

Skilling Queenslanders for Work

# Work Start

Guidelines for funding 2017–18



## Introduction

*Skilling Queenslanders for Work* represents a significant investment of \$240 million over four years to support up to 32,000 Queenslanders into work through a suite of targeted skills and training programs.

The initiative has a new framework that will help ensure an integrated approach to employer engagement strategies, skills development and job creation opportunities.

*Skilling Queenslanders for Work* is focused on developing skills for individuals and providing direct assistance to those Queenslanders that need the most support to enter and stay in the workforce.

The initiative comprises the following suite of programs:

- Community Work Skills
- Work Skills Traineeships
- Get Set for Work
- Ready for Work
- Youth Skills
- First Start
- Work Start incentives.

## Overview and objectives

*Skilling Queenslanders for Work* plays a critical role in increasing workforce participation and the overall performance of the Queensland economy by improving work opportunities for disadvantaged Queenslanders.

Skilled workers support industry to increase productivity, drive innovation and improve workplace performance.

*Skilling Queenslanders for Work* represents the Queensland Government's commitment to support strategies that encourage equitable participation by a broad range of groups that generally face barriers or challenges to their participation in skills development and the labour market.

In 2017–18, disadvantaged Queenslanders will benefit from training initiatives that are more targeted, helping to ensure workers gain the skills they need to find new jobs.

The Queensland Government is working to identify current and future sustainable employment and skills needs, aligned to economic and social development and

creating relevant training opportunities to meet those needs.

Training that improves an individual's skill level, employment prospects and social inclusion is a priority for the Queensland Government.

## Work Start incentives

Work Start incentives is one of seven programs that make up the *Skilling Queenslanders for Work* initiative. The aim of the program is to encourage the engagement of additional trainees and apprentices and provide unemployed persons with the necessary skills and workplace opportunities to ensure sustainable employment and long-term career opportunities.

Work Start provides a one-off incentive payment to private sector employers who employ a participant from a *Skilling Queenslanders for Work* program in a traineeship or apprenticeship.

In 2017–18, up to \$3 million will be available for eligible private sector employers across Queensland to create 300 new traineeships or apprenticeships.

Work Start incentives is administered by the Department of Education and Training (DET).

## Where will the program be delivered?

Work Start incentives complements the Queensland Government's expanded *Back to Work* program.

From 1 July 2017, Work Start incentives will be available to private sector employers across Queensland who are ineligible for the employer support payments under *Back to Work*.

Work Start incentives will be available throughout Queensland, however it is a demand driven program and will be capped in 2017–18, to 300 incentive payments.

## Who can apply for an incentive?

Eligible private sector employers, including group training organisations and non-government organisations, who sign up an eligible person as a trainee or apprentice from 1 July 2017 will be able to apply for a one-off incentive payment of \$10,000.

GST does not apply to the Work Start incentive.

## When will the incentive be paid?

The Work Start incentive is paid once the eligible trainee or apprentice completes three months (defined as 91 days) of employment.

## Who will attract an incentive?

People who have undertaken a *Skilling Queenslanders for Work* program will attract a Work Start incentive for their private sector employer. An eligible person is someone who meets all of the following criteria:

- has participated on a project under the Community Work Skills, Work Skills Traineeships, Get Set for Work, Ready for Work or Youth Skills programs
- is registered in a Queensland declared traineeship or apprenticeship
- has commenced the traineeship or apprenticeship from 1 July 2017
- has commenced the traineeship or apprenticeship no more than six months after their exit date from a *Skilling Queenslanders for Work* program
- has not displaced an existing worker
- has completed three months (defined as 91 days) of employment in the traineeship or apprenticeship.

Former *Skilling Queenslanders for Work* participants are ineligible for a Work Start incentive if they:

- have completed a First Start Traineeship
- are undertaking a school-based traineeship or apprenticeship.

An eligible person can only attract one Work Start incentive. If the eligible person leaves or cancels their traineeship or apprenticeship after a Work Start incentive has been paid, and then re-commences another traineeship or apprenticeship with a second employer, the second employer is not eligible for a Work Start incentive.

## Benefits of Work Start

*Skilling Queenslanders for Work* participants will be attractive to employers, having already undertaken a skills and training program that provides transferable vocational and employability skills, work experience and self-confidence.

Many young people will be ready for open employment at the end of their time on a *Skilling Queenslanders for Work* program, while others will benefit from the

mixture of paid work and structured training that a traineeship or apprenticeship offers. *Skilling Queenslanders for Work* participants have already demonstrated their commitment to improving their skills and motivation to work.

## What about other government funding?

Private sector employers are eligible to also apply for other incentives offered by the Queensland and Australian Governments.

Private sector employers are not able to receive both the Work Start incentive and the *Back to Work* employer support payment.

## What outcomes are expected?

DET expects private sector employers to use their best endeavours to retain the Work Start trainee or apprentice in open employment on completion of the training contract.

## What is the application process?

Private sector employers must complete a Work Start incentive registration form within one month of the trainee or apprentice commencing employment. The registration form needs to be signed by the employer and the trainee or apprentice.

Completed registration forms are to be emailed to [sqwapps@det.qld.gov.au](mailto:sqwapps@det.qld.gov.au).

## What happens next?

Once an application is lodged, the private sector employer will receive an email from DET with the following information:

- acknowledging receipt of the application
- advising if the application has been accepted and the trainee or apprentice is eligible
- advising that the Work Start incentive will be paid to their nominated bank account once the qualifying period has been met.

## Appeals process

Private sector employers may request a review of a decision made by DET in relation to the provision of funding under Work Start. The appeals process has

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been established to help identify any problems in the application process, ensuring these processes continue to improve, and to assist with future applications.

Appeals must be lodged in writing to:

Appeals Officer  
 Training and Skills  
 Department of Education and Training  
 PO Box 15033  
 CITY EAST QLD 4002

Private sector employers will be notified in writing of the outcome of the appeal within 21 business days from receipt of the appeal.

### More information

For more information about Work Start incentives contact DET on 1300 369 935, email [training@det.qld.gov.au](mailto:training@det.qld.gov.au) or visit the DET website at [www.training.qld.gov.au/workstart](http://www.training.qld.gov.au/workstart).

Policy owner:	Deputy Director-General Training and Skills Investment
Approval date:	19 June 2017
Effective date:	1 July 2017
Related documents:	<ol style="list-style-type: none"> <li>1. Community Work Skills Guidelines for funding 2017-18</li> <li>2. Work Skills Traineeships Guidelines for funding 2017-18</li> <li>3. Get Set for Work Guidelines for funding 2017-18</li> <li>4. Ready for Work Guidelines for funding 2017-18</li> <li>5. Youth Skills Guidelines for funding 2017-18</li> </ol>
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All documents are available online at:  
[www.training.qld.gov.au](http://www.training.qld.gov.au)