



Creating Queensland jobs and enhancing our environment

Queensland's  **greenARMY**

Traineeships

Guidelines for funding
June 2009

www.greenarmy.qld.gov.au



Queensland
Government

What is Queensland's Green Army?

Queensland's Green Army is a new program that aims to create new jobs that will enhance our natural assets, strengthen our tourism industry and promote increased environmental awareness.

Queensland's Green Army is all about local people improving their local communities. Green Traineeships offered by state and local government and community organisations will focus on areas such as conservation, land management, horticulture and waste and water treatment.

Private sector employers may also be awarded subsidies for Green Trainees who will help industry to deliver renewable energy specialities.

The Queensland Government is investing \$57 million over three years from July 2009 to create 3,000 jobs in the Green Army. There will be 700 Green Traineeships and 2,300 Green Work Placements available throughout the state. The program is managed by the Department of Employment, Economic Development and Innovation (DEEDI) and being delivered under the department's *Skilling Queenslanders for Work* initiative.

Why is it needed?

As the global financial crisis continues, the outlook for the domestic economy is one of slowing economic growth and rising unemployment. The Queensland Government is committed to keeping people in jobs, creating new jobs and assisting those displaced through no fault of their own.

By assisting more people into work, Queensland's Green Army will play a critical role in maintaining skills development, increasing the labour force participation of marginalised members of the community and creating jobs designed around the needs of jobseekers and local labour markets.

By investing in our human and natural resources now Queensland will be ready to move forward with strength when the international economy stabilises.



Who can apply for funding?

Organisations eligible for funding to subsidise the wages and training of Green Trainees include:

- community-based not-for-profit organisations
- Local Government Authorities
- state government departments
- private sector employers – must be able to demonstrate a commitment to the strategic environmental priorities of the Government.

Who is eligible?

Queensland's Green Army will primarily target Queensland residents from the following priority assistance groups:

- long-term unemployed people or those at risk of experiencing long-term unemployment
- young people aged 15 to 24 years
- recently retrenched workers who have been out of work for three months or more
- out-of-trade apprentices

There is an overall objective that 50% of Green Trainees across the priority assistance groups will be women and 80% will be young people, who need a nationally accredited qualification to get their first start in the workforce.

A database has been established for people to register their interest in joining the Green Army. Organisations will use the register as their primary source to recruit in their local area. Selection of participants is at the discretion of the organisation, subject to the above criteria and in consultation with DEEDI.



Specific equity group allocations

Green Traineeships will provide regional coverage and target locations of high unemployment – including urban fringe communities – and ensure all equity groups have the opportunity to participate.

From 2009-10, the following equity groups have an annual participation target:

Table 1: Equity Group Participation Targets

Equity Group	Participation Target
Aboriginal and Torres Strait Islander peoples	10%
People from a non-English speaking background	5%
People with a disability	5%

What type of assistance is available?

Organisations can receive funding to employ people in Green Traineeships generally targeted at the Certificate II and Certificate III levels in a range of occupations including but not limited to:

- Conservation and Land Management
- Horticulture
- Waste and Water Management

Green Army Traineeships are a valuable employment assistance measure providing 12 months of paid employment and the opportunity to gain a nationally

accredited qualification. Upon completion of the Green Traineeship, participants will have learnt new skills and gained experience and confidence in working in a real job.

What are the Green Army work conditions?

Organisations offering Green Traineeships are the employer. Green Traineeships combine paid work with supervised structured training. Green Trainees will be engaged in a registered training program, according to the terms and conditions of their training contract.

Wages and conditions for trainees vary however, as a minimum, Green Trainees must be paid a training wage as outlined in the award or agreement for their occupation or industry. The wage paid will depend on their selected traineeship and the progress they make. For most traineeships, the wage is calculated as a percentage of the wage paid to qualified workers, and depends on the year or level reached in the traineeship.

As well as being employed, Green Trainees will undertake a theoretical (“off-the-job”) component of their traineeship called “supervised training” which will require the employer to engage a Registered Training Organisation. The Registered Training Organisation will work with the employer and the Green Trainee to develop a training plan, deliver training, assess the achievement of skills, and issue the qualification upon successful completion of the traineeship.

Generally, the supervised training should be delivered in an educational institution or an equally acceptable training venue by qualified workplace trainers or their equivalent. However, it is recognised that there are flexible learning arrangements available for some qualifications. Training options must be negotiated and delivered in accordance with the training plan.

Are there any specific project requirements?

Queensland's Green Army Traineeships are specifically targeted at new employees to an organisation, not existing workers. Any Green Traineeships must be additional to the organisation's existing workforce and cannot displace existing employees, including volunteers.

Green Trainees should be employed on a full-time basis however a more flexible work pattern may be available to:

- people with a disability that precludes them from working full-time
- women re-entering the workforce
- people whose personal circumstances impact on their employment arrangements.

Approval for part-time work arrangements must be sought from DEEDI prior to any amendments to the training contract.

Funding will only be provided once for each individual undertaking a Green Traineeship. However, exceptions to this are:

- where a trainee has completed a lower level traineeship and articulates into a higher level traineeship with the same organisation within 12 months
- school-based trainees employed under the Youth Training Incentives Program (also delivered under *Skilling Queenslanders for Work*) articulating into a full-time traineeship

Funding only applies to Certificate levels II, III and IV of the Australian Qualification Training Framework for traineeship programs.

In assessing requirements for traineeship models, organisations should consider their capacity to provide training opportunities that are generic in nature and will lead to ongoing employment in either the public or private sectors.



What is post-participation support?

Post-participation support refers to assistance or support that participants may require either nearing or following the completion (or exiting) of the traineeship to obtain further employment, retain employment or undertake further education and/or training.

The level of support will vary for each individual participant and may include:

- assistance with resume and job application writing
- interview techniques
- allowing time for job search activities.

Support should include maintaining regular contact with participants to monitor progress in achieving desired outcomes and assistance with employer referrals and networking. It is expected that all organisations funded under Queensland's Green Army Traineeships program will provide post participation support.

What are the expected outcomes?

Organisations will be required to specify employment and further education or training targets to be achieved through Queensland's Green Army.

Outcome targets will be negotiated as a condition of the grant and include:

- full-time employment—more than 25 hours per week in a permanent, temporary, casual or self-employed capacity
- part-time employment—less than 25 hours per week in a permanent, temporary, casual or self-employed capacity
- enrolment in an accredited vocational education and training course to gain a qualification
- retained in employment with the organisation.

What is the application process?

Local Government Authorities

Local Government Authorities, or Councils, are requested to submit an annual bid for Green Trainee positions as part of their bid for traineeship and apprenticeship positions under the First Start Program (also delivered under the *Skilling Queenslanders for Work* initiative). This process involves the council requesting the number of positions required for the following financial year. Councils will usually be required to provide information on proposed equity participation and proposed locality for positions.

These bids are assessed by DEEDI based on the individual council's previous performance under Queensland's Green Army and the First Start Program. Performance indicators include, but are not limited to, the council's:

- ability to fulfil their allocations
- ability to meet their equity group targets
- commitment to securing ongoing employment and/or training/further education opportunities
- meeting all contractual and reporting obligations of the funding agreement
- commitment to the provision of post-participation support.

Community organisations and private sector employers

Not-for-profit community organisations and private sector employers are required to submit a completed Queensland's Green Army Application Form to their local DEEDI regional office. Only information contained in the application will be considered when making a final determination. DEEDI will not infer missing or incomplete information into an application.

Organisations must develop their draft proposal in consultation with their local DEEDI regional office.

In assessing eligibility for funding, not-for-profit community organisations and private sector employers will be evaluated on a number of criteria including:

- the organisation's ability to employ, train and supervise trainees
- the organisation's ability to either retain the individual on completion of the traineeship, or provide assistance into further employment
- whether the position is in a locality or is for an activity where the capacity of the public sector is limited
- whether the employment of the trainee is for an activity that is community-based and will result in public benefit
- the organisation's expertise in working with and training disadvantaged jobseekers
- whether project activities contribute to a Government priority or result in a significant environmental, community or social benefit
- where the organisation has received funding under Queensland's Green Army and the First Start Program previously, prior performance.

Appeals

Organisations may request a review of a decision made by DEEDI in relation to the provision of grant funding.

Appeals must be lodged in writing to:

Director
Policy, Coordination and Support
Employment and Indigenous Initiatives Division
Department of Employment, Economic Development and Innovation
GPO Box 69
BRISBANE QLD 4001

Organisations will be notified in writing of the outcome of the appeal within 15 working days from receipt of the appeal.

What funding is available?

The funding available for Green Trainees depends on the organisation type as follows:

Table 2: Funding Levels by Organisation Type

Organisation Type	Funding Level (excl. GST)
Aboriginal and Island Councils	\$10,000
Local Government Authorities and state government agencies	\$10,000
Community organisations and private sector employers	\$19,000

- Funding for all positions is for 12 months only and capped at the above specified levels for each individual Green Trainee.
- Funding received from other sources must also be disclosed.

What are the funding conditions?

If the grant application is successful, the following funding conditions will apply:

- organisations must enter into a Memorandum of Agreement with the Queensland Government (represented by DEEDI) and adhere to the terms and conditions of the agreement

- funds for community organisations and private sector employers must be spent as described in the application
- payments are made to the funded organisation only.

Funding for the program is provided on the basis that the training contract for each Green Trainee is registered successfully with the Department of Education and Training (DET). The training contract must be forwarded to DET via an Australian Apprenticeship Centre.

Organisations are also required to take out and maintain appropriate insurance prior to the commencement of the Green Trainee and during their period of employment, including:

- Public liability insurance for a sum of not less than \$10,000,000 arising from any one event in respect of death, injury, loss or damage howsoever sustained to any person or property
- Accident insurance in accordance with the *Workers' Compensation and Rehabilitation Act 2003*.

Community organisations and private sector employers are required to supply certification from the insurers confirming coverage.

How are grant funds paid?

Generally, grant funds are made in either one or two instalments. A first payment is made once the contract is executed. Second payments for councils and state government departments (if required) will be made either in the current or next financial year following a reconciliation process to confirm all trainee commencements, completions and cancellations for previous contracts.

Second payments for not-for-profit community organisations and private sector employers will generally occur after the Green Trainee has been employed for six months; however these may be paid earlier at the discretion of DEEDI.

Additional information

Apprenticeship and traineeship information

General information regarding apprenticeships and traineeships can be found at:
www.trainandemploy.qld.gov.au

Funding for training

Training delivered by a supervising registered training organisation (SRTO) may be funded under the Queensland User Choice program. As User Choice funding is subject to eligibility conditions, organisations should check a trainee's eligibility for funding under User Choice by visiting the DET website at:

www.training.qld.gov.au/partners/funding_and_tenders/user_choice/o6_10/index.html

If an organisation employs a Green Trainee who is not eligible for funding under User Choice then the organisation will be required to pay the SRTO for the supervised training under a "fee-for-service" arrangement.

Other incentives available

Organisations are eligible to also apply for incentives offered under the Australian Government's Australian Apprenticeships Incentives Program. For more information contact the Australian Apprenticeships Centre referral line on 13 38 73 or visit:
www.australianapprenticeships.gov.au/employer/incentives.asp

Suitability Notice (Blue Card)

Organisations are required to ensure that any Green Trainees delivering services to young people aged under 18 years hold a positive suitability notice (Blue Card) as required by the *Commission for Children and Young People and Child Guardian Act 2000*. Similarly, other organisational staff delivering services to young people under 18 years of age must hold a positive suitability notice (Blue Card). For more information on Blue Card requirements visit:
www.ccyipc.qld.gov.au/index.html

Further information

If you require further information, please contact your local Department of Employment, Economic Development and Innovation regional office on **1800 249 215**.