

**Department of Employment, Small
Business and Training**

Instrument of Authorisation

Executive Director's Delegated Powers

under

***Further Education and
Training Act 2014***

(Version 7 – October 2020)

INSTRUMENT OF AUTHORISATION

Further Education and Training Act 2014

I, David Lucas, Executive Director, Service Delivery, Engagement Division, Department of Employment, Small Business and Training, as the Chief Executive's delegate for the purposes of ss. 16 and 21 of the *Further Education and Training Act 2014* HEREBY AUTHORISE the persons who are from time to time the holders of the position specified in Column 4 of Schedule 1, to exercise those powers, functions, authorities and duties, conferred or imposed on me under the provisions of the *Further Education and Training Act 2014*, which are specified in Column 1 of Schedule 1, subject to the limitations (if any) specified in Column 3 of Schedule 1.

This Instrument of Authorisation **does not permit** the persons who are from time to time the holders of the position specified in Column 4 of Schedule 1 to sub-delegate or authorise other persons to perform the powers, functions, authorities or duties specified in Column 1 of Schedule 1.

This Instrument of Authorisation is comprised of this page, and Schedule 1 comprising of six pages.

This Instrument of Authorisation revokes all Instruments of Authorisation previously issued with respect to the powers, functions, authorities and duties of the Director-General under the *Further Education and Training Act 2014*.



DAVID LUCAS
EXECUTIVE DIRECTOR,
SERVICE DELIVERY, ENGAGEMENT DIVISION,
DEPARTMENT OF EMPLOYMENT, SMALL BUSINESS AND TRAINING

DATED AT BRISBANE THIS 28th day of October, 2020.

**SCHEDULE 1 – Table of Persons Authorised to do actions and make decisions
under the *Further Education and Training Act 2014***

Column 1	Column 2	Column 3	Column 4
Reference	Description of Authority	Observations / Limitations	Authorised Persons
Chapter 2 – Apprentices and trainees			
Part 2 – Training Contracts			
Division 2 – Signing and registration of training contracts			
16(1)(b)	<p>Employer must ensure training contract is given to chief executive or person authorised</p> <p>(1) <u>An employer who is a party to a training contract must take all reasonable steps to ensure the contract is given to either of the following within 28 days after the day the apprenticeship or traineeship starts—</u></p> <p>(a) the chief executive;</p> <p>(b) a person authorised by the chief executive to accept training contracts.</p> <p>Maximum penalty—40 penalty units.</p> <p>(2) The chief executive must publish on the department’s website the names and addresses of persons authorised to accept training contracts.</p>	In Department of Employment, Small Business and Training	<p><u>Queensland Apprenticeship and Traineeship Office</u></p> <ul style="list-style-type: none"> • Director, (SO) • Manager, (AO8) • Principal Operational Policy Officer (AO7) • Senior Operational Policy Officer (AO6) • Senior Program Officer (AO6) <p><u>Data and Analytics Division, Strategy Group</u></p> <ul style="list-style-type: none"> • Senior Project Officer (AO6) • Program Officer (AO5) • Information Officer (AO4) • Client Service Officer (AO3) <p><u>Region – Service Delivery</u></p> <ul style="list-style-type: none"> • Regional Director (SO) • Manager –(AO8) • Program Manager (AO7) • District Manager (AO6) • Principal Program Officer (AO6) • Senior Field Officer (AO5) • Senior Program Officer (AO5) • Field Officer (AO4) • Program Officer (AO4) <p><u>DESBT Customer Centre</u></p> <ul style="list-style-type: none"> • Manager, (AO7) • Team Leader (AO6) • Team Leader (AO5) • Project Officer (AO5) • Program Officer (AO5)

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			<ul style="list-style-type: none"> • Business Operations Officer (AO5) • Senior Client Service Officer (AO4) • Senior Customer Service Officer (AO4) • Client Service Officer (AO3) • Customer Service Officer (AO3) • Administration Officer (AO2)
		<p>In Racing Queensland <i>Limitation—</i> The delegates only have the powers in relation to declared apprenticeships and traineeships for the following racing industry occupations:</p> <ul style="list-style-type: none"> • Jockey • Advanced Stablehand • Trackrider • Stablehand 	<p><u>Racing Queensland</u></p> <ul style="list-style-type: none"> • Chief Executive Officer • Executive General Manager Operations
		<p>In Australian Apprenticeship Support Network providers <i>Limitation—</i> The delegates only have the powers for training contracts his/her AASN is responsible for.</p>	<p><u>The Busy Group Ltd</u></p> <ul style="list-style-type: none"> • Service Delivery Centre Team Leader • Service Delivery Officer • Compliance and Training Officer • Compliance and Performance Manager <p><u>MEGT (Australia) Ltd</u></p> <ul style="list-style-type: none"> • Customer Service Officer • Administration Team Leader • Administration Manager <p><u>Sarina Russo Job Access (Australia) Pty Ltd</u></p> <ul style="list-style-type: none"> • National Operations Manager • National Customer Service Manager • Team Leader – Client Services • Customer Service Officer • Administration - Client Services

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Column 1 Reference	Column 2 Description of Authority	Column 3 Observations / Limitations	Column 4 Authorised Persons
			<p><u>MAS National Limited</u></p> <ul style="list-style-type: none"> • Customer Solutions Manager • Customer Solutions Team Leader • Customer Solutions Consultants • Senior Customer Solutions Consultant • AASN Project Officer • National Account Manager • Operations Manager • Administration Officer • Compliance Officer • Quality Manager • Senior Compliance Coordinator <p><u>Chambers</u></p> <p><u>Apprenticeship Support Australia Pty Ltd</u></p> <ul style="list-style-type: none"> • Manager, Operations • Team Leader - Training Contract, Client Support Unit • Team Leader - Claims Processing, Client Support Unit • Team Leader- Records & Mail Unit • Client Support Officer <p><u>Verto Ltd.</u></p> <ul style="list-style-type: none"> • Workforce Development Consultants
Division 3 – Amending registered training contract			
21(1)(b)(ii), (3), (4)	<p>Minor amendment of registered training contract</p> <p>(1) <u>A party to a registered training contract may give notice of a minor amendment of the contract to—</u></p> <p>(a) the other party to the contract; and</p> <p>(b) either—</p> <p>(i) the chief executive; or</p> <p>(ii) <u>a person authorised by the chief executive to accept the notice.</u></p>	In Department of Employment, Small Business and Training	<p><u>Queensland Apprenticeship and Traineeship Office</u></p> <ul style="list-style-type: none"> • Director (SO) • Manager (AO8) • Principal Operational Policy Officer (AO7) • Senior Operational Policy Officer (AO6) • Senior Program Officer (AO6) <p><u>Data and Analytics Division, Strategy Group</u></p>

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	<p>(2) The notice may be given orally or in writing.</p> <p>(3) <u>On receiving the notice, the chief executive or authorised person may approve the amendment and update the department’s records to include it if the chief executive or authorised person is satisfied the amendment is appropriate.</u></p> <p>(4) <u>The chief executive or authorised person may request further information before deciding whether to approve the amendment.</u></p> <p>(5) The amendment takes effect when the department’s records are updated.</p> <p>(6) The chief executive must publish on the department’s website the names and addresses of persons authorised to accept notices under this section.</p> <p>(7) In this section— <i>minor amendment</i>, of a registered training contract, means an amendment of the contract that does not alter its substance or effect. <i>Examples of a minor amendment—</i> <ul style="list-style-type: none"> • a party changes the party’s name or address • a correction of a typographical error in a party’s name or address </p>		<ul style="list-style-type: none"> • Senior Project Officer (AO6) • Program Officer (AO5) • Information officer (AO4) • Client Service Officer (A03) <p><u>Region – Service Delivery</u></p> <ul style="list-style-type: none"> • Regional Director (SO) • Manager (AO8) • Program Manager (AO7) • District Manager (AO6) • Principal Program Officer (AO6) • Senior Field Officer (AO5) • Senior Program Officer (AO5) • Field Officer (AO4) • Program Officer (AO4) • Client Service Officer (A03) <p><u>DESBT Customer Centre</u></p> <ul style="list-style-type: none"> • Manager (AO7) • Team Leader (AO6) • Team Leader (AO5) • Project Officer (AO5) • Program Officer (AO5) • Business Operations Officer (AO5) • Senior Client Service Officer (A04) • Senior Customer Service Officer (AO4) • Client Service Officer (AO3) • Customer Service Officer (AO3) • Administration Officer (AO2)
		<p><u>In Racing Queensland Limitation—</u> The delegates only have the powers in relation to declared apprenticeships and traineeships for the following</p>	<p><u>Racing Queensland</u></p> <ul style="list-style-type: none"> • Chief Executive Officer • Executive General Manager Operations

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		<p>In Australian Apprenticeship Support Network providers <i>Limitation—</i> The delegates only have the powers for training contracts his/her AASN is responsible for.</p>	<p><u>The Busy Group Ltd</u></p> <ul style="list-style-type: none"> • Service Delivery Centre Team Leader • Service Delivery Officer • Compliance and Training Officer • Compliance and Performance Manager <p><u>MEGT (Australia) Ltd</u></p> <ul style="list-style-type: none"> • Customer Service Officer • Administration Team Leader • Administration Manager <p><u>Sarina Russo Job Access (Australia) Pty Ltd</u></p> <ul style="list-style-type: none"> • National Operations Manager • National Customer Service Manager • Team Leader – Client Services • Customer Service Officer • Administration - Client Services <p><u>MAS National Limited</u></p> <ul style="list-style-type: none"> • Customer Solutions Manager • Customer Solutions Team Leader • Customer Solutions Consultants • Senior Customer Solutions Consultant • AASN Project Officer • National Account Manager • Operations Manager • Administration Officer • Compliance Officer • Quality Manager

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			<ul style="list-style-type: none"> • Senior Compliance Coordinator <p><u>Chambers</u></p> <p><u>Apprenticeship Support</u></p> <p><u>Australia Pty Ltd</u></p> <ul style="list-style-type: none"> • Manager, Operations • Team Leader – Training Contract, Client Support Unit • Team Leader - Claims Processing, Client Support Unit • Team Leader- Records & Mail Unit • Client Support Officer