

Skilling Queenslanders for Work

# Community Work Skills

## What is Community Work Skills?

Community Work Skills 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 to support up to 15,000 Queenslanders into work.

In 2024-25, up to \$10 million in funding is available through Community Work Skills to assist up to 3,220 disadvantaged job seekers to develop the skills required to enter and stay in the workforce.

The program offers tailored assistance and integrated learner support to job seekers while they undertake a nationally recognised qualification, up to certificate III level.

Community Work Skills is administered by the Department of Employment, Small Business and Training (DESBT).

## Who does it support?

Community Work Skills primarily targets Queensland residents are ineligible for Australian Government employment services or assistance.

Individuals accessing Australian Government services are eligible if they are disadvantaged and require complementary services, regardless of the length of time they have been unemployed or in receipt of assistance.

## Who can apply for funding?

Community-based not-for-profit organisations, registered for GST, are eligible for funding.

Applicant organisations must have experience in delivering services in the location in which they are applying and must be able to demonstrate a commitment to access and equity principles, as well as an ability to provide appropriate support services to participants.

The training and assessment services component of the funded project must be delivered by a registered

training organisation (RTO) that has Queensland Government Skills Assure supplier ([SAS](#)) status.

If an applicant organisation is not a SAS, they will need to partner with one for the project. To search for RTOs with SAS status, visit the [Queensland Skills Gateway](#).

## What is funded?

Community Work Skills funds organisations to support disadvantaged job seekers to undertake formal training to gain nationally recognised skills and vocational qualifications. Assistance and training may include:

- case management
- resume preparation and writing
- job interview skills
- job search advice, including where to look for work, how to apply for work, and understanding employer expectations
- support costs such as learner driver training, subsidised travel, personal grooming or counselling services
- networking opportunities with local businesses and employers to share their experiences and industry knowledge
- employability skills, such as communication in the workplace, working in a team, problem solving, planning and organising, and self-management.

The delivery of projects should be tailored to a participant's circumstances.

Community Work Skills funds the tailored support that must accompany the delivery of training within a community-based setting and also the student co-contribution fees.

Training and assessment services under Community Work Skills are funded under the [Certificate 3 Guarantee](#).

Community Work Skills projects focus on the attainment of certificate III qualifications, however certain skill sets and lower level qualifications

recognised as an appropriate entry level pathway in some industries may be funded.

Some projects may focus on foundation skills to assist disadvantaged Queenslanders to participate in and complete vocational training.

Under Community Work Skills every participant is required to be enrolled in nationally recognised training.

## What level of funding is available?

The funding available is for a maximum 12 month term. The level of funding is dependent on the type of project and nature of the training and assistance to be provided, as well as the number of participants targeted by the project.

## What is the application process?

Funding for Community Work Skills 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/communityworkskills](https://training.qld.gov.au/communityworkskills).

Applicant organisations are encouraged to contact their local DESBT regional office to discuss their project proposals.

## How are applications assessed?

Applications are assessed against set assessment criteria, including the applicant organisation's capacity to manage the proposed project, and the extent to which the project will service community and industry needs. Information on the assessment criteria is available in the Community Work Skills Guidelines for funding 2024-25.

Applications will be assessed by locally-based SQW Advisory Committees, comprising of representatives from the community, industry, government and unions.

## What can project funds be used for?

Project funds can only be expended on costs directly associated with the delivery of the project. More information is available in the Community Work Skills Guidelines for funding 2024-25.

## 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 Community Work Skills Guidelines for funding 2024-25.

## What outcomes are expected?

Funded organisations will be required to identify what employment, further education and/or training targets will be achieved throughout the project.

Community Work Skills has standard key performance indicators which organisations are expected to meet or exceed on training completions and employment outcomes.

## What are the funding conditions?

Successful applicants must enter into a formal services agreement with DESBT, which will include standard key performance indicators.

A copy of the services agreement, which is performance based and outlines the standard terms and conditions of funding, can be found at [training.qld.gov.au/communityworkskills](https://training.qld.gov.au/communityworkskills).

All projects must be fully acquitted after completion and any unexpended or surplus funds returned to DESBT.

## More information

For more information about Community Work Skills:

Phone: 1300 369 935

Email: [training@desbt.qld.gov.au](mailto:training@desbt.qld.gov.au)

Visit: [training.qld.gov.au/communityworkskills](https://training.qld.gov.au/communityworkskills)