**placed on the register of non-departmental employment skills development programs (non-government agencies)**

**ESDP01A – Application for a program to be**

Before completing the application form, please read the attached explanatory notes. If you have any questions regarding this form or the application process, please contact [sqwapps@desbt.qld.gov.au](mailto:sqwapps@desbt.qld.gov.au).

| **Section 1: Organisation profile** | | | | |
| --- | --- | --- | --- | --- |
| 1.1 | Legal name of organisation  *(Note: Recognition will be granted in the legal name – not trading name).* |  | | |
| 1.2 | Trading name/s  *(Trading names under which you wish to conduct the program – please indicate if these trading names are registered by providing the Australian Company Number or Australian Business Number).* |  | | |
| Australian Company Number |  | | |
| Australian Business Number |  | | |
| 1.3 | Location of offices  *(Include details of the principal office and primary location/s in Queensland.)* | | | |
| Principal office: Street address |  | | |
| Town/Suburb |  | | |
| Postcode |  | | |
| Postal address |  | | |
| Town/Suburb |  | | |
| Postcode |  | | |
| Phone |  | | |
| Email |  | | |
| Secondary office/s: Street address |  | | |
| Town/Suburb |  | | |
| Postcode |  | | |
| Postal address |  | | |
| Town/Suburb |  | | |
| Postcode |  | | |
| Phone |  | | |
| Email |  | | |
| 1.4 | Responsible person details:  *(Note: The responsible person/s is/are the person/s with legal responsibility for the conduct and management of the organisation within Queensland. This person/s should sign this application.)* | | | |
| Title | Mr  Mrs  Ms  Miss  Doctor  Other   (Please specify) | | |
| First name |  | | |
| Last name |  | | |
| Position |  | | |
| Phone |  | | |
| Email |  | | |
| 1.5 | Contact person for the program: Title | Mr  Mrs  Ms  Miss  Doctor  Other   (Please specify) | | |
| First name |  | | |
| Last name |  | | |
| Position |  | | |
| Phone |  | | |
| Email |  | | |
| **Section 2: Program Details**  *(Attach published guidelines where relevant and/or any website links that provide detailed information about the program).* | | | | |
| 2.1 | Program name/title |  | | |
| 2.2 | Duration for which the organisation intends to offer the program  *(Attach evidence of the period for which the organisation has identified funds for the program, the amount and source of approved funds e.g. annual report, annual strategic plan, board approval.)* |  | | |
| 2.3 | Targeted population |  | | |
| 2.4 | Program objectives and expected destinations after completion |  | | |
| 2.5 | Program outline  *(Include a description of possible activities and outline how the learning outcomes relate to expected destinations – maximum 500 words).* |  | | |
| 2.6 | Activities  *(Tick activities that apply and indicate proportion of time).* | **Activities are based on:** | **Applicable** | **Indicate % of time** |
| Group and or/individual activities |  | \_\_\_\_ % |
| Case management and brokerage |  | \_\_\_\_ % |
| **Activities include:** | | |
| A range of employability skills  (communication, team work,  problem-solving, initiative and enterprise, planning and organising, self-management, learning and technology). |  | \_\_\_\_ % |
| Career or vocational awareness and development |  | \_\_\_\_ % |
| Personal and life management skills |  | \_\_\_\_ % |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_ % |
| 2.7 | Minimum level of participation | | | |
| Please outline registration/enrolment processes and mechanism/s to monitor participation/ attendance exist. |  | | |
| Please outline program of activities and expectations regarding participants’ attendance or participation for an average minimum of 25 hours per week. |  | | |
| Please outline any expectation/s of regular participation for an extended period time to complete program/individual activities. |  | | |
| Please indicate how long participants are in the program before being ready to move on. *(i.e. weeks/months)* |  | | |
| 2.8 | Records management  *(Outline the organisational records management policy with respect to program documentation pertaining to personal client/participants information and achievements, recruitment and selection of staff and suitability checking, incident reports and liability coverage).* |  | | |
| 2.9 | Possible award outcomes  *(Outline if an internal organisational/ provider certificate or award or a VET statement of attainment will be issued or whether the organisation will assist young people to seek potential credit towards the Queensland Certificate of Education – see Explanatory notes).* |  | | |
| 2.10 | Available/proposed location/s |  | | |
| 2.11 | Referees  *(Please provide details of two current referees, who are prepared to supply evidence supporting your organisation’s application. Written references can be attached to their contact details listed overleaf).* | | | |
|  | **Referee 1** Name |  | | |
|  | Organisation |  | | |
|  | Telephone |  | | |
|  | Email |  | | |
|  | **Referee 2** Name |  | | |
|  | Organisation |  | | |
|  | Telephone |  | | |
|  | Email |  | | |
|  |  |  | | |

|  |  |
| --- | --- |
| **Section 3: Organisation declaration** | |
| This declaration forms part of an application by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Legal name of organisation)  to have the program nominated in Section 2 of this application recognised for the purpose of being placed on the register of non-departmental employment skills development programs.  I undertake to ensure that any partner involved in delivering the program will be made aware of the requirements of being recognised as a non-departmental employment skills development program and monitored regularly to ensure compliance.  I certify that all of the information provided in this application is true and correct.  *(To be completed by the person legally responsible for the organisation nominated in Question 1.4.)* | |
| Signature: | Date: |
| Name: | Position: |
| Witnessed by: | Date: |
| Print name: | Position: |
| ***HEAD OFFICE USE ONLY:*** | |
| **Section 4: Legislative and other requirements** | |
| **DESBT staff check (✓) the following in assessing an organisation’s application for a non-departmental employment skills development program is relevant to applicable legislative and operational requirements:** | |
| *Education (General Provisions) Act 2006*  *Education (Queensland Curriculum and Assessment Authority) Act 2014*  *Further Education and Training Act 2014*  *Child Employment Act 2006*  *Working with Children (Risk Management and Screening) Act 2000*  *National Principles for Child Safe Organisations 2019*  **and also including, but necessarily limited to, legislation covering:**  Occupational health and safety  Industrial relations  Equal opportunity and anti-discrimination  Privacy and records management  Workers’ compensation  **and:**  Relevant insurances are in place for conducting the program, including public liability insurance. | |

# Register of non-departmental employment skills development programs (non-government agencies)

## Purpose

Government or non-government agencies can apply to place programs providing job readiness and employment preparation to young people 15–17 years of age, who are primarily in their compulsory participation phase of education and training, on the register for non-departmental employment skills development programs. Once a program is on the register young people will be able to lawfully participate in such programs.

## Instructions for completion

1. This form is to be used for the recognition of a non-departmental employment skills development program only. The form comprises three sections:
2. organisational profile

* program details
* organisation declaration
* Legislative and other requirements.

1. A separate application is required to be submitted for each program.
2. If you receive funding for the program from an Australian or Queensland Government agency or local government authority, check with this agency prior to completing this application as they may have registered the program on behalf of all providers.
3. Read the attached *explanatory notes* prior to completing the application.
4. Check that your program aligns with the [*Principles for Employment Skills Development Programs*](https://desbt.qld.gov.au/training/community-orgs/esdp).
5. Ensure all relevant parts of the form are completed fully and accurately.
6. Retain a photocopy of the completed form and any attachments for your records.

## Notes

1. A person legally responsible in your organisation is required to sign this form in Section 3, Organisation declaration.
2. The placing of a tick in the relevant boxes beside statements in the form certifies that the organisation:

* acknowledges the requirements referred to in the adjacent criterion; and
* undertakes to ensure that the organisation, or any other provider undertaking the delivery of the program on its behalf, complies with that requirement over the period of recognition for the purpose of placement on the register.

1. Where limited documentation is available about the program, officers from the Department of Employment, Small Business and Training may want to view the program in operation.

## Complete and return to:

Director, Training and Skills Pathways

Investment Division

Department of Employment, Small Business and Training

PO Box 15483

CITY EAST QLD 400

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

## Explanatory notes

1. The *Education (General Provisions) Act 2006* requires that parents/guardians ensure that young people engage in further education and training after reaching compulsory school age until they either:

* gain a senior certificate, a certificate III or certificate IV
* have participated in an eligible option for 2 years after they cease being of compulsory school age
* are aged 17.

1. The obligations detailed above will only apply to young people born on or after 1 January 1991.
2. The *Education (General Provisions) Act 2006* acknowledges that a parent/guardian is meeting their obligations under the Act if the young person is enrolled in and attending a registered non-departmental employment skills development program.
3. The *Further Education and Training Act 2014* states that the Chief Executive may recognise a   
   non-departmental employment skills development program for the purposes of the *Education (General Provisions) Act 2006*, and maintain a register of recognised programs.
4. The Queensland Curriculum and Assessment Authority can provide advice on how employability and lifelong learning skills can contribute to the Queensland Certificate of Education.

## More detailed information can be found at:

*Education (General Provisions) Act 2006 -* <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039>

Further Education and Training Act 2014 - <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2014-025>

Queensland Curriculum and Assessment Authority - [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au)

Department of Employment, Small Business and Training – https://desbt.qld.gov.au/training/community-orgs/esdp

## Disclaimer

*The Department of Employment, Small Business and Training collects the information on this form to communicate with you regarding your non-departmental employment skills development program. The collection of information is authorised by the Further Education and Training Act 2014 and regulations. Only authorised departmental officers have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law, in accordance with the information privacy principles.*