**Purpose**

# **Application tips for recognition as a group training organisation in Queensland**

This document provides supporting information for organisations wishing to apply for recognition as a group training organisation in Queensland.

The [application form](https://training.qld.gov.au/employers/gto/resources) can be found on the Department of Employment, Small Business and Training website.

**Application form requirements**

**Length of application**

The application is not restricted in length; applicants can provide as much information as necessary to demonstrate that the organisation meets the requirements for recognition as a group training organisation in Queensland.

**Contact details**

The contact person nominated on the application needs to be someone who is readily available and can answer questions regarding the organisation. As a guide, organisations generally nominate their Chief Executive Officer as the contact person.

**Corporate governance**

Organisations that need assistance in developing corporate governance policies and procedures may be able to gain advice from member organisations such as the [Australian Institute of Company Directors](http://www.companydirectors.com.au/) or the [Group Training Association – Queensland and Northern Territory Ltd](http://www.gtaqnt.net.au/index).

**Sponsoring body details**

The sponsoring body is the corporation seeking to establish the group training organisation in Queensland. The experience and financial viability of this body is taken into consideration when determining whether an entity should be granted recognition to operate as a group training organisation in this state.

**Recognition details**

Applicants should carefully consider the scope of recognition they are seeking and demonstrate that there is market demand for their services. Provide details of any market research undertaken to substantiate the demand and show that the industry, industry sector, or geographical area is not being, and cannot be, adequately serviced by the existing group training network.

**Current state of the industry and/or region**

Applicants may be able to source advice and information on market and labour market trends from the following:

* [Australian Bureau of Statistics](http://www.abs.gov.au/);
* [Department of State Development, Infrastructure and Planning website](http://www.dsdip.qld.gov.au/);
* [Queensland Statistician](http://www.qgso.qld.gov.au/);
* [Local Government Association of Queensland website](https://lgaq.asn.au/);
* Industry associations;
* Local economic development boards.

**Competition and sustainable advantage**

In considering the question of competition and sustainable advantage, it may be helpful to compare proposed services with those of other group training organisations on the basis of quality, accessibility, personal service and/or any other relevant features. Include any research used in making this analysis with the application. In addition, organisations seeking recognition as group training organisation in Queensland may wish to consider the following questions:

* Why would employers change their previous training habits to become customers of the proposed group training organisation?
* What is the organisation’s competitive advantage?
* How might competitors react to the organisation entering the group training market?
* Would there be any adverse effects on other training organisations? For example, would there be a substitution of training effort undertaken by industry and/or other group training organisations?

**Development status**

In describing the development status of the potential group training organisation, consider what processes are in place, or need to be in place, to provide the group training organisation service to host employers, apprentices and trainees. If the processes are not in place, what work needs to be done before the services can be provided? Include the status of recruitment, tracking and monitoring procedures.

In setting an anticipated operational date for commencing operations as a group training organisation in Queensland, it is important to consider the development status of the organisation, and to factor in the amount of time needed for the evaluation of the application.

**Insurance**

Group training organisations recognised in Queensland are required to take out and maintain, as a minimum, the following insurances policies:

* a professional indemnity and public liability policy of not less than $5 million arising out of any one event in respect to death, injury, loss or damage howsoever sustained to any person or property;
* damage and compensation insurance for the group training organisation’s employees, in accordance with the [Worker’s Compensation and Rehabilitation Act 2003](https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkersCompA03.pdf).

Insurance companies delivering the policies must be licensed to operate in Australia by the Australian Prudential Regulation Authority.

**Pricing and service strategies**

There are a number of methods used to set prices, including market rate and mark up on costs. In determining a pricing strategy, consider whether the profit margin will be large enough to allow for all overheads and loan repayments and still leave a positive cash-flow. The Department of Employment, Small Business and Training has developed a [pricing structure template](https://training.qld.gov.au/employers/gto/resources) that can be completed and attached to the application.

**Financial management**

The department has developed a template to assist applicants in [recording establishment costs](https://training.qld.gov.au/employers/gto/resources) and sources of funds.