

CAREER BOOST PROGRAM POLICY 2025–28

Introduction

Career Boost is one of the Queensland Government's core funded vocational education and training (VET) programs, managed by the [Department of Trade, Employment and Training](#) (DTET).

The core VET programs provide subsidised training opportunities for Queenslanders aligned to the priorities set out in the DTET Training Priorities Plan.

This document informs Skills Assure Suppliers (SAS) and other stakeholders of program requirements.

What is Career Boost?

Career Boost aims to take a person's career to the next level, enabling them to grow and apply their skills to existing or new job roles and to support productivity growth and workplace innovation.

The program delivers training to help individuals develop the higher-level skills needed to secure employment, advance their careers, or progress to further education and training to undertake university or tertiary qualifications.

Career Boost offers **either** a general training pathway **or** employment-based apprenticeship or traineeship pathway.

Under Career Boost, an eligible individual **may** access:

- **one subsidised training place** in either a certificate IV, diploma, or advanced diploma qualification under the general training pathway; **OR**
- a higher level apprenticeship/traineeship at certificate IV or above; **and**
- up to **two subsidised skill sets** in priority industries or sectors as part of the program.

If the individual has already accessed two apprenticeships/traineeships through a school based apprenticeship or traineeship (SAT) or Career Start within the last 10 years, they are **not** eligible to undertake an

apprenticeship/traineeship under Career Boost.

An individual cannot do two general pathway qualifications under Career Boost. This is to ensure equitable access for all eligible Queenslanders to a training opportunity.

DTET may amend student eligibility requirements at any time based on factors such as budget, emerging priorities, and the need to ensure a pipeline of workers for critical occupations and improved access to job opportunities for identified priority cohorts.

What are the training pathways?

General Training Pathway

Qualifications and skill sets delivered through a general training pathway are available for direct enrolment and do not require the student to enter into a training (apprenticeship/traineeship) contract with an employer.

The skill sets are designed to build targeted capabilities for specific roles or occupational functions. Completing a priority skill set may provide the focused training required to advance in a career pathway, without the need for a full qualification.

Apprenticeship/traineeship pathway

For apprenticeships and traineeships, an individual must be employed as an apprentice or trainee.

This pathway is part of the Australian Apprenticeships system and requires all parties to sign an Apprenticeship and Traineeship Training Contract (the Contract) as defined by the *Further Education and Training Act 2014* (the Act).

The employer of an apprentice/trainee must provide or arrange to provide adequate facilities, range of work, supervision and on-

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the-job training required by the Act and training plan.

The Supervising Registered Training Organisation (SRTO) is required to assess these employment arrangements, complete an Employer Resource Assessment and develop the training plan in consultation with the employer, apprentice and/or trainee to ensure compliance with the Act.

More information about apprenticeships and traineeships is available on the DTET website.

Please note an individual may complete either two apprenticeships/traineeships across the suite of core programs **or** two apprenticeships/traineeships under the entry level Career Start program only. However, the total number of subsidised apprenticeships/traineeships cannot exceed two within the 10-year period.

A student chooses their preferred training provider from a list of pre-approved RTOs, known as SAS. Only SAS approved to deliver the student's chosen qualification and training pathway (including general, skill sets, apprenticeship or traineeship), can provide training and assessment services under Career Boost.

Who is eligible?

General Training Pathway

To access a subsidised training place under Career Boost, a student must meet the following criteria:

- aged 15 years or older;
- not be a school student;
- permanently reside in Queensland;
- be an Australian citizen, or Australian permanent resident (includes humanitarian entrant), or a temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen;
- not already have a certificate IV or higher qualification (including tertiary

qualification) completed within the last 10 years (qualifications **completed** as a school student and foundation skills qualifications do not count). **Note:** This eligibility requirement does not apply to individuals seeking to enrol in a skill set;

- not be enrolled in another qualification, even if it is on hold or deferred, whether funded by DTET or not (foundation skills qualifications do not count).

Along with the eligibility criteria above, specific entry restrictions or exemptions may apply to certain subsidised qualifications and skill sets. These are set by industry or sector requirements, as well as national training package guidelines. For more information, please refer to the "What training is available?" section.

Apprenticeship/traineeship pathway

To be eligible to receive government subsidised training, the apprentice or trainee must:

- have entered into a Contract (training contract) for a qualification that is funded by DTET and be registered on DTET systems;
- if from overseas, have a visa allowing them to work in Australia; and
- not have already completed two apprenticeship/traineeship qualifications (including SATs) within the last 10 years.

Co-contribution Fees

General Training Pathway

Co-contribution fee amount

Given the increased benefits of advanced-level training, such as improved job opportunities and higher earning potential, students enrolled in certificate IV or higher qualifications, as well as skill sets, are required to contribute to the cost of training through a co-contribution (student) fee.

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This fee can be paid by an employer, a family member, a friend, or another organisation, but it cannot be paid or waived by the SAS or any person or entity connected to the SAS.

The fee amount is a decision for the SAS. The fee must be published on the SAS' website and must represent total costs to the student for the qualification, including materials costs.

The SAS cannot charge a student for creating a Training and Assessment Plan or Training Record. The SAS also cannot charge students for any additional materials once enrolment has occurred.

Apprenticeship/traineeship pathway

Co-contribution fee amount

For apprenticeships and traineeships, the fee is different as both the employer and SAS share responsibility for training. The fee is set at \$1.60 per nominal training hour for each unit of competency and is the same across all SAS. Only DTET can adjust the fee amount, which is reviewed each year.

However, a SAS must charge only 40% of the standard fee if an apprentice/trainee meets any of the following criteria: under 17 years of age at the end of February in the year training is provided, is not at school and has not completed Year 12; holds a Health Care Card or Veteran or Pensioner Concession Card, or is the partner or dependent of someone who does; or identifies as Aboriginal or Torres Strait Islander (First Nations people).

If an apprentice/trainee is experiencing serious financial difficulties and can demonstrate this, they may qualify for a full fee exemption.

What a SAS must provide

General Training Pathway

Before enrolling, the SAS must provide the student (or parent/guardian, if applicable) with the following information to support informed decision making:

- qualification (or Skill Set) Fact Sheet (a summary of their training offering) that includes:
 - a breakdown of total costs, including co-contribution fee (fees must also be clearly published on the SAS' training website), and how and when fees will be charged and collected, noting it is not permissible to offer or publish fee-free training;
 - information on delivery mode, training timelines, assessment methods, delivery locations, and all requirements for successful completion of the qualification, including licensing and vocational placement if applicable (**note:** vocational placements must be arranged by the SAS);
 - details of student support services available;
- Privacy Notice;
- complete Refund Policy, including conditions for full and partial fee refunds; and
- confirmation the student understands their entitlement to a subsidised training place under Career Boost and when this will be exhausted (as outlined under "What is Career Boost").

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What training is available?

Eligible Career Boost qualifications and skill sets are listed on the Queensland Subsidised Training List (QSTL). This list also includes any entry restrictions or exemptions, based on requirements determined by the industry or sector and national training packages.

Please note some qualifications are only available through a specific training pathway (general, apprenticeship or traineeship), based on the preferred delivery methods of the industry or sector.

Foundation skills

Language, Literacy, Numeracy and Digital (LLND) skills may also be subsidised in certain circumstances, based on an individual's learning or skilling needs.

If foundational skills are needed first, a student may wish to consider other DTET programs such as Skilling Queenslanders for Work (SQW) or Career Start. These programs help build essential entry-level capabilities before moving to advanced training.

What funding is available?

The Queensland Government will pay a subsidy for the qualification or skill set directly to the SAS. The amount of funding depends on qualification or course complexity, duration, and how well it aligns with workforce skill needs.

Queensland's annual Training Priorities Plan outlines how government supports skills development across the state. Each year, the plan highlights important skill areas and guides funding decisions, including training subsidies, to benefit individuals, local communities, and employers.

Student support

The Queensland Government provides higher subsidies to SAS to help specific student groups participate in training.

These include:

- students who need foundation skills training;
- concessional students undertaking vocational qualifications including those who:
 - hold a Health Care, Veteran, or Pensioner Concession Card, or are the partner or dependent of someone with such a card and are named on the card;
 - have a Commonwealth form confirming eligibility for concessions under a Health Care, Veteran, or Pensioner Concession Card;
 - identify as Aboriginal or Torres Strait Islander (First Nations people);
 - have a disability;
 - are adult prisoners;
- apprentices or trainees from Priority Population Groups (PPGs), as identified in the Contract e.g. individuals from non-English speaking backgrounds or with a disability;
- students enrolled in fee-free training initiatives e.g. Free Apprenticeships for under 25s, which focus on specific priority qualifications.

In addition to training subsidies, location loadings are paid to SAS to support face-to-face training for students in certain regional and remote areas of Queensland, including Cape York and the Torres Strait.

These loadings help fund training delivered in local areas, addressing community skill needs and supporting residents to secure local jobs.

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Expected outcomes

By participating in Career Boost, students gain the skills and confidence needed to complete a qualification and/or skill set and boost their career.

After completing training, the SAS should support a student's transition into the workforce, advancement into higher-level job roles, or progression to further study such as at university. This support may include career advice and facilitating connections with potential employers.

As part of receiving a subsidised training place, students may be asked to complete a DTET survey. This helps ensure students have an effective and supportive training experience and will also improve outcomes for other Queensland students.

Information for employers

While industry is primarily responsible for training its workforce, the government supports this effort by investing in training that addresses emerging needs and strengthens Queensland's economy.

Career Boost can help by providing subsidised training for employees through apprenticeships, traineeships, or general training pathways, building skills that support individual career growth and the success of the business.

As each individual is eligible for only one subsidised higher-level qualification under Career Boost, employers must ensure employees understand program conditions, including eligibility requirements, and have given consent to enrol.

A SAS may discuss additional training costs with an employer or industry representative beyond the co-contribution fee requirement, however, employers are not required to accept these charges. All fees and charges must be clearly explained, documented, and agreed upon by all parties and the SAS before an employee enrols.

For more information

DTET will contact approved SAS directly. RTOs (non-SAS) can find further information on the DTET website.

Prospective apprentices, trainees, students and employers can call 1300 369 935.