



Trade Skills Assessment and Gap Training Program

Policy 2017–18



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Policy owner:	Deputy Director-General Training and Skills Division
Effective date:	6/10/2017
Related documents:	<ol style="list-style-type: none"> 1. Trade Skills Assessment and Gap Training Program VET Services Agreement (TSAGT Agreement) 2. Trade Skills Assessment and Gap Training Program Application 2016–17 3. User Choice Policy 2016-17
Version control:	Version 1

All documents are available online at:
www.training.qld.gov.au.

Overview and objectives

The Trade Skills Assessment and Gap Training (TSAGT) Program provides eligible Queenslanders with industry experience with the opportunity to complete a priority trade qualification.

The program's principal aims are to:

- minimise current and potential trade skills shortages
- address emerging trade skills needs in the economy or in communities
- support individual career advancement within industries
- enable individuals to attain a qualification in a priority trade area.

The TSAGT Program complements apprenticeship pathways, and is distinct from the User Choice 2017–20 Program and its associated policies, guidelines and procedures.

Who is eligible to receive training?

The TSAGT Program will target individuals assessed as demonstrating substantial competency in a priority trade qualification.

Eligible participants will be skilled individuals who:

1. Can successfully complete a minimum of 60 per cent of the funded competencies in a priority trade qualification through recognition of prior learning (RPL)
2. Require gap training in no more than 40 per cent of the funded competencies of a priority trade qualification to enable completion of the qualification.

To be eligible, participants must also:

- be aged 21 years of age or over
- permanently reside in Queensland
- be an Australian citizen, or Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- not have previously completed a trade qualification in the same industry area
- not currently be an apprentice or trainee as defined in the *Further Education and Training Act 2014*.

Selection of participants is at the discretion of funded organisations in close collaboration with industry and is subject to the above eligibility criteria.

Permission to recruit participants outside of these criteria needs to be sought from the Department of Education and Training (DET) in writing.

What training is available?

Every participant must be enrolled in a priority trade qualification, or in other training approved by DET as a priority through the program assessment process.

For this program, the definition of a priority trade qualification is reserved for an apprenticeship qualification, listed within the [User Choice Price List](#) that has been declared as a [restricted calling](#) in Queensland.

Trade qualifications in construction and those aligned to licensed outcomes, such as electrical or plumbing trades, are not eligible for funding under the program.

Details about funding available for construction trade qualifications can be obtained from Construction Skills Queensland (CSQ).

Enrolment in lower-level qualifications is not permissible under the TSAGT Program.

Who is eligible to apply for funding?

Registered training organisations seeking to provide TSAGT Program training and assessment services in Queensland must:

- be approved as a User Choice Pre-qualified Supplier (PQS) in Queensland
- have the proposed qualifications approved under their User Choice PQS Agreement at the time of submitting the application
- have verifiable support from employers willing to upskill employees or employ graduates upon program completion

What outcomes are expected?

The program aims to increase the achievement of trade qualifications and increase the skills profiles of participating Queensland individuals and enterprises.

The following key performance indicators (KPIs) are expected from training and assessment services through the program:

- 70 per cent of participants complete minimum RPL requirements and transition to gap training
- 70 per cent of participants that commence gap training achieve the qualification
- 70 per cent of graduates gain an employment benefit from the training.

How do eligible organisations apply for funding?

[Applications](#) may be submitted at any time from 6 October 2017 until 31 March 2018.

DET is not bound to accept any application and reserves the right to discontinue or change the application and selection process and vary the selection criteria as appropriate.

Eligible applicants can email the completed application forms to VetInvestment@det.qld.gov.au with the subject line '2017–18 TSAGT application' and the name of their organisation.

Only complete applications will be considered. The application assessment criteria are at Attachment A. The application form is available to download at www.training.qld.gov.au/tradegaptraining.

What are the funding conditions of the program?

Funding is available for the costs associated with RPL and the provision of gap training for a priority trade qualification.

Program funding is available on the basis of:

- a payment of \$2,000 per participant to undertake the RPL process, which will include assessment of credit transfer evidence, plus
- gap training delivery costs at a rate of \$2,700 per participant to complete the qualification.

PQS providing training and assessment services will be offered funding of up to 12 months duration. A copy of the *TSAGT Agreement* is available at www.training.qld.gov.au/tradegaptraining.

Requests for variations to the delivery period must be accompanied by information outlining why each individual student was unable to complete in the required time and what steps the PQS and their employer (where applicable) is taking to ensure participant completion within the proposed variation period.

Other information

Under the program, funding will not be provided where existing Australian or Queensland Government funding is readily accessible.

Participants will be required to contribute to the cost of their gap training at the rate of \$1.60 per nominal hour or, where eligible, at the User Choice concessional rate.

PQS must not require participants to contribute to the cost of their RPL. No participant cohorts are exempt from paying fees for this program.

The program is available throughout Queensland.

Organisations that have submitted an application may request a review of a decision made by DET in relation to the provision of funding under the program. Appeals must be lodged in writing to:

VET Investment
Department of Education and Training
LMB 527
GPO BRISBANE QLD 4000

Organisations 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 the TSAGT Program, phone DET on 1300 369 935 or visit the program webpage at www.training.qld.gov.au/tradegaptraining

Application assessment

Applications will be considered based on the below criteria, as well as an assessment of the compliance history with DET as well as any other information held by the department.

Assessment Criteria	How this will be assessed – including but not limited to:
Servicing employer and industry needs	<ul style="list-style-type: none"> • how the program will address the skills needs in the industry sector, regional economy and local enterprises • provide evidence of local skills shortages and future employment opportunities • demonstrate industry or enterprise demand and benefit • evidence of employer commitment to participants
Strategies to assist participants	<ul style="list-style-type: none"> • participant support mechanisms to encourage completion of recognition of prior learning and qualifications • evidence of specialist assistance or links with other agencies to help participants overcome barriers to learning and achieve an employment benefit • ability to provide effective training and realistic learning pathways and terms of method, location and timing of delivery
Outcomes	<ul style="list-style-type: none"> • explain how participant numbers were derived in terms of qualification completions and employment benefit outcomes • capacity to achieve learning and employment benefit outcomes • capacity to meet skills shortages and local labour market needs – evidence of support and links with local employers and industry