# Queensland Government Building and Construction Training Policy

## Variation Request Form

By completing and signing this form you agree that:

1. You have read and understood the *Queensland Government Building and Construction Training Policy Variation Process*.
2. You have sighted the evidence to support the methodology used to calculate total hour targets for the employment of Queensland apprentices and trainees and other workforce training for this project (the core requirements).
3. You are authorised by your Agency or Organisation to complete and sign the form.
4. The TPAS project record will be updated to reflect the varied total hour targets.

## Project information

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name |  | Contract Reference: |  |
| TPAS ID: |  |
| Project Address |  | Estimated Contract Value including GST (if pre-tender) or Contract Sum including GST (after contract acceptance) |  |
| Estimated Commencement |  | Estimated Completion |  |
| Principal Procurement Agency |  | Principal Procurement Agency Contact Details | Name:  Phone:  Email: |
| Managing Procurement Agency  (if applicable) |  | Managing Procurement Agency Contact Details  (if applicable) | Name:  Phone:  Email: |
| Principal Contractor  (if applicable) |  | Principal Contractor Contact Details  (if applicable) | Name:  Phone:  Email: |

## Variation request summary

|  |  |  |
| --- | --- | --- |
| **Indicative Deemed Hours required under the Training Policy** | **New Entrant Hours**  **(Minimum 60%)** | **Other Workforce Training Hours** |
|  |  |  |
| **Varied Total Hours Target** | **Varied New Entrant Hours Target** | **Varied Other Workforce Training Hours Target** |
|  |  |  |

## Reasons for variation

|  |  |  |
| --- | --- | --- |
|  | **Reasons** | **Please provide additional information for every reason ticked** |
|  | Project Timeframe |  |
|  | Total labour hours forecast | Total labours hours forecast for project: |
|  | Scope of Works |  |
|  | Materials to Labour Ratio |  |
|  | Specialised or Highly Skilled Labour Only |  |
|  | Other (please specify) |  |

## Contractor’s commitment to meet the intent of the Training Policy

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| --- |
| Provide details of the contractor’s commitment to meet the intent of the Training Policy i.e. their commitment to improve the skills base of the building and construction industry and create additional employment and training opportunities for Queensland apprentices, trainees and Indigenous workers in the industry and how their company achieves this. |
|  |
| **Note:** Where the Government Agency or government owned corporation (GOC) has assessed pre-tender that the variation requires a full exemption, the Government Agency or GOC must ensure that the tender documents include a requirement that the contractor address a non-price criteria or provide a statement in the tender detailing their commitment to the intent of the Training Policy i.e. their commitment to improve that skills base or the building and construction industry and create additional employment and training opportunities for Queensland apprentices, trainees and Indigenous workers in the industry and how their company achieves this. |

### Principal Contractor

|  |
| --- |
| Organisation:  Name:  Position:  Signature  Date: |

### Queensland Government Agency or government owned corporation Agreement

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| --- |
| Agency/GOC:  Name:  Position:  Signature  Date: |

### Management Procurement Agency Agreement

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| --- |
| Agency/Organisation:  Name:  Position:  Signature  Date: |

This form is to be submitted by the responsible Queensland Government Agency or GOC, or the Management Procurement Agency (if applicable), to the Department of Trade, Employment and Training, Queensland Apprenticeship and Traineeship Office via email [TrainingPolicy@desbt.qld.gov.au](mailto:TrainingPolicy@desbt.qld.gov.au)

Variation requests will not be considered by Department of Trade, Employment and Training without the recommendation of the Queensland Government Agency or GOC and the Management Procurement Agency (if applicable).

For further information and advice contact the Department of Trade, Employment and Training via email at [TrainingPolicy@desbt.qld.gov.au](mailto:TrainingPolicy@desbt.qld.gov.au) or telephone 1300 369 935.

|  |  |
| --- | --- |
| **Process owner:** | Department of Trade, Employment and Training |
| **Approval date:** | 11 March 2025 |
| **Related documents:** | [*Queensland Government Building and Construction Training Policy – Policy Statement*](https://desbt.qld.gov.au/training/employers/trainingpolicy)  [*Guidelines for Queensland Government Agencies*](https://desbt.qld.gov.au/training/employers/trainingpolicy)  [*Guidelines for Contractors*](https://desbt.qld.gov.au/training/employers/trainingpolicy)  [*Guidelines for Indigenous projects*](https://desbt.qld.gov.au/training/employers/trainingpolicy) |
| **Version control:** | Version 7 effective from 11 March 2025 |