

New supervision ratio requirements

The Training and Skills Commission has set the following supervision ratios, which will apply to all traineeships and apprenticeships that commence from 1 January 2010. These ratios apply regardless of the industrial award or agreement under which trainees or apprentices are employed.

Traineeships	
Year/stage of traineeship	Minimum number of supervisors to trainees
Any	1:5

This means that the supervision ratio for trainees should not be less than one supervisor to five trainees, no matter what year or stage of the traineeship.

Apprenticeships	
Year/stage of apprenticeship	Minimum number of supervisors to trainees
1 or 2	1:1
3 or 4	Appropriate level of supervision to be determined by the employer (must not be less than 1 supervisor to 5 apprentices)

Due to the nature of apprenticeships, an apprentice in their first or second year/stage must be under direct supervision by a person who is either qualified in the trade, or has an appropriate level of industry experience relevant to the apprenticeship. Supervisors in licenced trades will be required to hold the relevant licence(s).

Once an apprentice reaches their third year/stage, the employer can determine an appropriate level of supervision that takes into account accepted industry supervision standards, the level of competence of the apprentice and any risk that the work and/or work environment may pose to the health and safety of the apprentice. Employers are advised to inform apprentices of any changes to the supervision ratio.

The maximum number of trainees and apprentices that one supervisor may supervise is five. If a supervisor is responsible for providing direct supervision to a first or second year/stage apprentice, the same supervisor may provide general supervision to any combination of up to four trainees or third or fourth year/stage apprentices.

Supervision guidelines and a supervisor's guide will be distributed in 2010, that will outline the role of an effective supervisor and provide guidance for selection of supervisors.

Trainees and apprentices must not be responsible for supervising other trainees or apprentices.

What does this mean for me?

From 1 January 2010, the new supervision ratios will apply to all traineeship and apprenticeship commencements, regardless of industrial award or agreement coverage.

Whats new?

There are new guidelines that apply to trainees and apprentices that are school based. To find out more visit

www.employment.sa.gov.au or call

Traineeship and Apprenticeship Services on 1800 673 097.



Two new Training Plans have been developed for use with Training Contracts. To download a copy of the new Training Plan and Training Plan for School based Training Contracts, visit www.employment.sa.gov.au

Register, Register, Register

Do you know a colleague whose business could be enhanced by taking on a trainee or apprentice?

Employers wishing to employ and train trainees/apprentices need to be registered with Traineeship and Apprenticeship Services before entering into a Training Contract. Download the form to commence the registration process at www.employment.sa.gov.au under 'Want to employ a trainee?'

Coming soon

- Guidelines that provide information about effective supervision.
- Fact sheets outlining the cancellation, suspension and grievance and dispute processes.

Record Keeping Guidelines

The Training and Skills Commission has approved guidelines that determine the records that employers must keep for each trainee or apprentice that they employ. From 29 October 2009, these records, which are detailed below, must be kept for each new or existing trainee or apprentice, and be retained for 7 years from the date that the Training Contract expires, or is completed.

Records to be kept:

- Training Contract and Training Plan
- Letter of appointment (where required under the relevant industrial arrangement)
- Induction records
- On-the-job training and competency assessment records
- Records that identify the type of work performed by the trainee/apprentice, eg. certificates of compliance in relation to work performed by apprentices (in electrical, plumbing, gas fitting or any other trade where a certificate of compliance is required to be issued for work done), profiling records, job log books or job journals
- Disciplinary records
- Time records for each day while at work or training (incl start/finish work, meal and other break times)
- Time records for the persons responsible for supervising the trainee/apprentice for each day at work. Incl start/finish work times, meal and other break times
- Pay and entitlement related records
- Leave records (eg. personal, carer, annual leave)
- Records pertaining to the qualification and evidence of skills of persons supervising a trainee or apprentice
- Business licences or worker registration or contractors' licences
- Records confirming compliance with Industrial Relations Commission orders

If you employ and train a trainee / apprentice there has always been the need for you to keep records regarding the training and employment of that learner. The new guidelines clearly set out the types of documents and records you need to keep and nominate the time frame (7 years) for which you need to hold onto those records.

Common employer/trainee-apprentice scenarios.

Scenario 1 – John employs and trains Justin, a 3rd year electrical apprentice. Justin applies for and takes a week's carers leave to look after his father, for whom he has documented carer responsibilities. Does John need to keep the leave records and the documents relating to Justin's responsibility as a carer?

The answer is yes. During the life of John and Justin's Training Contract, John must keep all the documents as listed over. When Justin's Training Contract expires in fourteen months time, John must keep those records for a further seven (7) years.

Scenario 2 – Melissa is an apprentice hairdresser whose employer sells the business to another employer, who then becomes Melissa's employer. What records do the old and new employer need to keep?

Answer – The 'old' employer must copy the records relating to the Training Contract and deliver those records to the 'new' employer. The 'old' employer must keep the originals for seven years from the expected expiration of the Training Contract.

Scenario 3 - XYZ Plumbing Pty Ltd and their apprentice, Oliver, mutually agree to terminate the Training Contract. Does the employer need to keep Oliver's records for on-job training received during the Training Contract term?

Answer - Yes, for seven years past the mutually agreed termination date.