

## Steps for applying for recognition of a non-departmental employment skills development program

### STEP 1

Review the legislative requirements in the Education (General Provisions) Act 2006 to establish whether young people in their compulsory participation phase of education and training will be precluded if the program is not recognised.



### STEP 2

Assess the program against the Principles for Employment Skills Development Programs and complete the eligibility checklist to determine whether the program can be recognised as a non-departmental employment skills development program and placed on the register of non-departmental employment skills development programs.



### STEP 3

Complete an application form:

**ESDP01A** - Application to be placed on the register for non-departmental employment skills development programs (non-government organisations)

**ESDP01B** - Application to be placed on the register for non-departmental employment skills development programs (government organisations)



### STEP 4

Ensure a person with legal responsibility for the organisation signs the application form. Attach any supporting documentation to the application.



### STEP 5

Submit the application to the Department of Employment, Small Business and Training.



## Important information

- Depending on the level of supporting documentation available on the program, officers from the Department of Employment, Small Business and Training (DESBT) may need to conduct an on-site visit as part of the evaluation of an application.
- Applicants will be advised in writing by DESBT of the outcome of their application within twenty (20) working days from the date of application.
- Recognised programs will be entered onto the register of non-departmental employment skills development programs (ESDPs).

## Duration of recognition

A non-departmental ESDP may be placed on the register for the duration that the program is funded for, but not exceeding three (3) years. The department must be notified in writing about any changes to the organisation or program details during this period. If this does not occur, the department may withdraw recognition prior to the expiration date.

Where the program subsequently receives continued funding beyond the initial recognition period which is less than three (3) years and there is no substantial change to the program design, an organisation can apply in writing to the department to maintain their registration without having to resubmit an application.

## Why a program may not be recognised

The most likely reasons programs are not recognised are because the program does not need to be recognised or the program does not clearly meet the criteria for recognition as a non-departmental ESDP.

The *Principles for Employment Skills Development Programs* have been developed to help with interpreting the legislation relevant to ESDPs and to explain the main features of an ESDP. These principles will assist organisations applying for recognition of a non-departmental ESDP.

## Things to consider

### Who is in your program?

- Students enrolled in a school or other approved educational institution only.
- A mix of school students and other young people aged 15-17 years not enrolled with a school or other approved educational institution.
- All participants are young people aged 15-17 years not enrolled with a school or other approved educational institution.

### Who funds your program?

- The Queensland Department of Employment, Small Business and Training
- Other government agencies (Commonwealth Government, Department of Communities, local government).
- Other.

## Eligibility checklist – applying for recognition of a non-departmental ESDP

### You should apply if your program

- Includes a mix of school students and other young people aged 15–17 years not enrolled with a school or other approved educational institution\*
- Participants are all young people aged 15–17 years not enrolled with a school or other approved educational institution
- Is privately funded and/or delivered and includes any of the above participant groups
- Is run by registered training organisations or educational institutions and is not formally accredited through a recognised body and includes any of the above participant groups.

### You don't need to apply if your program

- Participants are all students enrolled in a school or other approved educational institution
- Is funded and/or delivered by the Queensland Department of Employment, Small Business and Training, in which case the program is regarded as a departmental employment skills development program
- Is funded and/or delivered by other government agencies (i.e. commonwealth, Department of Communities, local government council, etc.), in which case the government agency is required to seek umbrella coverage for its program. To check if your program has been placed on the register of non-departmental employment skills development programs, refer to the [register of employment skills development programs](#) or contact the government agency who funds your program
- Is run by registered training organisations or educational institutions and is formally accredited through a recognised body.

\*Educational institution defined under the *Education (General Provisions) Act 2006*.