Version 17 – March 2024

An organisation must apply to the department to be recognised as a group training organisation. The application to operate as a group training organisation has two parts:

* Meeting the requirements as outlined in the application form;
* Compliance with the *National Standards for Group Training Organisations* in accordance with the Queensland Audit Evaluation Program.

## To apply

Please complete all sections of this application form. Additional documentation in support of this application can be attached.

Send your completed application form to:

Senior Program Officer

Stakeholder and Industry Relations Unit

Department of Employment, Small Business and Training

PO Box 15483

CITY EAST QLD 4002

Any enquiries should be directed to Stakeholders and Industry Relations at the above address or by email [SIRT@desbt.qld.gov.au](mailto:SIRT@desbt.qld.gov.au).

### Contact details

Please supply contact details for enquiries and correspondence in relation to this application.

**Contact person:**

**Job title:**

**Organisation:**

**Street address:**

      **State:**       **Postcode:**

**Postal address:**

      **State:**  **Postcode:**

**Telephone:**         
**Email:**

## Details of the proposed group training organisation

Please provide details on the following:

1. What is the legal entity or proposed legal entity for the group training organisation in Queensland? (Name and type are required.)
2. Is the legal entity already registered?

* If yes, attach evidence of registration
* If no, what is the proposed timeframe of registration?

1. What is the business name or proposed business name for the group training operations in Queensland?
2. Is the business name already registered?

* If yes, attach evidence of the certificate of business name registration.
* If no, attach the proposed business name and timeframe for its registration

1. It is mandatory for an entity to be incorporated under the Corporations Act 2001 (Cwlth). Provide a copy of the certificate of incorporation as evidence that the organisation has been formed in accordance with corporations law.
2. It is a legal requirement for an entity applying for recognition as a group training organisation to hold a labour hire licence issued by the Queensland Government’s Office of Industrial Relations.
3. What is, or will be, the proposed physical address for the group training organisation?

## National standards for group training organisations

The department will deem a new start up or interstate group training organisation compliant against the National Standards for Group Training Organisations at the time it recognises the organisation as a group training organisation in Queensland.

Information on the Queensland audit arrangements and audit forms can be found on the department’s group training website at <https://desbt.qld.gov.au/training/employers/gto>.

#### New start-up group training organisations

The department requires a new start-up group training organisation to undertake an initial compliance audit by an external auditor, and self-assessment audit against the national standards of its proposed group training operations and include both reports in its application for recognition as a group training organisation.

To be in a position to undertake the self-assessment, the organisation will have already identified and documented the quality systems and how these systems will be evidenced when implemented in audit in order to achieve compliance with the National Standards for Group Training Organisations.

**Interstate group training organisations**

The department may deem an interstate group training organisation compliant at the time of its recognition, based on its being compliant in its home state and then require an external audit against the national standards within twelve months of its commencing operations to ensure that the organisations quality systems have been implemented in its Queensland operations.

In assessing the GTO for registration, the department may consult with the home State Training Authority to determine if there have been compliance or performance issues during registration.

A copy of the latest group training organisation’s external audit against the national standards is to be included in the application.

## Business planning

**Strategic and/or business plan**

Please provide a copy of the organisation’s strategic and/or business plan.

**Operational policies, procedures and guidelines**

1. List the operational policies, procedures and guidelines that the organisation will have in place and outline the status of these documents, for example, ‘under development’ or ‘already in existence’.
2. Have the operational policies, procedures and guidelines been approved by the applying organisation’s board or management committee?

* If yes, provide minuted evidence, signed as endorsed by the chairperson.
* If no, provide a date when these will be available.

## Corporate governance

Please provide details on the following:

1. List the members of the board of directors and/or the management committee; their employment details; the organisation names, if applicable, from which the members come; and a summary of their relevant experience or achievements.
2. Explain the process that will be used to induct board members and attach information—such as a board member induction kit—that will be provided to board members.
3. List the corporate governance policies and processes that the organisation will implement. If these have been developed, attach a copy; if not, provide information on when they will be developed.
4. Identify how the board will specifically deal with conflict of interest.
5. Attach a copy of the organisational structure and explain the reporting arrangements between the chief executive officer, executive management and the board.
6. Attach a list of the board meetings that are scheduled for the next 12-month period and explain how the minutes will be distributed and filed for ease of reference.
7. What financial management information reports will be supplied to the board and how often? This should include monthly or regular financial management reports and should cover:
   * Statements of financial position and/or a balance sheet
   * Statement of financial performance and/or a profit and loss statement
   * A cash flow statement.
8. Please provide details if any of the organisation’s office bearers or responsible officer in the organisation has been:
   * Involved with a business failure (e.g. liquidation, voluntary administration or receivership)
   * Declared bankrupt
   * Involved in a government investigation
9. Please provide details of any:
   * Past, current, pending or finalised litigation against your organisation, office bearers or responsible officers
   * Collections by debt collection agencies on behalf of creditors of the organisation, office bearers or responsible officers

## Sponsoring body details

Please provide details on the following:

1. Describe the expertise and/or special skills that the sponsoring body and its membership bring to the venture and how these skills and expertise assist in the establishment and growth of group training in Queensland.
2. Provide details of relevant activities undertaken (and any outcomes achieved) by the sponsoring organisation - for example, provision of training, labour market programs, vocational education activities, and training and/or skills centre activities.
3. Please attach the sponsoring organisation’s latest audited annual financial statement and those for the two previous years to the application. This will need to include:

* statements of financial position and/or a balance sheet
* statement of financial performance and/or profit and loss statement
* a cash flow statement.

## Recognition details

Please provide details on the following:

1. What industry(ies), industry sector(s) and or/regional areas of Queensland will be serviced?
2. Discuss who the major clients will be, for example, the names of large national companies or small businesses. Attach letters of support from proposed client groups as evidence of their intention to use the proposed group training service.

## Current state of the industry and/or region

Please provide details on the following:

1. Describe the current state and prospects for the relevant industry or catchment area. Include a summary of the market size, growth trends, competitors, new markets and clients.
2. Describe any national or economic factors that could affect the proposed group organisation.

## Competition and sustainable competitive advantage

Please provide details on the following:

1. Detail major competitors in the industries and/or regions targeted and make a realistic assessment of their strengths and weaknesses. Competitors could include other group training providers, labour hire organisations, and public and private training providers.
2. What is the competitive advantage of the proposed group training organisation?

## Market size and trends

Please provide details on the following:

1. Estimate the demand, that is, the number of apprentices, trainees and host employers for the new group training organisation’s services for the first two years of operations and describe the potential future growth beyond this period.
2. Show the market share, by market segment or client group, the group training organisation anticipates. Show evidence of any research undertaken.

## 10. Clients

Please provide details on the following:

1. The proposed clients of the group training organisation’s services. Classify them by market segments with common identifiable characteristics.
2. The support received from potential host employers’ relevant industry peak bodies, such as industry training advisory bodies, area consultative committees, industry associations and local economic development boards. Attach copies of written support.

## 11. Marketing plan

Please provide details on the following:

* Describe the group training organisation’s general marketing strategy for the target markets it will be pursuing in the first year.

## 12. Development status

Please provide details on the following:

1. Describe the processes required to bring the group organisation’s services to a marketable state.
2. What is the anticipated date the organisation is targeting to commence group training activities

(subject to recognition)?

## 13. Insurance

List the type of insurances that the organisation has or intends to have, the level of coverage and the name of the insurer—for example, motor vehicle, public liability, professional indemnity, directors and officers insurance.

## 14. Pricing and service strategies

1. Provide a description of the services that will be offered to employers, apprentices and trainees.
2. Provide a brief description of how the new group organisation will price its services and why it has chosen this strategy.

## 15. Financial management

Please provide details on the following:

1. Describe the financial management reports that the organisation will produce. Include monthly or regular financial management reports, and quarterly statements of financial position in the form of a statement of financial performance and cashflow statements.
2. Provide details on the development of operating and capital budgets. How often will these be prepared and by whom?
3. What is the name of the financial auditor the organisation intends to use and the name of the auditor’s firm?
4. If applicable, what is the name of the external accountant or financial advisor the organisation intends to use and the name of this person’s firm?
5. Provide the Australian business number (the ABN).
6. f)A budgeted monthly and yearly statement of financial performance (operating statement) and annual statement of financial position (balance sheet) should be completed for each of the first two years of operation and attached to this application. Indicate the assumptions made.
7. Provide information on the establishment costs and sources of funds for the group training organisation for at least the first year of operation.
8. h)A monthly cash flow forecast needs to be prepared for both the first and second years of the business and attached to the application. Discuss any assumptions that have been made regarding the timing of collection of receivables, terms of payments to vendors, any increases in operating expenses, planned increases in personal drawings, seasonal characteristics of the business and capital outlays.

## 16. Declaration

I certify that all information provided in this application is true and correct and not misleading in any way. If this application for recognition is approved, I agree to adhere to the departmental Group Training Organisation Operational Manual:

Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(To be completed by a duly authorised representative of the organisation)

Position:       Contact Phone Number:

Date: