

# Queensland Government Building and Construction Training Policy

## Guidelines for contractors - Skills Development Plan for major projects

### Background

The [Queensland Government Building and Construction Training Policy](#) (Training Policy) applies from 1 July 2014. The Training Policy replaces the Queensland Government Building and Construction Contracts Structured Training Policy (10 per cent Training Policy) and the Indigenous Employment Policy for Queensland Government Building and Civil Construction Projects (IEP 20 per cent Policy).

The Training Policy supports employment opportunities and skills development in Queensland's building and construction industry. It also focuses on increasing the economic independence of Aboriginal and Torres Strait Islander Queenslanders in the industry.

The Training Policy is one element in a longstanding partnership between the building and construction industry and the Queensland Government to develop the industry's skills base and future workforce capability. It requires contractors to employ apprentices and trainees and undertake other workforce training as a mandated component of being awarded work on eligible Queensland Government projects.

The Training Policy has a core requirement that a minimum of 10 per cent of the total labour hours on eligible projects be undertaken by apprentices and/or trainees and through other workforce training.

From 1 September 2017, this core requirement increases to 15 per cent for eligible major building and/or civil construction projects with a contract sum of \$100 million or greater (including GST).

All Queensland Government departments and statutory bodies, as defined in the *Financial Accountability Act 2009* and government owned corporations are required to comply with the Training Policy.

### Requirements for major building and civil construction projects

On major Queensland Government and government owned corporation building and/or civil construction projects with a contract sum of \$100 million or greater (including GST), the following requirements are to be met by the Principal Contractor:

- A core requirement that a minimum of 15 per cent of the total labour hours on eligible projects is to be undertaken by apprentices and/or trainees and through other workforce training. The deemed hours will be determined by the contract sum (GST inclusive) multiplied by 0.09 per cent for building projects and 0.045 per cent for civil construction projects. The Training Policy requires that a minimum of 60 per cent of the deemed hours be allocated toward the employment of apprentices and trainees (new entrants only) with the remaining deemed hours allocated to other workforce training



- The contractor is required to develop and implement a Skills Development Plan, with the intent of developing the skills of existing workers and new entrants
- Training delivery is to be linked to occupational outcomes in applicable nationally accredited training packages that are identified in the Skills Development Plan for the particular project
- A training coordinator is to be employed by the Principal Contractor to ensure the implementation of the Skills Development Plan.

Additional requirements are to be met if a project is an Indigenous project (Please refer to the Training Policy for these requirements).

## The Skills Development Plan

The purpose of a Skills Development Plan (the Plan) is to provide training and development that meets the objectives and requirements of the Training Policy and supports the skills development needs of the project workforce, including direct employees, labour hire, group training companies and subcontractors. The Plan should also develop the skills base and future workforce capability of the building and construction industry more broadly.

The Plan requires contractors on major projects to analyse the skills development needs of the project workforce, identify any skills gaps that exist between the project requirements and project workforce skills, and prioritise and provide the training and development required to address the skills shortage.

The Plan should commence with a skills needs analysis, which could include the following elements:

- Workforce occupations and job roles within the project
- Determination of career paths within the industry
- Gap analysis - an assessment of current competence against the desired competence to determine skilling gaps
- Mapping of the skilling requirements against nationally accredited training packages
- Mapping of the skilling requirements against other workforce training.

The following provides some key elements that will assist in the development of a plan that will provide the basis for effective skills development during the life of the project:

- A brief overview of the project, including project description, project scope and project workforce.
- Identification of the Training Policy requirements for the project and how this will be implemented and achieved, including the Indigenous economic opportunities plan if applicable.
- Identification of a dedicated training coordinator employed by the Principal Contractor to ensure the implementation of the Skills Development Plan.
- Identification of suitable participants, including existing workers and the effective use of apprenticeships and traineeships.
- Identification of training needs and skills assessment for existing workers and new entrants on the project and project skills shortages, including direct employees and subcontractors.

- Identification of training to be delivered that is appropriate and is linked to occupational outcomes in applicable nationally accredited training packages.
- Identification of other workforce training applicable to the project; for more information, refer to the frequently asked questions document regarding other workforce training here: [www.desbt.qld.gov.au/training/employers/trainingpolicy](http://www.desbt.qld.gov.au/training/employers/trainingpolicy)
- Identification of records management processes for the employment and training undertaken, including the collection and recording of this information from sub-contractors.
- Identification of how achievement against the plan will be monitored and reported.
- Document approval and signatures.

Contractors will be required to demonstrate compliance by submitting a copy of the Skills Development Plan with the usual Compliance Plan using the Training Policy Administration System (TPAS).

## Further Information

For detailed information or advice, please contact the Department of Employment, Small Business and Training.

### Department of Employment, Small Business and Training

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Email: [TrainingPolicy@desbt.qld.gov.au](mailto:TrainingPolicy@desbt.qld.gov.au)

Website: [www.desbt.qld.gov.au/training/employers/trainingpolicy](http://www.desbt.qld.gov.au/training/employers/trainingpolicy)

Guideline owner:	Director Queensland Apprenticeship and Traineeship Office
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Related documents:	<ol style="list-style-type: none"> <li>1. <i>Queensland Government Building and Construction Training Policy</i></li> <li>2. <i>Guidelines for Contractors</i></li> <li>3. <i>Guidelines for Indigenous projects</i></li> <li>4. <i>Guidelines for Queensland Government Agencies</i></li> <li>5. <i>Indigenous Economic Opportunities Plan</i></li> </ol>
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All documents are available online at: [www.desbt.qld.gov.au/training/employers/trainingpolicy](http://www.desbt.qld.gov.au/training/employers/trainingpolicy)