

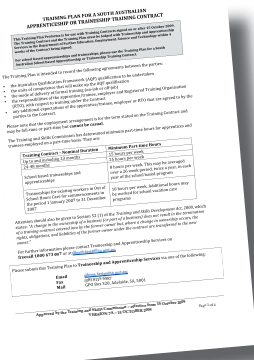
Welcome to the second edition of the TAS Update. In this edition we provide information about Training Contracts and Training Plans, what they are used for, how they differ and why they are important. We also provide instructions for those employers who have a school based trainee/apprentice, who may have finished secondary school in 2010 and highlight the new Supervision Guidelines, which came into effect on 1st January, 2011.

### What are Training Contracts and Training Plans? How do they differ?



A Training Contract is the legal contract which identifies the parties to the contract and their details, the type and nature of training, the qualification being attained and the nominal term or duration of the traineeship/apprenticeship. It requires the employer, trainee/apprentice, and guardian (if the trainee/apprentice is under 18) to sign that they all agree with the information contained in the Training Contract to make it valid.

If there are any changes to the Training Contract, either before or after its acceptance by Traineeship and Apprenticeship Services (TAS), the changes need to be initialed by the parties to show they agree with the changes.



A Training Plan is the document which outlines more specific details about the formal training the trainee/apprentice will undertake. The Training Plan is negotiated between the Registered Training Organisation (RTO) and the parties to the Training Contract.

It outlines information, such as the core and elective units from the qualification that the trainee/apprentice will be undertaking, the national qualification code, the vocation/occupation and the method of training delivery.

The Training Plan is partially completed by the RTO in negotiation with the employer and trainee/apprentice and requires the signatures of the RTO, employer, trainee/apprentice and their parent/guardian (if the trainee/apprentice is under 18), and the school Principal if the Training Contract is school based. By signing the Training Plan, each of these individuals agree that they understand its requirements.

Training Plans are vitally important for employers because they allow you to see the formal training your trainee/apprentice will undergo at what times. This will help you match your 'on job' training with their 'off job' learning, so you can keep pace with and offer practice in the parts of the job your trainee/apprentice is learning formally. The Training Plan's contents are negotiated, which means if you wish to negotiate the type and mode of training, or the electives you would like your trainee/apprentice to undertake, you can expect to have your wishes heard during the negotiation phase.

If you are a trainee/apprentice, Training Plans are important so that you can see what you will be undertaking formally and can schedule ahead of time with your employer the skills you will need to practise at work. When your Training Plan is first created, both you and your employer can discuss your needs with the RTO. This means if you wish to include elective subjects relevant to the qualification and the employer's business, you can expect your wishes to be heard in the negotiation of the Training Plan's contents.

During the negotiation phase of the Training Plan, everyone's wishes should be heard. No party can coerce the other to agree to any element. For the traineeship/apprenticeship to be successful, each party needs to agree to the final contents of the Training Plan. Your RTO will be responsible for facilitating an outcome that is acceptable to everyone.

The two documents, the Training Contract and the Training Plan, together form a complete Training Contract application. Once TAS receives these documents, an assessment can be made regarding the approval of the Training Contract.

Once the Training Contract is approved you will be advised of the outcome in writing.

## Do you have a School based Trainee or Apprentice who is leaving school in 2010?

Your School based Training Contract will change when the trainee/apprentice finishes secondary school (usually year 12). At that time it will automatically revert to a full time Training Contract arrangement.

If the industrial arrangement (award) you use allows for part time traineeships/apprenticeships and you and your trainee/apprentice both wish the Training Contract to be varied to part time, you need to lodge your application to vary or amend the Training Contract with TAS before the trainee/apprentice finishes school.

Go to [www.dfeest.sa.gov.au/apprentices/forms](http://www.dfeest.sa.gov.au/apprentices/forms) to download the 'Variation of a Training Contract' form. It will need to be completed and signed by the trainee/apprentice, the employer and the parent or guardian of your trainee/apprentice if they are under 18 as indication of everyone's agreement to the change to part time.

Once we receive the application, it will be assessed and you will be notified of the outcome in writing.

Contact us on 1800 673 097 if you need more information.

## What's New in TAS?

### New

Guidelines for persons who supervise trainees and apprentices, which came into effect from 1 Jan, 2011.

To view the guidelines visit [www.tasc.sa.gov.au](http://www.tasc.sa.gov.au) and look for 'Guidelines'.

### Coming soon

The Supervisors Guide - designed for those who supervise trainees/apprentices in the workplace.

Everything you need to know about how to effectively supervise and provide coaching to your trainee/apprentice.

## SKILL CONNECT

### Skill Connect Register

Are you an 'out of trade' apprentice or trainee looking to re-commence your training with a new employer? Register your details on [www.skillconnectregister.com.au](http://www.skillconnectregister.com.au) to become visible to potential employers.

Are you an employer looking to employ and train an apprentice or trainee with ready skills, who is currently 'out of trade'? Log into [www.skillconnectregister.com.au](http://www.skillconnectregister.com.au) to search for job-ready candidates.

### Payroll Tax

The Payroll Tax Act 2009 has been amended to implement an exemption for wages paid to trainees and apprentices. This came into effect from 1 July 2010. The exemption applies to group training organisations, and to employers if the trainee/apprentice is on a school based or initial Training Contract, or a Training Contract entered into prior to 1 July 2010 that is current at that date. For more information, contact Revenue SA - Ph (08) 8204 9880.