

Micro-credentialing Program 2025-26 (Round 4) Application Form

PLEASE NOTE: This document is not the official application form and will not be accepted by the department. Applications must be submitted via the official application platform (<https://dtet.qld.gov.au/training/employers/funding/micro-credentialing>)

The application platform (JIRA) does not allow you to save a partially completed application and return to it later. Therefore, this document provides a list of all application questions to help you prepare your responses before submitting your application in JIRA.

Before completing this application form, please read the Micro-Credentialing Program Guidelines for Funding 2025-26. The Guidelines are located on the Department of Trade, Employment and Training website at <https://dtet.qld.gov.au/training/employers/funding/micro-credentialing>.

If you have any questions regarding this form or the application process, please contact VET Review, Department of Trade, Employment and Training (DTET) at vpi@desbt.qld.gov.au.

Please find the terms and conditions and privacy statement at <https://dtet.qld.gov.au/training/employers/funding/micro-credentialing>.

ORGANISATION DETAILS

1. Organisation Details

- Legal name of organisation
- Trading name of organisation
- Australian Business Number (ABN)
- A.C.N (if applicable)
- Incorporation Number (if applicable)
- GST registered (YES/NO)

2. Organisation Type

- Queensland public VET provider
- Industry peak body
- Regional industry body
- Union
- Employer on behalf of their industry
- Industry Skills and Jobs Advisor (approved by DTET)

3. Authorised contact details

- Title
- First name
- Last name
- Position
- Phone
- Email

4. Project Coordinator contact details

- Title
- First name
- Last name
- Position
- Phone
- Email

5. Postal address details

- Postal address
- Town/suburb
- Postcode

6. Street address details

- Street address
- Town/suburb
- Postcode

7. Provide details of your organisation's capacity to manage (300-word limit)

The following section relates to your organisation's experience in managing government grant funding related to training delivery or industry engagement. Include the following in your response:

- Describe your organisation's experience in managing government funding and coordinating projects to deliver skills development or other similar services.
- Demonstrate the financial viability of your organisation (Income and Expenditure statements for the past two (2) financial years must be provided to support your statement)
- Describe your staff's experience and qualifications to manage programs and demonstrated ability to utilise networks to achieve outcomes. (Resumes or background information or position descriptions for staff involved in delivery of project to be attached to support your statement).

PROJECT OVERVIEW**1) Project name (8-word limit)****2) Project summary (Please note, this could be published by DTET) 200-word limit****3) Why is the project needed? 200-word limit****8. Delivery method**

- Face-to-face (workshops/classroom)
- Online
- Combination (includes online and face-to-face delivery)
- Other (if other, please explain below)

9. Primary delivery location

This is the predominant delivery location with which this project will be delivered in. Projects that are 100% online should list the office address where the project will be delivered from.

- Street address
- Town/suburb
- Postcode

10. Other delivery locations (if applicable)

Specific delivery locations i.e., towns or suburbs (if known), statewide etc should be detailed below.

11. Indicate the primary industry area which best describes the employers involved in the project (select one box)

Example - If the employer produces cattle for live export, select Primary Industry, or if the employer turns engine parts select Engineering.

- Arts & Entertainment
- Automotive
- Business
- Communications
- Community Services
- Construction
- Engineering
- Food Processing
- Furnishing
- General Education & Training
- Government
- Health
- Hospitality
- Laboratory Operations
- Mining
- Primary Industry
- Process Manufacturing
- Retail
- Sports & Recreation
- Textile, Clothing & Footwear
- Tourism
- Transport and Distribution
- Utilities

12. Other industry areas, if applicable (select one box)

- Arts & Entertainment
- Automotive
- Business
- Communications
- Community Services
- Construction
- Engineering

- Food Processing
- Furnishing
- General Education & Training
- Government
- Health
- Hospitality
- Laboratory Operations
- Mining
- Primary Industry
- Process Manufacturing
- Retail
- Sports & Recreation
- Textile, Clothing & Footwear
- Tourism
- Transport and Distribution
- Utilities

13. Number of enterprises and participants

Please note that information provided below will be incorporated into the Services Agreement as Key Performance Indicators if your application is successful. Please provide **achievable** and **realistic** figures for this section.

Please note that the total number of participants reflects a **unique count**—each participant is counted only once, regardless of how many Micro-Credentials they undertake.

1) Enterprises

- Total number of unique enterprises *
- Describe the types of enterprises you plan to work with. *(50-word limit)*

2) Participants

- Target number of unique participants
- Outline the target audience for your initiative. *(50-word limit)*

14. What is the proposed commencement and completion dates for the project?

In general, projects will be funded for a duration of up to 12 months. Projects must commence within 3 months of executing a service agreement with the department, and before 30 June 2026.

- Project commencement date (Projects must commence prior to 30 June 2026)
- Project completion date (In general, project duration should not exceed 12 months)

15. Please list all micro-credential titles you wish to add to this application

	Micro-credential title <i>Add additional lines if needed</i>	Micro-credential type Indicate one of the following options for each row added: (link to guidelines) <ul style="list-style-type: none"> Digital Technology Regulatory Health & Safety Other (Specify) 	Description Describe briefly what the Micro-Credential is about <i>50-word limit per micro-credential</i>
MC1			
MC2			
MC3			
MC4			
MC5			
MC6			
MC7			
MC8			
MC9			
MC10			

16. Are there existing training products available? (200-word limit)

Have you conducted research to ensure the above content is not already available in national training packages, accredited courses or other training products?

- No, I have not conducted any research to determine if similar training products already exist.
- Yes, I have conducted research and can confirm the proposed resources are not currently available.
- Yes, I have conducted research and can confirm similar training products are currently available.
- Please provide additional information to support your answer in the box below, including why this current material cannot be used to address current industry requirements.

17. Will you be organising a subcontracting arrangement to develop and/or deliver the micro-credentials? (200-word limit)

- No – go to next question
- Yes – provide additional details below

Specifically, respond to the following (200word limit):

- Company/individual detail: Legal Name, ABN, Address and their responsibilities
- identify the preferred provider/s who will be associated with this micro-credential skills project and the role they will be undertaking (for example, technical expertise related to MC development or training delivery)

- outline why they were selected
- outlined their previous performance (for example, evidence of them meeting industry needs)

18. How does the project align to current or emerging workforce skills needs? (500-word limit)

Specifically, respond to the following:

- What are the current and/or emerging workforce challenges that you wish to address with this project?
- How will this project address current and/or emerging industry needs (which of the key areas under Principle 2 does it address – digital or technical; regulatory, licensing, or other compulsory requirement; emerging health and safety issues; or other emerging issues that are not address through existing VET products?)
- What factors prevent industry from accessing subsidised training for existing workers through existing VET products?
- Who will the training target i.e., existing workers, business owners, jobseekers?
- How does the project's implementation timeframes provide a timely solution for industry.

19. What are the objectives and planned outcomes for the project? (500-word limit)

Specifically, respond to the following:

- What are the intended employment or other benefits for participants?
- What are the expected benefits of the project for industry?
- Demonstrate alignment between the industry skill need and outcomes from this project.
- How will the micro-credentials:
 - improve productivity
 - support workforce develop needs
 - minimise current and potential skill shortages
- How does this project complement existing government priorities?
- How will the identified skill need continue to be addressed after the completion of the project?

20. Describe how the project is industry driven (500-word limit)

Specifically, respond to the following:

- Detail the consultation that has occurred with industry, employers, and other relevant stakeholders.
- What is industry and employers saying about this workforce issue?
- Include relevant research, data, or other evidence to support your response.

21. What mechanisms will be put in place to ensure accessibility for participants (500-word limit)

Specifically, respond to the following:

- What challenges does industry face in the take up of training and how will the project overcome these challenges?
- What are the proposed delivery arrangements and how will they support participants within the targeted industry sector/s? For example, method/location/timing.
- How will participant support needs be identified? What support mechanism will be put in place or sourced to address the target participant's learning needs?

- Are there any current barriers which limit access to training for example shift work, time constraints, low engagement with formal training etc? Explain how this project will address these.
- Include any relevant details of experience and success in this area.

22. Describe how the micro-credentials will be portable and recognisable (500-word limit)

Specifically, respond to the following:

- How will the project demonstrate:
 - level of endorsement and recognition of the skill outcome by industry
 - portability of the credential for participants
- What mechanisms will be put in place to:
 - verify achievement of learning outcomes
 - verify learners identify
 - track outcomes
 - provide participants ongoing access to electronic credential.

23. Has the organisation applied for, or received, funding from any other agencies for this project or components of this project? (300-word limit)

- No – go to next question
- Yes – provide details of sources and funding received below

PROJECT BUDGET

MANDATORY REQUIREMENTS:

- **Full disclosure of costings.** Detail provided in the project budget should provide sufficient justification of associated costs, to allow assessors to determine eligibility of inclusions and value for money.
- **Itemise all costs** within the Micro-credentialing Program Project Budget tool located under Related documents on the Micro-credentialing Program page <https://dtet.qld.gov.au/training/employers/funding/micro-credentialing>.
- **Attach** the completed Micro-credentialing Program Project Budget to the application at the top of the page.
- Ensure the amounts listed in Item (A), (B) and (C) on the Micro-credential Project Budget are correctly entered in the sections below.

Notes:

- Funding maximum of \$250,000 (GST exclusive) per project.
- The management cost cannot exceed 5% of the total funds sought in 25(A).

25(A) Total of Micro-credentialing Program project funds sought from DTET

Total entered in this section must match the 4(A) Total Funds Sought in the *Micro-credential Project Budget*.

\$

25(B) Co-contribution cost*

Co-contribution is a mandatory requirement for this program. Amount entered in this section must match the 4(B) Co-contribution in the *Micro-credential Project Budget*.

You should enter the total of contributions from your organisation, industry partners, employers, and participants in this section. Please note a detailed breakdown must also be provided in the *Micro-Credentialing Project Budget*.

25(C) Total project funding (25(A) funding sought from DTET + 25(B) Co-contribution)

Amount entered in this section must match the 4(C) Total Project Funding in the *Micro-credential Project Budget*.

DECLARATION

By submitting this form, I certify that I am an authorised officer of this organisation and that I have signed and attached the letter of endorsement.

- Yes, I agree.
- Name
- Position

APPLICANT CHECKLIST

Please check that you have included the following documents/evidence with your application.

- Attached Income and Expenditure Statements for the past two financial years (mandatory)
- Attached a letter of endorsement signed by applying organisation's legally responsible officer (mandatory)
- Attached resumes, qualifications or position descriptions for staff involved in delivery of project (mandatory)
- Attached Micro-credentialing Program Project Budget (Excel) (mandatory)
- Attached letters of support for the project from industry/employers (mandatory)
- Attached research findings and other evidence as required relevant to the project application (highly recommended)