

# Skilling Queenslanders for Work

## Contract Variations

### Funding conditions

Community Based Organisations (CBOs) funded under the *Skilling Queenslanders for Work* (SQW) initiative must enter into a formal Services Agreement with the Department of Employment, Small Business and Training (DESBT).

The Services Agreement is performance based and outlines the standard terms and conditions of funding, approved budget and includes the learner support measures and services as outlined in the application for funding.

Funds are awarded through a transparent, competitive process and CBOs are contractually obligated to deliver projects as outlined in the Services Agreement. DESBT expects CBOs to deliver projects in accordance with their applications however, it is acknowledged that the unexpected happens and variations are sometimes unavoidable.

**CBOs must seek approval from DESBT to vary the terms and conditions of the Services Agreement.**

**SEND WRITTEN VARIATION REQUESTS TO**  
[sqwapps@desbt.qld.gov.au](mailto:sqwapps@desbt.qld.gov.au)

### What changes require approval?

#### Project start and delivery end dates:

- generally approved if a valid reason is provided and conditional on no additional funding
- delays to project commencement or start dates – note that projects must start in the financial year that funding was approved
- extension to delivery end dates – note that projects must be completed within 12 months

#### Additional funds:

- additional costs or expenses incurred by CBOs to deliver projects are not automatically reimbursed
- justification must be provided and/or evidenced such as revised quotes or invoices
- budget variations must be submitted by the CBO's authorised contact or with their approval

#### Shift in budget line items:

- prior approval required for overspends in approved budget line items due to unforeseen circumstances
- prior approval required to utilise underspends in approved budget line items to offset overspends

#### Delivery location:

- changes to the project delivery location are not automatically approved as it is one of the key factors considered when assessing applications for funding
- proposed changes are discussed with DESBT regional staff and must not disadvantage participants due to unreasonable travel times or transport costs incurred due to the new location
- DESBT considers other impacts such as other projects being delivered in the proposed new location and whether there will be competition between service providers

#### Qualifications:

- additional qualifications or a change in qualification or units of competency must be supported by evidence of local employment opportunities
- any new qualifications must be on the [Priority Skills List](#)
- does the change result in a new Skills Assure Supplier (SAS)?
- qualification duration - time needs to be sufficient for disadvantaged learners to complete the qualification, ask for the nominal Annual Hours Curriculum (AHC) for the course
- are the student co-contribution fees different for the new qualification?

#### Nominated RTO:

- changes generally approved – new RTO must be a Skills Assure Supplier (SAS) and have the qualification/s on their scope or listed on their Schedule

#### Personnel:

- changes to Project Coordinator/Supervisor or other staff directly involved in project delivery will be approved based on evidence of suitable qualifications and experience

### **Project Plan:**

- changes to location/s of training delivery and assessment
- method of delivery, teaching and hours of attendance e.g. online delivery replaced face-to-face delivery
- new adventure-based or off-site activities

### **Work Skills Traineeships activities:**

- new host employers for trainees – cannot be private sector employers
- additional or new work sites – the work activities must align with the competencies of the relevant Work Skills Traineeship qualification and meet health and safety obligations
- change to part-time hours of employment

### **Sub-contracting services:**

- prior approval required for any subcontracting arrangements for delivery of learner support measures as outlined in the application for funding
- DESBT considers if subcontractors are suitable and can demonstrate past experience delivering services to disadvantaged job seekers

## **Notification of changes**

Written advice or a notification email from DESBT suffices as an electronic record of approval for project variations, except for budget variations involving additional funding.

## **Deed of Variation**

A formal Deed of Variation is required for any changes to the overall grant funding i.e. if the budget amount is being increased or decreased.

## **More information**

For more information, please contact [sqwapps@desbt.qld.gov.au](mailto:sqwapps@desbt.qld.gov.au).