

Micro-credentialing Program (MCP)

Guidelines for funding 2025-26 (Round 4)

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Introduction

The Micro-credentialing Program (MCP) has been expanded through the *Right Skills Strategy 2025-28* and provides an opportunity to support changing workplaces by enabling the provision of training for new or transitioning employees in specific skills. Micro-credentialing courses developed through the MCP aim to improve employability of participants by providing skills in demand from industry and increasing the labour productivity of enterprises through investment in priority skills.

Since 2024, a total of \$9.51M has been invested through three funding rounds of MCP, empowering industry and employers across Queensland.

The MCP is administered by the Department of Trade, Employment and Training (DTET) and is a mechanism to identify and support life-long learning and just-in-time training responses. The Program aims to:

- support a range of approaches to micro-credentials targeting priority industry skills by industry and through regional partnerships;
- improve employability of participants by providing skills in demand from industry; and
- increase labour productivity of enterprises through investment in technical, digital or other skills needs not addressed through existing Vocational Education and Training (VET) products.

Overview and objectives

Applications can be submitted for new MCP projects that have not yet commenced, and will address the following mandatory project stages:

1. **Design stage:** design a micro-credential project in consultation with industry;
2. **Development stage:** develop micro-credential/s to meet industry and participant needs; and
3. **Delivery stage:** deliver the micro-credential project using the most efficient delivery model suited to the target groups, ensuring it aligns with the content and promotes strong participant engagement, uptake and completion.

Project principles

Applications for MCP should address each of the following principles and provide sufficient supporting information and evidence to substantiate claims and capacity to achieve project objectives:

Principle 1: Complementary to the VET system

Micro-credentials developed for this program should seek to address skills requirements for industry or employers that are not covered in national Training Packages, accredited courses or existing VET products.

MCP projects should be non-accredited training and should not duplicate what exists in current accredited training products. Micro-credentials should complement in-depth knowledge and skills available or obtained through VET qualifications to support individuals with lifelong skills and employment opportunities to address skills gaps.

Principle 2: Aligned to workforce skills need

Micro-credentials must be a clearly defined and timely training solution developed in response to:

- digital or technical* disruption that require skills bridging or updating;
- regulatory, licensing or other compulsory requirement that imposes new requirements on industry and workers;
- emerging health and safety issues and/or protecting vulnerable workers; and/or

- other emerging issue/s that are not addressed through existing VET products.

** Means a change that occurs when new/emerging digital or other technology is introduced to a sector, requiring workforce upskilling. For example, paper-based processes moving to digital technology.*

Principle 3: Industry driven

Micro-credentials should be industry-driven and supported by employers within the applicable sector. They need to demonstrate:

- clear learning outcomes for the relevant project of study, including knowledge, skills and context;
- appropriate learning and assessment approaches that suitably verify the achievement of learning outcomes;
- how the credential will be widely recognised and accepted by employers; and
- inclusion of strategies to address identified industry challenges.

Successful applications will demonstrate how the project connects to and benefits a range of employers in the relevant sector/s. Letters of support from employers indicating support for the micro-credentials are essential in demonstrating recent consultation, validation of project proposal and recognition of micro-credentials within the target industry.

Principle 4: Accessible to participants

The micro-credential design should consider the learning needs of participants. Successful projects will tailor training to accommodate the diverse needs of participants and provide additional support where required.

There should also be evidence of employer commitment to worker participation, including consideration of how workers can undertake training within the specific industry/workplace, accessibility of required learning and support (including but may not be limited to delivery method, location, timing and mode), and motivational factors such as career benefit.

Principle 5: Portable

While not nationally recognised, micro-credentials should be recognised by the industry, accepted by employers and accessible to participants in the future. Successful applicants will need to develop or utilise a learning platform or management system that will support the delivery and retention of the micro-credentials, including:

- verification of the learner's identity, participation in learning activities and contribution to assessment;
- tracking of outcomes such as participation, completions, skills needs being met, employment outcomes and/or further training benefits to individuals; and
- ongoing access to an electronic credential or badge.

Principle 6: Sustainable

The primary focus of the investment in MCP is to provide seed or gap funding to enable demand for an industry-based credential to be tested and self-funded if viable, or to address emerging skills issues that will either be addressed through the delivery of the micro-credential or be incorporated into future VET products. Funding applications must demonstrate how the micro-credential or the skills it addresses will remain relevant and sustainable after the funding period ends.

Applications that clearly demonstrate a plan to continue delivering the micro-credentials after the funding period, with sufficient justification, will have this considered during the assessment stage. A decision will then be made on whether the Intellectual Property (IP) rights will be transferred to the supplier upon project completion.

Who is eligible to apply?

Eligible applicants must be registered for GST and fall into one of the following categories:

- Queensland's public VET providers (TAFE Queensland and CQUniversity);
- industry peak bodies;
- regional industry bodies;
- unions;
- employers (on behalf of industry); or
- Industry Skills and Jobs Advisors (approved by the Department).

Who will the funds support?

Micro-credentials will upskill Queensland's existing workers, new entrants or job seekers in industries, regions and enterprises targeted by projects.

Eligible participants must:

- be aged 15 years of age, or over;
- be no longer at school;
- permanently reside in Queensland;
- be an Australian or New Zealand citizen, or hold an eligible visa as identified by DTET at <https://dtet.qld.gov.au/training/providers/inclusive/visa-eligibility>; and
- meet any additional eligibility requirements identified through approved projects.

The following individuals are NOT eligible:

- secondary school students;
- employees of the Supplier, unless approved by the Department prior to commencement;
- employees of government departments, government agencies and local councils; and
- Apprentices and Trainees as defined in the *Further Education and Training Act 2014*.

The selection of participants is at the discretion of the funded organisation, subject to the above eligibility criteria. Permission to recruit participants outside of the above criteria must be sought from DTET prior to commencement of the project.

What outcomes are expected?

MCP provides an opportunity to support changing workplaces by enabling the provision of focused training for new or transitioning employees in specific skills. This will support businesses and industries to adopt innovations and improve productivity.

Successful applicants, working in partnership with industry and employers, will design, develop and deliver proposed micro-credential/s that address identified industry skill gaps in alignment with MCP principles.

At the completion of a project, it is expected that the following standard **Key Performance Indicators (KPIs)** will be achieved:

- Development of micro-credentials as proposed in the application in collaboration with industry partners and employers;
- The full target number of participants must be enrolled in at least one micro-credential.
***Note:** Funded organisations should not limit the offer to their members (if the organisation is a membership organisation) and should extend beyond any membership base;*
- A minimum of 65% of the target must complete at least one micro-credential;
- A minimum of 55% of the target must gain an employment benefit (i.e. gain employment or improved employment status);

- Build or ensure that a system is in place to recognise achievement and portability of a micro-credential; and
- Provide evidence of industry confirmation that micro-credentials are addressing identified skills needs.

Application process

The 2025-26 funding round (Round 4) will open on 28 November 2026 and will close at 5:00pm on 30 January 2026.

- **Review** the program guidelines to confirm eligibility, Frequently Asked Questions (FAQs) document and the sample Services Agreement to understand the terms and conditions including KPIs, reporting obligations and payment information.
<https://dtet.qld.gov.au/training/employers/funding/micro-credentialing>
- **Prepare** responses to application questions and prepare the following supporting documents:
 - Income and Expenditure Statements for the past two financial years (mandatory);
 - A letter of endorsement signed by applicant organisation's legally responsible officer (mandatory);
 - Resumes, qualifications or position descriptions for staff involved in delivery of project (mandatory);
 - MCP Project Budget Tool [Excel spreadsheet] (mandatory);
 - Letters of support for the project from industry/employers (mandatory);
 - Research findings and other evidence relevant to the project application (highly recommended).
- **Submit** application online through JIRA, along with supporting documents, by the closing date and time at <https://dtet.qld.gov.au/training/employers/funding/micro-credentialing>. An acknowledgement email will be sent to you once you have successfully submitted your application.

Late applications will not be considered.

Assessment process

Applications determined by DTET as eligible will proceed to the assessment process. A panel will assess applications against the Selection Criteria detailed below on page 9. The assessment panel will seek to recommend projects that best meet the objectives and principles of the MCP and address industry and regional priorities.

Please note that the estimated participant numbers provided by applicants will directly inform the KPIs and targets outlined in the Services Agreement. It is essential that these estimates are realistic and achievable, and supported by evidence where possible. Significant discrepancies in figures provided at the application stage and then after the execution of the Services Agreement could result in contractual and payment complications at a later stage.

If you intend to develop more than one micro-credential, please note that each participant will only be counted once regardless of how many micro-credentials they enrol in and complete.

As the funding round is highly competitive, applications will be scored and ranked against all Selection Criteria, and the panel will also draw on local knowledge and experience and may reference other information held by DTET. Past performance of previous recipients may also be considered when reviewing applications.

DTET reserves the right to fund projects addressing emergent needs or government priorities outside of this funding stream and is not bound to accept any application. DTET reserves the right to change or discontinue

the application and selection process, as well as the assessment criteria, at any time and for any reason, at its sole discretion.

Feedback

Non-successful applicants may seek feedback from the Department by emailing a feedback request to VPI@desbt.qld.gov.au. Feedback will be provided in writing by the Department within 21 business days from receipt of the request.

Funding conditions

MCP applicants may apply for funding of up to \$250,000 (GST exclusive). Approved organisations will generally receive funding for projects with a duration of up to 12 months. Longer durations will be considered by the panel on a case-by-case basis.

Successful applicants:

- must enter into a formal Services Agreement with DTET which outlines the standard terms and conditions of the funding.
- are expected to commence project delivery within three months of the Department's notification of a successful application, and no later than June 2026.

A first payment will be made once the Services Agreement has been executed, and no sooner than 30 days prior to the start of the project. Subsequent payments are made upon satisfactory compliance with all reporting requirements, Department's satisfaction on KPIs, and the acquittal of expenditure of the previous payments.

All projects must be fully acquitted after completion and any unexpended or surplus funds returned to DTET.

The department acknowledges that applicants may need to work with a third party(s) for some part of the service (e.g. subcontracting arrangement). If an organisation intends to work with third-party(s), prior approval must be sought from the Department.

Budget considerations

Applicants are required to provide a co-contribution (financial or in-kind), which may be from the organisation, industry partner/s, and/or enterprises. The extent and nature of this contribution will be taken into consideration as part of the cost/value for money when assessing applications.

The budget tool must include a detailed breakdown of expense items and their anticipated costs. It should not simply list a set amount per participant or a lump sum without supporting details of the cost components.

Where a management fee is included in the project cost, this must not exceed 5% of total project funds sought through the MCP.

Eligible costs

Funds can only be expended on costs directly associated with an approved MCP project, which may include the development of micro-credentials and associated resources, delivery of micro-credentials, or other project development, implementation and evaluation activities.

Ineligible costs

Funding **cannot** be used for:

- the same services being delivered through other initiatives/programs;

- any recurring cost for the organisation, for example established positions within the organisation, normal operating costs such as utility and building lease costs, and core functions of the organisation;
- purchase of assets/capital equipment or significant assets;
- retrospective payments for expenses already incurred prior to grant funding approval or for work already undertaken;
- IT development for unrelated systems and applications; and
- any other costs deemed ineligible by DTET.

Intellectual Property

All new IP created through funding provided under the MCP will initially be owned by the Department.

Suppliers may submit a written request to the Department seeking transfer of ownership of the IP. These requests will generally be considered close to project completion. Each request will be assessed on a case-by-case basis, considering factors such as the benefit to the community and industry workforce, and the organisation's capacity to maintain the currency of the micro-credentialing course/s.

Please note that the Department retains absolute discretion to determine whether to grant, refuse or grant with conditions.

Privacy collection notice

Applicants are required to read and agree to terms of use of the fund, including the terms of collection of their personal information in the Privacy Statement and the Sample Services Agreement which can be found on the MCP website at <https://dtet.qld.gov.au/training/employers/funding/micro-credentialing>.

If you have any questions regarding how DTET will use your information, please contact DTET at RTIandIP@desbt.qld.gov.au.

More information

Organisations seeking information on the MCP should contact DTET by email at VPI@desbt.qld.gov.au.

Related documents

Please read this MCP Guidelines document in conjunction with the MCP FAQs document.

Selection criteria for applications

Assessment criteria	How this will be assessed (included but not limited to):
Capacity to manage	<ul style="list-style-type: none"> financial viability of applicant relevant experience and current and past performance, in managing public funds, delivering similar projects, or delivering projects under previous rounds of MCP experience of the nominated third party organisation, if relevant
Addressing a skills need	<ul style="list-style-type: none"> clear articulation of why the project is needed, how it addresses current and/or future skills needs in industry sector or regional economy aligned to priority skills needs – digital, technical, regulatory, licensing, health and safety, protecting vulnerable workers or community members, or other emerging issues demonstrated alignment between industry skills need and outcomes from the project
Industry driven	<ul style="list-style-type: none"> demonstrate links to and support from local employers, industry and other stakeholders clear articulation of known industry challenges (e.g. shift work, low engagement with formal training) and strategies to overcome these constraints
Accessible to participants	<ul style="list-style-type: none"> participant support mechanisms that address individuals' learning needs and barriers (including past performance in achieving outcomes for participants in similar programs) accessibility of training, provision of effective skills development in terms of method, location, timing and delivery mode employment benefits and other benefits for participants
Portable and recognisable	<ul style="list-style-type: none"> demonstrated industry commitment to recognise the credential system/processes to verify learner's identity and track feedback/outcomes system to provide participants with ongoing access to their electronic credential/s
Cost, value for money and sustainability	<ul style="list-style-type: none"> cost effectiveness (compared to mainstream skills programs) program reach (the number of enterprises and participants that will benefit from the project) evidence-based estimation of participant numbers (don't over-promise or provide unrealistic high numbers that cannot be met) value for money proposed skills solution complements government investment in VET products level and nature of co-contribution from applicant, industry and other sources sustainability of micro-credentials and skills outcomes after funding has ceased