

Skilling Queenslanders for Work

Work Skills Traineeships

What are Work Skills Traineeships?

Work Skills Traineeships is one of eight programs that make up the Queensland Government's successful *Skilling Queenslanders for Work* initiative. The initiative has become permanent with \$80 million each year ongoing funding to support up to 15,000 Queenslanders into work.

In 2024-25, \$37.35 million will be invested under the Work Skills Traineeships program to assist up to 1,860 long-term unemployed and disadvantaged job seekers to develop the skills and experience needed to gain employment.

Funding assists local communities to create, repair and upgrade public spaces and facilities, while at the same time giving unemployed community members a pathway into employment and the skills and experience to gain long-term jobs. Projects must be of benefit to the broader community.

Disadvantaged Queenslanders can access tailored employment assistance while completing paid work placements relevant to their traineeships. There are five types of traineeships available:

Work Skills Traineeships	Qualification
Business	BSB10120 Certificate I in Workplace Skills
Conservation and Ecosystem Management	AHC10120 Certificate I in Conservation and Ecosystem Management
Construction	CPC10120 Certificate I in Construction
Hospitality	SIT10222 Certificate I in Hospitality
Retail Services	SIR10116 Certificate I in Retail Services

Participants will:

- sign a training contract with their employer and be registered as a trainee
- be employed full-time for a minimum duration of 18 weeks and a maximum duration of 26 weeks (in accordance with the legislative provisions of the *Further Education and Training Act 2014*)

- earn a certificate I level qualification in either business, construction, conservation and ecosystem management, hospitality or retail services
- gain practical experience in real work situations that align with their training
- complete paid work that can be included in their resumes
- receive a mix of career advice, job preparation skills and foundation skills.

Who can apply for funding?

Local councils, volunteer organisations, neighbourhood centres, youth, sporting, church and environmental organisations, peak industry bodies and other advocacy groups that can organise relevant projects that benefit the broader community are encouraged to apply for Work Skills Traineeships funding.

The delivery of training and assessment services for Work Skills Traineeships is funded under the [User Choice](#) program. A supervising registered training organisation (SRTO) must be engaged to provide training and assessment services to trainees in line with their training plan. The SRTO must be approved as a Skills Assure supplier ([SAS](#)) under the User Choice program. Work Skills Traineeships are fully exempt from student contribution fees under User Choice.

To search for an SRTO with SAS status under User Choice, visit the [Queensland Skills Gateway](#).

What types of projects can be funded?

Work Skills Traineeships projects could include:

- revegetation, regeneration and creek/river restoration works — repairs to riverbanks and foreshores
- refurbishment of community buildings (not private residences) — sporting halls, aged care facilities, social enterprises, community centres and halls
- minor infrastructure works — pergolas, seating, fencing, picnic tables and pre-fabricated structures

- redevelopment of community spaces — sporting fields and parks requiring general landscaping and horticulture-type works, such as construction of garden beds, vegetable gardens and planting
- landscaping, horticultural and maintenance on community or public spaces
- track construction — walking tracks, paving and pathways, or improvements to existing tracks
- media activities — publication of community newsletters and magazines, or the development of a community website
- event management activities — organising community careers expos, community workshops or cultural celebrations
- customer service activities — social enterprise cafes, council tourism or recycling centres or plant nurseries.
- community retail and hospitality outlets – serving food and drinks or providing customer service in council owned and operated or not-for-profit social enterprise cafes, restaurants, tourism centres, opportunity shops, recycling centres and plant nurseries.

What can project funds be used for?

Project funds can only be expended on costs directly associated with the delivery of the project including:

- wages and on-costs for project coordinator and other delivery staff
- trainee wages and on-costs
- administration costs such as rent, accommodation, venue hire, office supplies, advertising, travel costs, vehicle hire/lease
- support costs such as learner driver training, subsidised travel, personal grooming or counselling services
- materials and equipment excluding capital equipment or assets
- overheads or operating costs (with the management fee not to exceed five per cent of total funds up to a maximum of \$15,000).

Ineligible costs

Some costs such as the purchase of assets, interstate travel and recurrent organisation costs are not eligible for funding under the program. More information is available in the Work Skills Traineeships Guidelines for funding 2024-25.

Organisation checklist

Organisations applying for Work Skills Traineeships funding will need to:

- contact their local Department of Employment, Small Business and Training (DESBT) regional office to discuss their application.

- demonstrate previous success in delivering and managing similar programs, achieving outcomes and meeting government reporting and financial requirements, or demonstrate capacity to manage and deliver a work placement project
- have the support and appropriate approval from council or other community/government agencies to undertake works on public lands or involving works to public buildings
- employ, or be able to employ, suitably experienced and qualified staff to provide appropriate supervision, training and support to participants
- offer a variety of work activities, in line with the traineeships being undertaken, to ensure participants acquire a broad range of skills that will increase their competitiveness in the job market and assist them to secure ongoing employment
- allow sufficient time for participants to learn new skills and establish a routine of attending work, in a supportive but structured environment
- select an Australian Apprenticeship Support Network (AASN) to sign up the trainees
- select an SRTTO approved as a SAS under the [User Choice](#) program for the delivery of training and assessment services.

What is the application process?

Funding for Work Skills Traineeships is available through an open and transparent application process.

There are two funding rounds each financial year.

Details of the opening and closing dates for funding rounds, as well as program guidelines and online application details, can be found at training.qld.gov.au/workskillstraineeships.

After developing a proposed project plan in consultation with a regional DESBT officer, your organisation should apply online via the DESBT website by the closing deadline.

Locally-based SQW Advisory Committees, comprising of representatives from the community, industry, government and unions, play a key role in project selection, assessing eligible applications that demonstrate a capacity to manage against set assessment criteria as detailed in the Work Skills Traineeships Guidelines for funding 2024-25.

More information

For more information about Work Skills Traineeships:

Phone: 1300 369 935

Email: training@desbt.qld.gov.au

Visit: training.qld.gov.au/workskillstraineeships