

# Existing Workers in Apprenticeships and Traineeships Policy

Policy owner:	Deputy Director-General Training and Skills
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Related documents:	User Choice 2017–20 Policy <a href="#">See User Choice documents</a>
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All documents are available online at:  
[www.training.qld.gov.au](http://www.training.qld.gov.au).

## Purpose

To clearly articulate the definition of the classification of existing worker in the apprenticeship and traineeship sector.

## Definition

An existing worker is a person who:

1. Has worked in a full-time capacity with the same employer or group training organisation for a period of more than three (3) months continuous service immediately prior to the date of commencement of the apprenticeship/traineeship or amendment to the training contract.
2. Has worked in a part-time capacity with the same employer or group training organisation for a period of more than 12 months continuous service immediately prior to the date of commencement of the apprenticeship/traineeship or amendment to the training contract. Four (4) months part-time employment equates to one (1) month full-time employment.
3. Has worked in a casual capacity with the same employer or group training organisation

for a period of more than 12 months continuous service immediately prior to the date of commencement of the apprenticeship/traineeship.

## Exemptions

The following scenarios are exemptions from the existing worker definition:

1. A person who was employed full-time, part-time or casually while attending school full-time, and wants to enter an apprenticeship/traineeship with the same employer, **will not** be classified as an existing worker.
2. An apprentice/trainee currently in a training contract in which the qualification is a pre-requisite to a higher level qualification in another apprenticeship/traineeship **will not** be classified as an existing worker when registering into the higher level apprenticeship/traineeship.
3. An apprentice/trainee whose previous training contract was cancelled due to a change of ownership of the employing organisation **will not** be classified as an existing worker.

## User Choice funding of existing workers

User Choice funding of existing workers is encapsulated in Section 2.1.1 of the User Choice 2017–20 Policy, located in the [User Choice documents](#) section of the Training website.

## Authorisation

The policy outlined in this document accurately reflects the activities to be undertaken when a training contract is received.