which the person was previously registered.
<b>3.2</b> Pre-Vocational courses, completed qualifications	<p>Apprentices and trainees may be eligible for time credit if they have completed a qualification or course that is related to the apprenticeship or traineeship that they intend to undertake.</p> <p>When applicable, time credits off the nominal term will be displayed on <a href="#">QTIS</a>.</p>
<b>3.3</b> Interstate	<p>Where an apprentice/trainee has partly completed their apprenticeship or traineeship interstate, they may be granted credit for 'time served' against the nominal term of the apprenticeship or traineeship to establish a nominal end date to the training contract.</p> <p>Any time credit resulting from previous interstate service will be granted so long as the following criteria is applied:</p> <ul style="list-style-type: none"> <li>the apprentice or trainee is entering the same trade calling or traineeship occupation</li> </ul>



	<ul style="list-style-type: none"> <li>appropriate supporting documentation (extract of service) is used to verify the credit being applied</li> </ul>
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[Return to Table 1](#)**Table 4 Entry age requirements for apprenticeships and traineeships**

Requirement	Description
<b>4.1</b> Age requirements	<p>Minimum entry age requirements may be set by industry or other legislative requirements due to safety or licensing requirements.</p> <p>Additional minimum age requirements apply where they exist under other legislation which is enforceable in Queensland.</p> <p>The ultimate responsibility for compliance with legislation, including any minimum age requirements, rests with the employer.</p>
<b>4.2</b> Priority Population	<p>Apprenticeships or traineeships may be restricted:</p> <ul style="list-style-type: none"> <li>to persons only from particular population groups within a community; or</li> <li>where it is deemed they are unsuitable for a person from a particular population group.</li> </ul> <p>The priority population groups are identified as those included in the National Apprenticeship/Traineeship Training Contract under Apprentice/Trainee Personal Details section.</p>

[Return to Table 1](#)**Table 5 Education requirements for apprenticeships and traineeships**

Requirement	Description
<b>5.1</b> Minimum education requirements	Minimum education requirements may be set within training packages or by industry on persons wishing to enter particular apprenticeships or traineeships.
<b>5.2</b> Electrotechnology - School-based apprentices	Students in years 11 and 12 may be considered eligible to enter school-based apprenticeships in Electrotechnology qualifications. For eligible students to have their training contract registered, they must complete the industry recognised minimum educational requirement, which constitutes the equivalent of year 10 with passes in a recognised course in English, Maths and Science.
<b>5.3</b> Electrotechnology - Part-time apprentices	To be eligible to enter part-time apprenticeships in Electrotechnology qualifications, and have their training contract registered, apprentices must complete the industry recognised minimum educational requirement, which constitutes the equivalent of year 10 with passes in a recognised course in English, Maths and Science.

[Return to Table 1](#)

**Table 6 Probationary period requirements for apprenticeships and traineeships**

Requirement	Description
<b>6.1</b> Prior to 01 July 2014	<ul style="list-style-type: none"> <li>All apprenticeships (F/T, P/T &amp; school-based) shall have 90 days probation</li> <li>All traineeships (F/T, P/T &amp; school-based) shall have 30 days probation</li> </ul>
<b>6.2</b> From 01 July 2014 <b>Note:</b> Only applies to apprenticeships and traineeships that are declared with an implementation date after 01 July 2014.	<ul style="list-style-type: none"> <li>All apprenticeships and traineeships that have a nominal term greater than 24 months (F/T, P/T &amp; school-based) shall have 90 days probation.</li> <li>All apprenticeships and traineeships that have a nominal term equal to or less than 24 months (F/T, P/T &amp; school-based) shall have 60 days probation.</li> </ul>

[Return to Table 1](#)**Table 7 Eligibility of a person who has already completed an apprenticeship or traineeship**

Requirement	Description
<b>7.1</b> Eligibility of a person who has already completed an apprenticeship or traineeship	An apprenticeship or traineeship cannot be entered into where a person has been issued a completion certificate in the same occupation and where the qualification for the apprenticeship or traineeship was for the same AQF level (note – occupational outcome has the same meaning as Apprenticeship/Traineeship name or occupational name).

[Return to Table 1](#)**Table 8 Eligibility of visa holders to engage in apprenticeships and traineeships**

Requirement	Description
<b>8.1</b> Eligibility of visa holders	<p>As a general rule, only Australian citizens and New Zealand citizens who have entered Australia on a valid passport have unrestricted rights to employment in Australia.</p> <p>Visa holders may engage in apprenticeships or traineeships provided their work rights allows this, based on information and advice provided by the Department of Home Affairs.</p>

[Return to Table 1](#)**Table 9 Minimum hours requirements for apprenticeships and traineeships**

Requirement	Description
<b>9.1</b> Part-time apprentices and trainees	A person may be employed as a part-time apprentice or trainee, subject to the training contract being for a defined term with the ordinary working hours (including on the job and structured training) averaging not less than 15 hours per week over each 4 week period throughout the duration of the apprenticeship or traineeship.
<b>9.2</b> Apprentices/ trainees with a Disability	If an applicant apprentice or trainee (part-time only) holds a disability pension and Pension Concession Card, they will be entitled to work less than 15 hours per week when averaged over a 4 week cycle.



	Approval will be conditional on the reduced hours of work for the holder of a disability pension and Pension Concession Card and will not significantly affect the part-time apprentice or trainee from obtaining adequate work to attain the necessary competencies.
<b>9.3</b> School-based apprentices and trainees	<a href="#">Refer to Table 15 – School-based requirements for apprenticeships and traineeships (Requirement 15.2 and 15.2(a)).</a>
<b>9.4</b> Apprentices and trainees identified as an Elite/Professional Sportsperson	<p>If an applicant apprentice or trainee (part-time only) is in receipt of an “Elite Sportsperson Notification” that has been endorsed by the authorised sporting body, they will be entitled to work less than 15 hours per week when averaged over a 4 week cycle.</p> <p>Approval will be conditional on the reduced hours of work for the holder of the Elite Sportsperson Notification and will not significantly affect the part-time apprentice or trainee from obtaining adequate work to attain the necessary competencies.</p>

[Return to Table 1](#)**Table 10 Restricted callings requirements for apprenticeships and traineeships**

Requirement	Description
<b>10.1</b> Restricted callings	<p>Restricted callings are established to protect the integrity of training in certain trade occupations and the employment of young people in these occupations.</p> <p>Restrictions apply to employers being able to employ a young person under the age of 18 years, unless the young person:</p> <ul style="list-style-type: none"> <li>• has completed a qualification or statement of attainment relevant to the calling; or</li> <li>• is employed by the employer as an apprentice or trainee in the calling under a registered training contract.</li> </ul> <p>Broad principles that would support a decision to declare a calling to be a restricted calling may include:</p> <ul style="list-style-type: none"> <li>• licensing requirements</li> <li>• legislation or regulation requirements</li> <li>• occupational health and safety requirements</li> <li>• national policy guidelines for the introduction of training packages etc.</li> </ul>

[Return to Table 1](#)**Table 11 Pre-requisites for apprenticeships and traineeships**

Requirement	Description
<b>11.1</b> Pre-requisites	<p>Pre-requisite requirements may be stipulated when the proponent is advocating that a person wishing to enter the particular apprenticeship or traineeship must have attained a specific level of training or qualification prior to entering the apprenticeship or traineeship.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• The entrant must have completed a Certificate II qualification prior to entering into a Certificate III qualification.</li> </ul>



	<ul style="list-style-type: none"> <li>The entrant must have completed particular competencies from a qualification prior to entering the apprenticeship or traineeship qualification.</li> </ul>
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[Return to Table 1](#)

**Table 12 Vocational summary requirements for apprenticeships and traineeships**

Requirement	Description
<b>12.1</b> Vocational summary	<p>The vocational summary is a detailed description of the actual duties the apprentice/trainee will perform, not just the duties outlined in units of competency.</p> <p>The vocational summary will clearly explain to employers, parents, students, job seekers, registered training organisations (RTOs), and Australian Apprenticeship Support Network (AASN) Providers, the duties the apprentice/trainee will be undertaking in the workplace.</p>

[Return to Table 1](#)

**Table 13 Licensing conditions for apprenticeships and traineeships**

Requirement	Description
<b>13.1</b> Licensing requirements	<p>An occupational licence is any form of regulation that restricts entry to an occupation or profession to people who must meet requirements stipulated by a regulatory authority.</p> <p>A <a href="#">proponent</a> may advocate that an apprentice or trainee will be required to obtain some type of licence either as:</p> <ul style="list-style-type: none"> <li>an entry requirement to their apprenticeship/traineeship,</li> <li>during their apprenticeship/traineeship; or</li> <li>after their apprenticeship/traineeship.</li> </ul> <p>It is the proponent's responsibility to ensure that any qualification being proposed for declaration is complete and encompasses all the required components to allow its delivery. This is particularly the case where a licensing requirement is involved.</p> <ul style="list-style-type: none"> <li>Example 1 – A number of qualifications are now being endorsed which contain units of competency specifically targeted towards the apprentice/trainee obtaining a post trade licence.</li> <li>Example 2 – Some qualifications are being endorsed which contain units of competency specifically targeted towards the apprentice/trainee obtaining a licence prior and a pre-requisite to the apprentice/trainee commencing the training component of their apprenticeship/traineeship.</li> </ul> <p>In some cases, licensing units of competency have not been approved by the relevant licensing authority and, as a consequence, apprenticeship/traineeship employment may be impacted.</p> <p>It is the responsibility of the proponent to ensure that any licensing requirements of a qualification have been approved and accepted by the relevant licensing authority prior to declaration being sought.</p> <p>Further information regarding licensing requirements can be obtained by contacting the relevant licensing authority for the particular industry sector.</p>

[Return to Table 1](#) [Return to Table 2.4](#)



**Table 14 Nominal terms for apprenticeships and traineeships**

Requirement	Description
<p><b>14.1</b> Nominal terms</p>	<ul style="list-style-type: none"> <li>• The anticipated period of time (months) that the majority of apprentices/trainees could be expected to take to complete the required training of the apprenticeship/traineeship.</li> <li>• The nominal term for apprenticeships/traineeships is generally between 12 and 60 months and will be aligned with nominal terms in other states. <ul style="list-style-type: none"> <li>○ Traineeships will generally be between 12 and 36 months</li> <li>○ Apprenticeships will generally be between 36 and 60 months.</li> </ul> </li> </ul>
<p><b>14.2</b> Expected durations</p>	<p>Some apprenticeships have expected durations, which is the amount of time that it's reasonably expected that someone could become competent and complete their apprenticeship.</p> <p>Apprentices' training plans are developed using the expected duration timeframe rather than the training contract's nominal term.</p> <p>Expected durations may be found for the relevant apprenticeship on <a href="#">QTIS</a>.</p>
<p><b>14.3</b> Conversion of training contracts</p>	<p><i>Conversion from part-time or school-based to full-time</i></p> <p>The nominal term for a part-time or school-based apprenticeship or traineeship is double the nominal term for a full-time apprenticeship or traineeship.</p> <p>In circumstances where an apprentice or trainee converts from part-time or school-based arrangements to full-time, he/she should be credited with a percentage of the time served off the nominal term for the full-time arrangement. The relevant percentage is 50%.</p> <p>For apprentices participating in training in the Electrotechnology training package, <a href="#">DELTA</a> will automatically calculate the conversion from school-based or part-time using a formula determined by the department.</p> <p><i>Example:</i> An apprentice/trainee serves six months under part-time or school-based arrangements, and then converts to full-time at the same AQF level and under the same training contract. The apprentice or trainee should be credited with 50% of six months (three months) off the nominal term for the full-time program.</p> <p><i>Conversion from full-time to part-time or school-based</i></p> <p>In circumstances where an apprentice or trainee converts from full-time to part-time or school-based arrangements, he/she should be credited with double the time served in the full-time apprenticeship or traineeship off the nominal term for the part-time or school-based program.</p> <p><i>Example:</i> An apprentice or trainee serves six months under full-time arrangements, and then converts to part-time or school-based at the same AQF level and under the same training contract. The apprentice or trainee should be credited with twelve months off the nominal term for the part-time or school-based program.</p>

[Return to Table 1](#)



**Table 15 School-based requirements for apprenticeships and traineeships**

Requirement	Description
<p><b>15.1</b> Definition of a 'day' for school-based</p>	<p>A 'day' as defined for the purposes of this policy, is calculated based on the equivalent full-time hours in the relevant industrial award, in most cases, 38 ordinary hours worked over a 5 day week where a day is equivalent to 7.5 hours.</p>
<p><b>15.2</b> Hours of employment per year</p>	<p>It is expected that an employer will be able to provide 7.5 hours per week which may be averaged over a three month period. An employer may also provide the equivalent of a 'day' as part days across the week.</p> <p>The employer is expected to be able to provide 375 hours (50) days of paid employment over each 12 month period which is negotiated with the school and the school-based apprentice or trainee prior to the commencement of the training contract.</p> <p>A school-based apprentice or trainee can work additional hours or days including during weekends or across school holidays and this is strongly encouraged to maximise their experience.</p> <p>The employment of the school-based apprentice or trainee must be regular and meaningful, and allow the school-based apprentice or trainee the opportunity to gain a genuine employment experience.</p> <p>If the school-based traineeship continues for more than one school year, the parties are required to continue the agreed schedule of regular paid employment to maintain the requirements of the training contract.</p> <p>Employers of school-based apprentices in the Electrotechnology industry must be able to provide a minimum of <b>600</b> hours (80 days) of paid employment over each 12 month period.</p> <p>This is the minimum considered sufficient to:</p> <ul style="list-style-type: none"> <li>• permit skill formation to occur,</li> <li>• clearly identify an employment and training pathway exists, as distinct from an institutional pathway, and</li> <li>• provide opportunity to practice and reinforce underpinning theory to achieve a quality outcome.</li> </ul>

<p><b>15.2 (a)</b> From 11 February 2019 Note: Applies to traineeship contracts that are received on or after the 11 February 2019</p>	<p>Prior to completing a school-based training contract, a <b>trainee</b> must have completed 50 days of paid employment for each year of the equivalent full-time nominal term.</p> <p>The nominal term is based on the duration (months) as indicated on QTIS for a full-time training contract.</p> <p>E.g. Where QTIS states the full-time nominal term as 12 months, a trainee undertaking the traineeship under school-based arrangements is required to work a minimum of 50 days before the contract may be considered for completion.</p> <p>Where QTIS states the full-time nominal term as 18 months, a school-based trainee is required to work a minimum of 75 days before being eligible to be considered for completion of the training contract.</p> <p>Where QTIS states the full-time nominal term as 24 months, a school-based trainee is required to work a minimum of 100 days before being eligible to be considered for completion of the training contract.</p> <p>For each additional 12 month period of the full-time nominal term, an additional 50 days of work is required to be eligible to be considered for completion of the training contract.</p>
<p><b>15.3</b> Suitability for school-based trainees</p>	<p>The majority of Diploma level qualifications and above require a trainee to be in a supervisory role within the workplace or have significant experience in the designated occupation.</p> <p>It is unlikely that a school-based trainee will be able to be employed in a capacity which provides the employment experience required under the employment based traineeship pathway. To ensure appropriate employment arrangements are in place all training contracts which are received by DESBT, Qld for registration will be sent to the applicable regional office for investigation if deemed necessary.</p> <p>School-based arrangements are not recommended at this qualification level.</p>
<p><b>15.4</b> Business cases for students outside of Years 10,11 or 12</p>	<p>Students not enrolled in years 10, 11 or 12 may be eligible to enter a SAT provided there are exceptional circumstances warranting consideration and all other entry requirements are met, including being of an age where it is legal to undertake paid employment, and meets the requirements for the particular apprenticeship/traineeship as outlined on <a href="#">QTIS</a>.</p> <p>Before a student not in years 10, 11 or 12 commences a SAT, a business case supporting the arrangements must be provided to and approved by DESBT, Qld.</p> <p>The development and submission of a business case is the primary responsibility of the parties to the training contract, however, it may be facilitated by a third party (e.g. school, SRTO).</p> <p>The business case must be supported by the SAT, parent/guardian, employer, school and registered training organisation who is likely to provide training under the proposed arrangement.</p> <p>The business case will include the following evidence to support the application:</p> <ul style="list-style-type: none"> <li>• what is considered to be the 'exceptional circumstance/s' that warrant consideration of the application (e.g. limited employment or training opportunities in a remote community; age and maturity of the student).</li> <li>• the range of other options that have been considered by the school (e.g. work experience) prior to supporting the engagement of the student in a SAT.</li> <li>• how the school will accommodate the SAT arrangement within the existing curriculum.</li> </ul>

	<ul style="list-style-type: none"> <li>• how well the student is handling school and whether they have the capacity to take on the additional study load necessary to achieve the outcome of the SAT.</li> <li>• additional learning/support provided by the school and/or SRTTO which will be available to support progress through the qualification</li> <li>• the level of support, training and supervision that will be provided in the workplace.</li> <li>• any potential exposure to workplace risks associated with the particular employment arrangement.</li> </ul>
<p><b>15.5</b> Units of competency</p>	<p>Limits have been imposed on the amount of institutional training which may be delivered to school-based apprentices, based on the nominal term of a full-time training contract. These limits are:</p> <p>(a) Four year nominal term - a maximum of 33.3% of the competencies  (b) Three year nominal term - a maximum of 40% of the competencies  (c) Two year nominal term - a maximum of 50% of the competencies.(If applicable)</p> <p>This restriction does <b>not</b> apply to school-based traineeships.</p> <p>The department recognises there may be some exceptional circumstances where it would be desirable for an apprentice to undertake more of their institutional training whilst under a school-based apprenticeship.</p> <p>The institutional training delivery limit for <u>individual</u> apprentices, may be relaxed and when approved, may not exceed the following limits:</p> <p>(a) Four year nominal term - a maximum of 45% of the competencies  (b) Three year nominal term - a maximum of 55% of the competencies  (c) Two year nominal term - a maximum of 65% of the competencies.(If applicable)</p> <p>Such approvals are to be the exception and not routine.</p>
<p><b>15.6</b> Electrotechnology</p>	<p>School-based apprentices in electrotechnology qualifications are expected to substantially fulfil the requirements as set out in the criteria below:</p> <ul style="list-style-type: none"> <li>• The school-based apprentice must complete the industry recognised minimum educational requirement, which constitutes the equivalent of year 10 with passes in a recognised course in English, Maths and Science.</li> <li>• The minimum direct supervision requirements are met, in accordance with the <a href="#">Electrical Safety Regulation 2013, section 279, (QLD)</a>; and</li> <li>• Maximum off-the-job (at college) training is 8 weeks (40 days) starting in year 11 over the next two years as a school-based electrical apprentice. This is reduced proportionally to 4 weeks (20 days) if commencing the start of year 12, (pro-rata for periods if less than this value), and</li> <li>• No more than 20 days maximum off-the-job training (at college) is to be completed for each 12 month period of the school-based apprenticeship, and</li> <li>• No less than 10 days minimum off-the-job training (at college) is to be completed for each 12 month period of the school-based apprenticeship, and</li> <li>• The school-based apprentice will be in the workplace (on-the-job) a total of 600 hours (80 days) undertaking paid employment, for each year of the school-based apprenticeship, (<i>while not exceeding a combined yearly total of 100 days ON and OFF the job</i>), and</li> </ul>

	<ul style="list-style-type: none"> <li>• The appropriate facilities and range of work can be provided by the employer, in accordance with the <a href="#">Further Education and Training Act 2014, section 56, (QLD)</a>; and</li> <li>• The signed commitment that upon completion of the school-based component the employer will articulate the apprentice into a full-time apprenticeship; and</li> <li>• It is preferred that the apprenticeship be logged on the eProfiling System for the recording of on the job experiences after the training contract has been registered by the Department of Employment, Small Business and Training.</li> <li>• It is appropriate to review a number of relevant Information Sheets such as those available on the <a href="#">Electrical Safety Office website</a> at <a href="http://www.worksafe.qld.gov.au">www.worksafe.qld.gov.au</a>.</li> </ul>
<p><b>15.7</b> Exemption approvals for institutional training delivery</p>	<p>Due to the nature of training delivered by some educational institutions to school-based apprentices, the department may take into account their method of delivery and allow the educational institutions to deliver institutional training above the limits set out for <a href="#">units of competency</a>.</p> <p>Should an educational institution seek to provide institutional training above the set limits, they would need to apply to the department for approval to do so.</p> <p>The application when granted would be for individual school-based apprentices and is not a blanket decision covering a cohort of school-based apprentices.</p>

[Return to Table 1](#)

**Table 16 Supervision requirements for apprenticeships and traineeships**

Requirement	Description
<p><b>16.1</b> Definition of 'Qualified Person' for apprenticeships</p>	<ol style="list-style-type: none"> <li>1. A person who has satisfactorily completed an apprenticeship in the apprentice's calling in Australia, and is the holder of a completion certificate issued under an Act, <b>or</b></li> <li>2. A person who holds a certificate of recognition issued under an Australian Act, certifying the person has the necessary skills and knowledge in the calling, <b>or</b></li> <li>3. An Australian tradesperson in the apprentice's calling, as defined under a specific industrial instrument, <b>or</b></li> <li>4. A New Zealand tradesperson in the apprentice's calling whose occupation may be recognised under the Trans-Tasman Mutual Recognition (Queensland) Act 2003, <b>or</b></li> <li>5. A person who holds a tradesperson's certificate or certificate of recognition as a recognised tradesperson issued under the Tradespersons' Rights Regulation Act 1946 in the apprenticeship calling, <b>or</b></li> <li>6. A person who holds a relevant qualification in the apprenticeship calling, <b>or</b></li> <li>7. A person individually, or persons collectively, who has/have documented competence (i.e. a testamur/qualification and associated record of results or a statement of attainment as recognised under the Australian Qualifications Framework, achieved through an RPL or training pathway) in all the competencies the employer is required to provide training for under the apprentice's training plan.</li> </ol>



	And, where a licence to practice the calling is required, the qualified person holds a current licence.
<p><b>16.2</b> Definition of 'Qualified Person' for <b>traineeships</b></p>	<ol style="list-style-type: none"> <li>1. A person who has satisfactorily completed a traineeship in the trainee's calling, and is the holder of a completion certificate issued under an Act, <b>or</b></li> <li>2. A person who holds a certificate of recognition issued under an Act, certifying the person has the necessary skills and knowledge in the calling, <b>or</b></li> <li>3. A tradesperson in the trainee's calling, as defined under a specific industrial instrument, <b>or</b></li> <li>4. A person who holds a tradesperson's certificate or certificate of recognition as a recognised tradesperson issued under the Tradespersons' Rights Regulation Act 1946 in the traineeship calling, <b>or</b></li> <li>5. A person who holds a relevant qualification in the traineeship calling, <b>or</b></li> <li>6. A person individually, or persons collectively, who has/have documented competence (achieved through an RPL or training pathway) or demonstrated competence in all the competencies the employer is required to provide training for under the trainee's training plan,  (<b>note – cannot be a person or persons currently undertaking the same traineeship</b>), or</li> <li>7. A person undertaking a traineeship, at a higher level than the trainee's, whose traineeship incorporates supervisory or coordinating skills and who has documented competence (achieved through an RPL or training pathway) in at least one of the competencies the employer is required to provide to the trainee under the training plan and who is supervised by a person who qualifies under (1), and/or (5) and/or (6),</li> </ol> <p>and, where a licence to practise the calling is required, the qualified person holds a current licence.</p>
<p><b>16.3</b> Supervision requirements</p>	<p>The <i>Further Education and Training Act 2014</i> requires both the employer and the Supervising Registered Training Organisation (SRTO) to provide, or arrange to provide the facilities, range of work, supervision and training as detailed in the apprentices' or trainees' training plan.</p> <p>It is considered SRTO's are best placed to assess an employer's capacity to provide adequate training arrangements and supervision at a workplace where an apprenticeship or traineeship will be completed.</p> <p>SRTO's may determine an apprentices' or trainees' supervisor can:</p> <ul style="list-style-type: none"> <li>• supervise other apprentices or trainees at a workplace where the apprenticeship or traineeship is being completed; or</li> <li>• <b>not</b> supervise any other apprentices or trainees at a workplace where the apprenticeship or traineeship is being completed,</li> </ul> <p>Where an SRTO determines a supervisor can supervise other apprentices or trainees, they must justify how an employer is providing adequate supervision by recording the details in the Employer Resource Assessment (ERA) which must be signed by the SRTO, employer and apprentice/trainee.</p> <p>An SRTO may determine a supervisor can supervise more than one apprentice/trainee due to a number of factors including, but not limited to:</p>



- the age and life experience of the apprentice/trainee in the workplace
- whether the apprentice/trainee is a new or existing worker
- the level of competence and experience of the apprentice/trainee in a particular task/skill
- the risk associated with the work environment and the tasks to be completed by the apprentice/trainee
- the proximity of qualified persons and apprentices/trainees within the workplace.

Specific supervision arrangements may be detailed for particular industries at the time of declaring an apprenticeship or traineeship and SRTTO's must review the approved apprenticeship or traineeship requirements on [QTIS](#).

Agreed modified supervision arrangements exist for:

- [Adequate training arrangements - Specified Community Care](#)
- [Adequate training arrangements - Specified Swimming Pool and Spa](#)
- [Adequate training arrangements - Polymer Technician](#)
- [Adequate training arrangements – Automotive Glazing Technology](#)

For the purposes of this policy :

- a supervisor is a [qualified person](#) designated to train the apprentice or trainee, the supervisor must be permanently engaged at the same workplace as the apprentice or trainee and be predominantly employed during the same working hours as the apprentice or trainee.
- the level and pattern of supervision applied to an apprentice or trainee by a qualified person needs to consider:
  - the safety of the apprentice or trainee in regard to the work being conducted
  - knowledge and skills (on and off-the-job technical training/learning) attained
  - previous experience/learning and training/practice and repetition the apprentice/trainee has had relative to each particular task, skill or work function to be performed.

The level of supervision will normally range between direct, general and broad as per the below guidelines:

- *Direct* - Close monitoring of work ensuring understanding and identifying potential risks and/or hazards
- *General* - Occasional monitoring to ensure progress is occurring
- *Broad* - Quality checking of completed tasks.

While there is no set ratio required for the number of supervisors to apprentices or trainees it is generally accepted for apprenticeships there is one supervisor to each apprentice. This may be relaxed as an apprentice gains skills and experience or where an apprentice commences with existing skills and experience.

	<p>Adequate supervision of apprentices and trainees <b>cannot</b> solely be provided from an offsite location by electronic means. Electronic means include, but are not limited to, telephones, radios and webcams.</p> <p>The supervisor of an apprentice/trainee needs to have the skills and experience to provide the supervision, training and support required for the apprentice or trainee to complete the training contract and obtain a qualification.</p>
<p><b>16.4</b> Electrotechnology Qualifications</p>	<p>Specific supervision requirements exist for apprentices in the electrotechnology industry as stated in section 279 of the <a href="#">Electrical Safety Regulation 2013</a> .</p> <p>A ‘<i>training person</i>’ means a person who is undertaking, but has not finished an apprenticeship under the <a href="#">Further Education and Training Act 2014</a>, in a calling that requires the person to perform electrical work.</p> <p><b>279 Duties of person conducting a business or undertaking about supervising training person</b></p> <p>(1) A person conducting a business or undertaking that employs a training person who has not finished 6 months of the person’s apprenticeship or training program must ensure the training person does not work—</p> <ul style="list-style-type: none"> <li>(a) in the immediate vicinity of a live high voltage exposed part; or</li> <li>(b) where there is a risk the training person could come into contact with a live low voltage exposed part.</li> </ul> <p>Maximum penalty—40 penalty units.</p> <p>(2) However, subsection (1) does not apply to a training person performing duties as a safety observer if—</p> <ul style="list-style-type: none"> <li>(a) the training person is a safety observer and has been capable of being a safety observer for at least 1 year immediately before the start of the training person’s apprenticeship or training program; and</li> <li>(b) the person conducting a business or undertaking keeps a written record of the assessment mentioned in schedule 9, definition <i>safety observer</i>, paragraph</li> <li>(c) for the training person.</li> </ul> <p>(3) A person conducting a business or undertaking must ensure that a training person who performs electrical work is supervised at all times by a licensed electrical worker licensed to perform the work.</p> <p>Maximum penalty—40 penalty units.</p> <p>(4) The level of supervision required under subsection (3) must be appropriate, having regard to—</p> <ul style="list-style-type: none"> <li>(a) the type of electrical work performed; and</li> <li>(b) the adequacy of the training person’s training; and</li> <li>(c) the competency of the training person.</li> </ul>
<p><b>16.5</b> Queensland Building and Construction Commission (QBCC) licences</p>	<p>A number of QBCC licences have been assessed and are considered acceptable evidence an individual holds an appropriate qualification to supervise an apprentice in the related calling:</p> <ul style="list-style-type: none"> <li>• Bricklaying and blocklaying</li> <li>• Cabinetmaking</li> <li>• Carpentry</li> <li>• Floor finishing and covering (hard sector)</li> <li>• Glass, glazing and aluminium</li> </ul>



	<ul style="list-style-type: none"><li>• Joinery</li><li>• Painting and decorating</li><li>• Plastering drywall</li><li>• Plastering solid</li><li>• Refrigeration, air-conditioning and mechanical services</li><li>• Roof tiling</li><li>• Shopfitting (trade)</li><li>• Stonemasonry</li><li>• Structural metal fabrication and erection</li><li>• Wall and floor tiling</li><li>• Waterproofing</li></ul>
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## Definitions

In this policy the following definitions apply:

**'AASN Provider'** means Australian Apprenticeship Support Network Provider. AASN Providers, also known as Apprenticeship Network Providers, are contracted by the Department of Employment, Small Business and Training to provide targeted services which deliver tailored advice and support to employers, apprentices and trainees. The AASN Provider is the first point of contact for the administration of all training contracts.

**'FET Act 2014'** means the [Further Education and Training Act 2014](#).

**'Apprenticeship'** means employment-based training declared by the chief executive under section 8 of the FET Act 2014 to be an apprenticeship.

**'ATCs'** means Australian Technical / Trade Colleges

**'DELTA'** means Direct Entry Level Training Administration, the department's database of registered apprentices and trainees (for internal access only) [Return to Table 14.3](#)

**'DESBT and 'department'** means the Department of Employment, Small Business and Training.

**'Proponent'** means an individual representing themselves or an organisation, or an industry body that has responsibility for specific Industry Training Groups (ITG's)

eg: Australian Apprenticeship Support Network (AASN) Providers, Registered training Organisation's (RTO's), Industry Bodies or Associations

**'QTIS'** means [Queensland Training Information Service](#), DESBT, Qld's database of apprenticeships and traineeships approved for delivery in Queensland, where the requirements for each apprenticeship and/or traineeship declared will be listed.

**'School-based Apprentice or Trainee'** or **'SAT'** means an Apprentice or Trainee who is a school student – typically years 11 and 12 - in an approved arrangement that allows them to study for their senior certificate or equivalent, whilst at the same time undertaking government approved and nationally recognised training qualifications as paid employees.

**'SRTO'** means Supervising Registered Training Organisation as defined in the *Further Education and Training Act 2014*.

**'Traineeship'** means employment-based training declared by the chief executive under section 8 of the FET Act 2014 to be a traineeship.

## Associated Documents

[Declaration of apprenticeships and traineeships - Procedure](#)