

Micro-credentialing Program (MCP)

Frequently Asked Questions 2025-26 (Round 4)

To be read in conjunction with the MCP Guidelines and associated application documentation

General

1. What is a micro-credential?

For the purposes of this Micro-credentialing Program (MCP) funding round, a micro-credential is defined as a non-accredited skills outcome – i.e., not vocational education and training or VET. Applications that propose nationally recognised training, including existing units of competency or VET skill sets, will not be eligible for funding.

2. What workers are eligible for assistance?

The MCP is seeking to upskill Queensland existing workers, new entrants or job seekers in industries and enterprises. To be eligible, a project must target participants that are aged 15 years or over, no longer at school, are Queensland permanent residents, be an Australian or New Zealand citizen or hold an eligible visa as identified by DTET, as well as meeting the criteria listed in the *Micro-credentialing Program Guidelines*.

3. What are the 'workforce skills needs' listed in Principle 2 of the MCP Guidelines?

Micro-credentials developed through this program need to address one or more of the four workforce skills needs identified for this program. It's not the intent of this program to address long-standing "business as usual" skills required by industry. Instead, the program seeks to fund responses to new challenges that have impacted industry (or will soon) and require existing employees, new entrants, or jobseekers to be upskilled to ensure ongoing workforce capacity and capability.

The workforce skills needs are:

- Digital or technical disruption – to be selected for projects where new or emerging advances in digital technology have impacted the workforce and staff, new entrants or jobseekers need to be upskilled to work effectively with the new technology.
- Regulatory, licencing or other compulsory requirements – to be selected for projects that will upskill staff or potential staff to meet new regulatory, licencing or similar requirements that have been introduced (or will soon be introduced) to the industry.
- Emerging health and safety issues – to address new health and safety issues that have impacted the workforce or will impact the workforce in the near future.
- Other emerging issues – other new or emerging issues that require staff or potential staff to be upskilled to ensure ongoing workforce capacity and capability.

4. I own a small business. How can I have my employees trained under the program?

Employers can apply on behalf of their industry. The application will need to detail what consultation has occurred and how the broader industry and/or other employers would benefit from the proposal.

Alternatively, you can collaborate with an eligible organisation such as your industry peak body or a regional industry body to support an application for funding or seek to link with an approved MCP project. A list of successful projects has been published on the [website](#).

Eligible applicants

5. What is an industry peak body?

For the purposes of the MCP funding round, a peak body is defined as: an advocacy group; industry group; body with allied economic, regional or industry interests; or organisation representing a cluster of businesses in the same industry.

6. What is a regional industry body?

For the purposes of the MCP funding round, a regional industry body refers to a trusted local organisation with strong community and industry networks who understands the regional workforce needs. These organisations represent and support industry stakeholders within a specific geographical area. Applicants must provide evidence of their networks and support from the community and industry, such as letters of support.

7. What does 'Employer on behalf of their industry' mean?

If you are an employer with a workplace in Queensland, you can apply for funding if you submit a proposal developed in collaboration with other employers from the same sector who are experiencing similar workforce challenges.

To provide evidence of this collaboration, letters of support from other employers are to be submitted as part of your application. These letters should indicate their current workforce challenge/s, confirmation that they have provided input into the application and that, if the application is successful, their staff will complete the project's micro-credential/s. Any in-kind or financial support being provided by the partner employer/s should also be detailed in their letter of support.

Applications from an employer seeking to design, develop and deliver micro-credential/s that will only benefit their own business/employees does not align with the intent of the program. These applications may be deemed ineligible.

8. I am a Registered Training Organisation (RTO), can I apply?

No, unless your RTO is the training arm of an eligible organisation (listed under MCP Guidelines under "Who is eligible to apply?").

Eligible inclusions

9. Can my application request funding for capital and IT development costs?

No. Purchase of capital equipment/assets will not be funded through this program.

ICT costs directly associated with the development and delivery of the micro-credential/s (for example, a learning management system) can be included in the budget, but IT development for other indirect information systems and applications will not be funded. Licence costs relating to accessing existing learning platforms may also be considered.

10. Can I apply for non-accredited training?

Yes, this funding is provided to support the development of non-accredited training outcomes. This funding is not intended for nationally recognised training (i.e., vocational education and training or VET) as these outcomes can be supported under existing VET Investment programs.

Projects containing nationally recognised training, or seeking to replace existing VET pathways, will not be considered.

11. Can I apply for qualifications or skill sets listed on the Priority Skills List?

No, projects containing nationally recognised training (VET) will not be considered.

Application process

12. Can someone from the Department help me complete my application?

The Department will be able to assist you with understanding the program but will not be able to help you write or review your application. The Department's officers can be contacted at VPI@desbt.qld.gov.au.

13. When is the last day an application can be submitted?

The funding round will open on 28 November 2025 and will close at 5.00pm (Australian Eastern Standard Time) on 30 January 2026.

Late or incomplete applications will not be considered.

14. How can I submit an application?

Applications, including supporting evidence, must be submitted through the online application portal available at <https://dtet.qld.gov.au/training/employers/funding/micro-credentialing>. Please note the platform does **not** support a "save and return" function so it is recommended that you prepare your response in a separate working document based on the application questions provided on the DTET website.

Once your responses and supporting documents are ready, you can submit them via the online portal. If you encounter any issues, please contact VPI@desbt.qld.gov.au. It is advisable to submit your application before the closing time of 5 pm on 30 January 2026 to allow for any unforeseen issues.

Once an application is submitted, you will receive a confirmation email within 24 hours. If you do not receive this confirmation, please contact VPI@desbt.qld.gov.au.

15. How much funding can I apply for?

The MCP funding round provides up to a maximum of \$250,000 (GST exclusive) per project, with the amount dependent on the nature of the project, skills development to be delivered, assistance to be provided, and the number of participants targeted by the project.

16. Can I submit multiple applications?

Yes, you can submit multiple applications this funding round. However, not all applications will receive funding, so individual applications should be standalone projects that can operate independently of other project applications.

17. My organisation has already developed micro-credential/s. Can I apply for funding to deliver these micro-credentials to industry?

No. This funding is not for the delivery of existing micro-credentials.

As stated in the program guidelines, projects funded through this program will design (in consultation with industry), develop and deliver new micro-credentials not currently available to industry.

Application form elements

18. What is a co-contribution?

A co-contribution is a mandatory requirement for this program and relates to the level of funding from industry, employers, or participants towards the cost of the project. Co-contributions are the provision of cash or in-kind resources to the project by the applicant or another organisation. There is no minimum or maximum percentage required. The level of co-contribution will be evaluated during the assessment process as part of the cost/value for money criteria.

Assessors will look for evidence of intended co-contributions in your application. The most common way to provide evidence of co-contributions is by providing a letter (on letterhead) from the co-contributor/s detailing the financial or in-kind contribution they intend to make to the project.

19. Can I charge fees to participants or their employer?

Applicants may charge a fee to participants or their employers as a contribution to the project. If this is the intention, the details of the cost and justification must be clearly shown in both the application form and the budget tool. Any anticipated income from these fees should be included in the overall project budget. The total project cost should outline how much will be collected from participants, co-contributions from the applicant and/or industry partners, and the amount being sought from the Department.

20. My project will be online or combination mode delivery. What do I put as the 'Primary delivery location'?

Primary delivery location is the predominant delivery location with which this project will be delivered in. For projects that are intended to be delivered online, you should put the location where the online units will be delivered from as the Primary Location (i.e., this may be your Queensland office address).

21. On the application form, how do I calculate the number of enterprises and participants I plan to work with?

You should estimate the number of businesses who are likely to partake in the program and the approximate number of staff each business will nominate to complete the training. If your project is successful, these nominated numbers will form part of your KPIs.

For example, if you are planning to deliver the training to 20 businesses, and each business will nominate at least 3 staff to do the training, you would indicate 20 enterprises and 60 participants on your application form.

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.

The number of enterprises and participants listed in your applications will be assessed as part of the cost/value for money criteria. It is important to provide an evidence-based and achievable estimation of numbers, as significant discrepancies from application stage to implementation stage may create contractual complications.

22. What information should be included in the mandatory letters of support from industry?

Letters of support from employers and other industry stakeholders should be project specific and detail support and/or commitment to the proposed project. Letters of support is a tool used to validate information contained in your application, including articulation of:

- current industry challenges and how the proposed training is expected to address these issues
- previous collaboration on similar projects
- in-kind, financial, or other support
- approximate number of staff who would benefit from potential training.

23. Use of third party provider (subcontracting)

If you intend to work with a third-party provider to deliver any part of the service (e.g. subcontracting arrangement), you must include their details in your application form. If your application is successful, the third party arrangement is also considered approved (unless conditions are specified). Any changes

to third party providers must be submitted for prior approval. Please note that the applying organisation remains fully responsible for all project delivery and reporting, regardless of subcontracting.

24. Intellectual property

All new Intellectual Property (IP) created through funding provided under the MCP will initially be owned by the Department. Close to project completion, successful applicants may formally request a transfer of IP ownership, and these requests will be considered on a case-by-case basis.

25. If there's existing training for the proposed micro-credential, can I still apply?

Applicants are expected to research whether similar products already exist.

Proposed micro-credentials must not duplicate existing accredited training products. For non-accredited training, if similar products are available, applicants must clearly explain how their proposed micro-credential/s differs from or adds value to those existing offerings.

Assessment process

26. How will applications be assessed?

A panel will assess applications against the selection criteria detailed in the MCP Guidelines document.

27. When and how will I know the outcome of my application?

It is anticipated that you will be notified of the outcome of your application via email with a request to confirm the project details by April 2026. Successful applicants are expected to execute a Services Agreement with the Department promptly, with projects commencing no later than 30 June 2026.

28. If I was unsuccessful for previous rounds, can I apply again?

Yes, previously unsuccessful applicants are welcome to apply again. If industry consultations were conducted for your previous application, you may wish to organise these again to ensure your new proposal reflects current workforce challenges and skills needs.

29. Can I apply for feedback?

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