

Apprenticeship/Traineeship Training Contract

including
Assessment for Australian Government
Australian Apprenticeships Incentives

This contract must be completed with the assistance of an Australian Apprenticeships Centre.

This is a free service.

Please read this before completing the Training Contract.

This Training Contract must be completed with the assistance of your chosen Australian Apprenticeships Centre.

- Find out the Australian Apprenticeships Centres that are contracted in your region by calling **13 38 73**; or
- Visit the Australian Apprenticeships website at **www.australianapprenticeships.gov.au**

Australian Apprenticeships Centres are contracted by the Australian Government Department of Education, Employment and Workplace Relations (DEEWR) to provide a FREE service to employers and apprentices/trainees. Australian Apprenticeships Centres are required to personally visit employers and apprentices/trainees to assist in the completion of this Training Contract and related State/Territory Training Authority documentation.

Only an officially contracted Australian Apprenticeships Centre is authorised to provide advice on the eligibility and payment of Australian Government Australian Apprenticeships Incentives.

Before completing the Training Contract please read the following sections:

- **Information You Need to Know and Information to Help Complete the Training Contract** located on the inside of the back cover.
- **Training Contract Declaration and Obligations** located on the first page of the Training Contract.
- **Information on Australian Government Australian Apprenticeships Incentives** located on the outside of the third page of the Training Contract.

If filling this Contract out by hand, please write clearly, in BLOCK LETTERS, and push firmly with a ball point pen. Do not use correction fluid. Cross out the error and write the correct information above it. ALL corrections must be initialled by all parties to the Contract.

SA only – Employers are to be the final signatory of the Contract.

When the Training Contract is completed your Australian Apprenticeships Centre will lodge it for approval/registration with the relevant State/Territory Training Authority.

- The first copy (white) is the relevant State/Territory Training Authority copy.
- The second copy (yellow) is the Australian Apprenticeships Centre's copy.
- The third copy (green) will be returned to the employer.
- The fourth copy (blue) will be returned to the apprentice/trainee.

An unsigned or incomplete Training Contract cannot be processed and will be returned for completion. Before you lodge it, make sure you have taken the steps in the following checklist:

- Additional information and/or evidence required by questions 21, 22 and 24 is provided if necessary.
- The employer, the apprentice/trainee, and any guardian or parent as required, have all read, signed and dated the Training Contract.
- Any alterations to any part of the document are initialled by all those who sign the Training Contract.

Training Contract

This contract forms a legally binding agreement between an employer and employee for the training of Apprentices and Trainees leading to a nationally recognised qualification. In signing this contract the parties are bound by the obligations detailed below and the legislation of the State or Territory in which this training contract is to be registered.

Training Contract Declaration

We, the employer, apprentice/trainee and parent or guardian (where applicable) have read and understood the **Training Contract Obligations** outlined below.

We declare that to the best of our knowledge the details entered on this Training Contract are true and correct. We understand that the giving of false or misleading information is a serious offence.

We understand that the information provided in this Training Contract:

- is collected for the purposes of registration, preparing statistics, reporting, program administration, monitoring and evaluation, calculating incentives and allowances paid to employers and apprentices/trainees and preventing dual payments;
- may be disclosed to and used for these purposes by the Australian Government, including the Department of Education, Employment and Workplace Relations (DEEWR) and Centrelink, State/Territory government departments and agencies, employers, our Australian Apprenticeships Centre, Registered Training Organisation (RTO), non-government education authorities and the contractors or agents of any of these organisations, departments and agencies;
- may also be exchanged between DEEWR and Centrelink (for Youth Allowance, Austudy and ABSTUDY administration) to provide confirmation that the apprentice/trainee who signs this declaration is an Australian Apprentice; and
- may otherwise be disclosed without consent where authorised or required by law.

We understand that this Apprenticeship/Traineeship Contract is legally binding in accordance with the **Training Contract Obligations** set out below and the legislation of the State or Territory in which this Training Contract is to be registered.

We understand that the Contract can only be terminated within the period of the probation and/or, in accordance with the requirements of the relevant State/Territory legislation, and that the probation periods are determined by the State/Territory Training Authority or relevant industrial award/agreement for this qualification and vocation.

We undertake to negotiate and sign a Training Plan with the chosen RTO as required by the relevant State/Territory Training Authority.

The employer representative (on behalf of the employer named in Question 28)

Surname (family name)

Given names (in full)

Signed this day:

Signature of employer representative

Day / Month / Year

The apprentice/trainee

Surname (family name)

Given names (in full)

Signed this day:

Signature of apprentice/trainee

Day / Month / Year

Signed this day:

Signature of parent/guardian (for apprentice/trainee under 18 years of age)

Day / Month / Year

Name of Apprenticeship/Traineeship (as designated by legislation/regulation):

Training Contract Obligations

For the employer, apprentice or trainee, and parent or guardian (where applicable)

We agree that:

- a) the Contract commences from the date stated in question 3, provided that it has been registered or approved under the provisions of the relevant State/Territory legislation
- b) the Contract can only be changed by our agreement and according to State/Territory legislation and the State/Territory Training Authority must be informed of the proposed change/s. In some States/Territories approval for the change/s must be sought
- c) the apprentice/trainee can see, and correct, any information about himself/herself in this Contract or held by the employer in relation to this Contract
- d) we will try to resolve any dispute we have between us, and if we can't, we will contact our State/Territory Training Authority to request assistance or to access the appropriate dispute resolution processes
- e) the Contract can be audited by the relevant State/Territory Training Authority or Australian Government Department
- f) the Contract is successfully completed when there is agreement from the employer, Registered Training Organisation and apprentice/trainee, and/or an acknowledgement by the State/Territory Training Authority, that the apprentice/trainee has attained all the required competencies
- g) this Contract expires if it reaches the expected term of the contract referred to in question 4 without the apprentice/trainee having attained all the required competencies or a request for an extension of the contract having been endorsed by a State/Territory Training Authority
- h) this Contract may be terminated in accordance with the relevant State/Territory legislation.

For the employer

I agree that I will:

- a) employ and train the apprentice/trainee as agreed in our Training Plan and ensure the apprentice/trainee understands the choices that he/she has regarding the training

- b) provide the appropriate facilities and experienced people to facilitate the training and supervise the apprentice/trainee while at work, in accordance with the Training Plan
- c) make sure the apprentice/trainee receives on-the-job training and assessment in accordance with our Training Plan
- d) provide work that is relevant and appropriate to the vocation and also to the achievement of the qualification referred to in this Contract
- e) release the apprentice/trainee from work and pay the appropriate wages to attend any training and assessment specified in our Training Plan
- f) meet all legal requirements regarding the apprentice/trainee, including but not limited to, occupational health and safety requirements and payment of wages and conditions under the relevant employment arrangements
- g) repay any payment I receive that I am not entitled to
- h) work with our RTO and the apprentice/trainee to make sure we follow our Training Plan, keep training records up-to-date, and monitor and support the apprentice/trainee's progress; and
- i) let the relevant State/Territory Training Authority and the RTO know within five working days (or when the local State/Territory legislation requires, if this is different) if our Training Contract has become jeopardised.

I acknowledge that it is an offence to use information in the Contract to discriminate against any person, including the apprentice/trainee.

For the apprentice/trainee

I agree that I will:

- a) attend work, do my job, and follow my employer's instructions, as long as they are lawful
- b) work towards achieving the qualification stated in our Training Contract
- c) undertake any training and assessment in our Training Plan.

For the parent or guardian

I agree that I will:

uphold the responsibilities listed above for the apprentice/trainee until this person is 18 years of age.

Apprenticeship/Traineeship Details

1 **Title and level of qualification**

2 **National Qualification Code**

3 **Commencement date of Apprenticeship/Traineeship**

4 **Nominal term of the Training Contract**
 (For NT this is the expected duration) (months)

5 **The period of probation for this Apprenticeship/Traineeship** (months) (Not required in ACT) (as defined by State/Territory legislation/regulation or relevant industrial award/agreement)

6 **Type of Apprenticeship/Traineeship (NSW only)**
 Apprenticeship Traineeship Trainee Apprenticeship

7 **Is the apprentice/trainee an existing worker?**
 No Yes (Refer to Information to Help Complete the Training Contract)

Apprentice/Trainee Personal Details

8 **Surname (family name)**

Given names (in full)

9 **Address (residential)**

 State Postcode

Address (postal)

 State Postcode

10 **Telephone number/s** Home Mobile
 Email

11 **Date of birth**
 Day / Month / Year

12 **Sex** Male Female

13 **Citizenship (Tick applicable box)**
 Australian citizen or permanent resident
 A New Zealand passport holder who has been resident in Australia for 6 months or more (Refer to Information to Help Complete the Training Contract)
 Other – Visa document number

14* **Are you of Aboriginal or Torres Strait Islander origin?**
 For persons of both Aboriginal AND Torres Strait Islander origin mark both 'Yes' boxes.
 No Yes, Aboriginal Yes, Torres Strait Islander

15* **In which country were you born?**
 Australia Other (Please specify)

16* **Do you speak a language other than English at home?**
 If more than one language, indicate the one that is spoken most often.
 English only Other (Please specify)

17* **Do you consider yourself to have a disability, impairment or long-term condition?**
 No Yes (If you answered YES, you may qualify for additional assistance)

Apprentice/Trainee Education and Training Details

18 **Are you still attending secondary school?**
 No Yes ▶ What Year level are you currently in at school? (e.g. Year 11)
 Name of Secondary School

19 **Is this an approved Australian School-based Apprenticeship?**
 No Yes (Refer to Information to Help Complete the Training Contract)

20 **What is your highest COMPLETED school level?**
 Year 12 or equivalent Year 11 or equivalent
 Year 10 or equivalent Year 9 or equivalent
 Year 8 or below Did not go to school
 ▶ When did you complete that school level? Month / Year

21 **Have you successfully COMPLETED any of the following qualifications?**
 No Yes ▶ tick and complete any applicable boxes.

Commenced	Completed:
<input type="checkbox"/>	<input type="checkbox"/> Bachelor Degree or higher
<input type="checkbox"/>	<input type="checkbox"/> Advanced Diploma (e.g. Associate Degree)
<input type="checkbox"/>	<input type="checkbox"/> Diploma (or Associate Diploma)
<input type="text"/> Month / <input type="text"/> Year	<input type="checkbox"/> Certificate IV (e.g. Adv. Certificate/Technician) <input type="text"/> Month / <input type="text"/> Year
<input type="text"/> Month / <input type="text"/> Year	<input type="checkbox"/> Certificate III (e.g. Trade Certificate) <input type="text"/> Month / <input type="text"/> Year
<input type="text"/> Month / <input type="text"/> Year	<input type="checkbox"/> Certificate II <input type="text"/> Month / <input type="text"/> Year
<input type="checkbox"/>	<input type="checkbox"/> Certificate I
<input type="checkbox"/>	<input type="checkbox"/> Pre-Apprenticeship/Pre-Vocational
<input type="checkbox"/>	<input type="checkbox"/> Certificates or qualifications other than above <input type="text"/> Month / <input type="text"/> Year

Title and level of qualification/s obtained (Attach list if necessary)

22* **If you have completed a qualification at Certificate Level III or above, do any of the following apply to you?**

The qualification cannot be used because of an injury or disability No Yes

You are an Intensive Support Customised Assistance Client No Yes

You are unemployed and have been registered with Centrelink for 12 months or more No Yes

(If you answered YES to any of these, you will need to attach evidence. Contact your Australian Apprenticeships Centre regarding evidence requirements.)

23 **Have you previously worked as an apprentice or trainee?**
 No Yes ▶ Please provide details below. If you are unsure of any of these details, ask your Australian Apprenticeships Centre for assistance.

Name of company

Title and level of qualification

State/Territory/overseas	Year of commencement	Apprentice/Trainee number
<input type="text"/>	<input type="text"/>	<input type="text"/>

24 **Are you seeking credit to reduce the term of the Training Contract?**
 (Refer to Information to Help Complete the Training Contract) (Evidence is required and must be attached.)
 No Yes ▶ How much credit are the parties seeking? (months)

25 **Are you currently undertaking any other study?**
 No Yes ▶ Please provide details below.

Title and level of qualification

Parent or Guardian Details

If under 18 years of age, go to **Question 26**.

If 18 years of age or over, go to **Question 28**.

26 Surname (family name)

Given names (in full)

27 Address

<input type="text"/>	State	<input type="text"/>	Postcode
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Home phone number

Work phone number

Mobile phone number

Employer Details

28 Legal name of employer (Refer to Information to Help Complete the Training Contract)

29 Australian Business Number (ABN) of your legal entity

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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30 Trading name

31 Postal address

<input type="text"/>	State	<input type="text"/>	Postcode
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32 Telephone number

Business

Fax

Mobile

Email

33 What is the industry or principal activity of the business?

34 Type of employer

Private Sector

Local Government

Government Business Enterprise

State Government

Group Training Organisation

Federal Government

Employment and Training Details

(For apprentices/trainees employed through Group Training Organisations in NSW, Tasmania, WA, NT and ACT, provide the name and address of the first host employer.)

35 Name of workplace where apprentice/trainee will be employed

Address of workplace where apprentice/trainee will be employed

<input type="text"/>	State	<input type="text"/>	Postcode
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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36 Workplace details

Total number of people employed by the firm

Total number of apprentices/trainees in this workplace

Number of workers able to demonstrate the relevant competencies available to supervise or train the apprentice/trainee in this workplace

37 Name of contact person for this workplace

Telephone number

Fax

Email

38 Type of employment arrangement

Federal Award

Australian Workplace Agreement

Certified Agreement

State Workplace Agreement

State Award

Other

Name of Agreement/Award

39 Please indicate the number of hours of employment and training per week and whether this Apprenticeship/Traineeship is full-time or part-time

Number of hours work and training per week

Full-time

Part-time

40 Prior to commencing THIS Apprenticeship/Traineeship, has the apprentice/trainee worked for, or been hosted by/to, the employer/host employer?

No

Yes

▶ (To be completed with the assistance of your Australian Apprenticeships Centre)

Period of previous **full-time** employment/hosting: from

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

to

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Period of previous **part-time** employment/hosting: from

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

to

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part-time: Number of hours per week

Period of previous **casual** employment/hosting: from

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

to

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Casual: Number of hours per week

41 Is the apprentice/trainee in a business relationship with this employer?

(Examples include partnership, director or franchise arrangement – family trusts excluded.) (Refer to **Information to Help Complete the Training Contract**)

No

Yes

▶ Type of business relationship

42 Has the employer previously received Australian Government Incentives for this apprentice/trainee and/or has the employer received or applied to receive any other government assistance for this apprentice/trainee?

No

Yes

▶ Please provide details below.

Registered Training Organisation Details

Name of Registered Training Organisation (RTO)

Telephone number

Contact Officer

Australian Apprenticeships Centre Details

Name of Australian Apprenticeships Centre

Telephone number

Contact Officer

Information on Australian Government Australian Apprenticeships Incentives

Australian Apprenticeships, formerly known as New Apprenticeships, encompass all apprenticeships and traineeships. They combine time at work with training and can be full-time, part-time or school-based. Australian Apprenticeships are a stepping stone to ongoing employment or further education and training, and a great way to get a head start to a career.

The Australian Apprenticeships Incentives Program encourages employers to offer the kinds of employment-related training opportunities that will encourage people to acquire and expand their working skills.

For further details about the incentives listed here, including application forms and advice about whether you may be eligible, contact your Australian Apprenticeships Centre.

Eligibility for Australian Government Incentives – Information for Employers

This Training Contract has been designed to assess your eligibility for Australian Government Australian Apprenticeships Incentives. These Incentives can include Commencement, Re commencement, Completion and other special incentives.

Eligibility is assessed on a number of criteria, including, but not limited to:

- the date the Australian Apprentice commences or recommences with an employer;
- the employment status of the Australian Apprentice at the date the incentive falls due;
- the location of the workplace;
- the accredited training program is in place;
- the type of employment relationship; and
- the formal approval by the State or Territory Training Authority.

If you are eligible for Australian Government Incentives, you will need to complete a separate Claim Form available from your Australian Apprenticeships Centre in order to be paid. This Claim Form should be lodged following:

- approval of the Training Contract;
- after the apprentice/trainee has commenced training according to the approved Training Plan; and
- after the Australian Government three-month waiting period has expired and the apprentice/trainee is still employed by your business and any State/Territory probation period has been completed.

Taxation

If you are eligible for Australian Government Incentives you should be aware that if you do not provide your ABN when lodging a Claim Form, the Department of Education, Employment and Workplace Relations will be obliged to withhold 46.5% of the incentive payment and remit it to the Australian Taxation Office.

You should seek independent advice regarding your taxation position.

Other Australian Government Assistance

Assistance for Apprentices/Trainees with a Disability

The Australian Government may provide assistance to employers of apprentices/trainees with a disability, including the Disabled Australian Apprenticeships Wage Support program, Tutorial Assistance, Mentor/Interpreter Assistance. Workplace modifications may be available for disabled apprentices and trainees. If applying for assistance you will need to complete an Application Form and an Occupational Assessment Form.

Living Away From Home Allowance

Apprentices/trainees may be eligible for a Living Away from Home Allowance for the first 36 months of an Apprenticeship/Traineeship, if they had to move away from their parents'/guardians' home to commence or remain in the Apprenticeship/Traineeship, or if they are homeless.

FOR OFFICE USE ONLY

Australian Apprenticeships Centre Declaration

This section is completed by the Australian Apprenticeships Centre.

I certify that:

- details entered have been verified
- the application meets/does not meet all initial assessment criteria for payment as specified in the *Australian Government Australian Apprenticeships Incentives Program Guidelines*
- I have advised the employer and the apprentice/trainee of their obligations and responsibilities under the Training Contract
- I have informed the employer and the apprentice/trainee of their options under User Choice provisions
- I have provided relevant publications to the employer and the apprentice/trainee.

I understand that:

- it is a serious offence to make a false or misleading statement in connection with an application for payment, and
- fees paid to the Australian Apprenticeships Centre and any incentives paid to any employer in relation to the processing of this Contract may be recovered if this Contract has not been processed in accordance with the *Australian Government Australian Apprenticeships Support Services Contract*

Name of Australian Apprenticeships Centre

Printed name of person verifying details

Signature of person verifying details

Date:

Day	/	Month	/	Year
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TYIMS Registration ID

Training Contract ID No.

Eligible for incentives

Not Eligible for incentives

NOTES

Information on Australian Government Australian Apprenticeships Incentives

Australian Apprenticeships, formerly known as New Apprenticeships, encompass all apprenticeships and traineeships. They combine time at work with training and can be full-time, part-time or school-based. Australian Apprenticeships are a stepping stone to ongoing employment or further education and training, and a great way to get a head start to a career.

The Australian Apprenticeships Incentives Program encourages employers to offer the kinds of employment-related training opportunities that will encourage people to acquire and expand their working skills.

For further details about the incentives listed here, including application forms and advice about whether you may be eligible, contact your Australian Apprenticeships Centre.

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This Training Contract has been designed to assess your eligibility for Australian Government Australian Apprenticeships Incentives. These Incentives can include Commencement, Recommencement, Completion and other special incentives.

Eligibility is assessed on a number of criteria, including, but not limited to:

- the date the Australian Apprentice commences or recommences with an employer;
- the employment status of the Australian Apprentice at the date the incentive falls due;
- the location of the workplace;
- the accredited training program is in place;
- the type of employment relationship; and
- the formal approval by the State or Territory Training Authority.

If you are eligible for Australian Government Incentives, you will need to complete a separate Claim Form available from your Australian Apprenticeships Centre in order to be paid. This Claim Form should be lodged following:

- approval of the Training Contract;
- after the apprentice/trainee has commenced training according to the approved Training Plan; and
- after the Australian Government three-month waiting period has expired and the apprentice/trainee is still employed by your business and any State/Territory probation period has been completed.

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If you are eligible for Australian Government Incentives you should be aware that if you do not provide your ABN when lodging a Claim Form, the Department of Education, Employment and Workplace Relations will be obliged to withhold 46.5% of the incentive payment and remit it to the Australian Taxation Office.

You should seek independent advice regarding your taxation position.

Other Australian Government Assistance

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Contacts for Further Information and Assistance

Australian Apprenticeships Centres

- administer Australian Government incentive payments to employers and allowances for apprentices/trainees;
- provide information on Australian Apprenticeships options to employers and other interested people;
- market and promote Australian Apprenticeships;
- work with the State/Territory government department or agency to provide an integrated service;
- work with training providers, schools and other organisations to support Australian Apprenticeships; and
- provide support to employers and Australian Apprentices throughout the Australian Apprenticeship to encourage successful completion.

Australian Apprenticeships Centres are located throughout each State and Territory.

- Find an Australian Apprenticeships Centre in your region by calling 13 38 73; or
- Visit the Australian Apprenticeships website at www.australianapprenticeships.gov.au

State/Territory Government Departments or Agencies

State/Territory government departments or agencies can also provide further information. See contact details below:

Australian Capital Territory

Training and Tertiary Education – ACT Department of Education and Training

220 Northbourne Avenue, Braddon ACT, 2612

PO Box 158, Canberra ACT 2601

Ph: (02) 6205 8555

Fax: (02) 6205 8448

Web: www.det.act.gov.au

New South Wales

NSW Department of Education and Training

Locked Bag 53, Darlinghurst NSW 1300

Ph: 13 28 11

Fax: (02) 9266 8590

Web: www.training.nsw.gov.au

Ph: (02) 9266 8704 (interstate)

Northern Territory

Department of Education and Training

Mitchell Centre, 11th Floor, 55-59 Mitchell Street, Darwin NT 0800

PO Box 4821, Darwin NT 0801

Ph: (08) 8901 1357

Fax: (08) 8901 1326

Web: www.det.nt.gov.au

Queensland

Department of Education and Training

LMB 527, GPO Brisbane QLD 4001

Ph: 1800 210 210

Web: <http://www.apprenticeshipsinfo.qld.gov.au>

South Australia

Department of Further Education, Employment, Science and Technology – Traineeship and Apprenticeship Services

GPO Box 320, Adelaide SA 5001

Ph: 1800 673 097

Fax: (08) 8463 5654

Web: www.dfeest.sa.gov.au/apprentices

Tasmania

Skills Tasmania

GPO Box 169, Hobart TAS 7001

Ph: (03) 6233 7740

Fax: (03) 6233 0588

Web: www.skills.tas.gov.au

Victoria

Skills Victoria

GPO Box 266, Melbourne VIC 3001

Ph: 1300 722 603

Fax: (03) 9637 3564

Web: www.skills.vic.gov.au

Western Australia

ApprentiCentre – Department of Training and Workforce Development

Locked Bag 145, Leederville WA 6903

Ph: 13 19 54

Ph: (08) 9318 5400

Fax: (08) 9238 2633

Web: www.apprenticentre.wa.gov.au

Information You Need to Know

National Code of Good Practice for Australian Apprenticeships

This code explains the rights and responsibilities of the people who sign this contract. Free copies of the code are available from your Australian Apprenticeships Centre.

Making choices

a. Choosing a Registered Training Organisation (RTO)

The employer and the apprentice/trainee must select an RTO to provide training from a list available from your Australian Apprenticeships Centre or State/Territory Training Authority. The apprentice/trainee must be enrolled with the selected RTO. Contact your Australian Apprenticeships Centre or State/Territory Training Authority for the list. (See the **Contacts for Further Information** and Assistance section of this document for contacts.)

The employer and apprentice/trainee have a right to:

- ask RTOs for accurate and timely information about training options they can offer you
- identify and select the training outcomes from nationally endorsed Training Packages or accredited courses that are available in your State/Territory
- negotiate a Training Plan with the RTO according to the relevant State/Territory Training Authority.

b. Training Plans

A Training Plan sets out the training that an apprentice/trainee will do both on-the-job and off-the-job. It also sets out how the RTO will ensure the apprentice/trainee will receive quality training – both on-the-job and off-the-job.

It's important that the employer and the apprentice/trainee know how the Plan will work and are well-informed about it.

Training Plans reflect the choices made in relation to:

- the RTO that will provide the training
- which competency standards will be covered and in what order
- when, where and how training is provided
- which trainer/facilitator provides the training
- who assesses the apprentice/trainee
- how the training is evaluated.

Qualifications and records

Once the apprentice/trainee successfully completes all assessment requirements of the Training Plan, the RTO must issue the qualification specified in the Plan. If the apprentice/trainee only completes some of the competency standards, the RTO must issue a Statement of Attainment. The RTO will keep the relevant records.

Allowances and Incentives

A range of Australian Government and State/Territory incentives and subsidies may be available from time to time. For more information, see the **Information on Australian Government Australian Apprenticeships Incentives** section of this document.

State/Territory government allowances may also be available where the apprentice/trainee has to travel away from home to attend training.

Check with an Australian Apprenticeships Centre in your region.

Existing workers who become apprentices/trainees may not attract Australian Government or State/Territory subsidies and incentives.

Information to Help Complete the Training Contract

Questions marked (*) 14, 15, 16, 17 and 22 are optional questions

You are not required to complete these questions, however, if you answer question 22 it may assist in processing your claim for incentives.

Questions 1, 2, 21 and 25 – Title, Level and Code of Qualification

Apprentices/trainees who successfully complete their training receive a nationally recognised qualification. Qualification titles and levels are laid out in the relevant nationally endorsed industry Training Package or accredited training course. Titles and levels are also on the Australian Qualifications Framework certificates issued by RTOs. Qualification codes are available from the National Training Information Service website (www.ntis.gov.au). Your Australian Apprenticeships Centre or RTO can also provide this information.

Question 6 – Trainee Apprenticeships – NSW only

NSW training legislation provides for 'trainee apprenticeships'. Trainee apprentices do not undergo a probationary period and are mainly established in the building and construction industry. They may work for various employers in the same industry at different times. The employer or employee can terminate trainee apprenticeships on the period of notice specified in the relevant award. Trainee apprentices complete the same on-the-job and off-the-job training as other apprentices and, at the conclusion of the trainee apprenticeship, they receive the same qualifications and certification.

Question 7 – Existing Worker

An existing worker is defined as a person who has been employed by the applicant employer continuously for more than 3 months full-time or 12 months casual or part-time or a combination of both, immediately prior to the commencement date of the Training Contract as shown in question 3.

State/Territory/Australian Government incentives may not apply to existing worker arrangements. You should contact your nominated Australian Apprenticeships Centre for advice in relation to eligibility for any incentives.

Question 13 – New Zealand Passport Holders

Australian Government incentives are only available to New Zealand passport holders if the applicant has been resident in Australia for 6 months or more. However, a Training Contract with the New Zealand passport holder could still be registered. Contact your Australian Apprenticeships Centre or State/Territory Training Authority for more information.

Question 19 – Australian School-based Apprenticeship

Australian Apprenticeship training undertaken by a student will be an Australian School-based Apprenticeship when all of the following apply:

- the student is enrolled in a senior secondary certificate under the relevant Education Act
- the school or education provider at which the student is enrolled acknowledges and endorses the Training Plan/Outline required by the Apprenticeship/Traineeship Training Contract
- the Australian School-based Apprenticeship is recognised on the senior secondary certificate. (Note: The term Australian Apprenticeships relates to apprenticeships and traineeships)

Question 24 – Credit

An apprentice/trainee may gain "credit" for relevant prior learning or experience. This prior learning or experience must be formally recognised and may mean the duration of the Training Contract can be changed. Credit may also affect industrial relations arrangements and incentive payments. For more information contact your Australian Apprenticeships Centre or RTO.

Your RTO should discuss the issue of credit for prior learning with you during the negotiation of the Training Plan associated with this contract of training.

Question 28 – Legal Name of Employer

The employer must provide the name of the employer's legal entity. This will be a person's name, a company name, or the name of an incorporated association, NOT a trading name, business name, or name of a trust.

Questions 34 and 35 – Group Training Organisation

A group training organisation employs apprentices/trainees and places them with host employers. The host employer and the company providing the group training services must be separate legal entities.

Question 39 – Full-time/Part-time Apprentices and Trainees

Apprenticeships/traineeships may be undertaken full-time or part-time. A full-time apprentice/trainee is one whose ordinary hours of employment, including the training component, are not less than the usual hours of employment for a full-time employee in that occupation. Part-time provisions vary across Australia and across occupations. Averaging of hours may be possible in some jurisdictions (not in SA). Please check with your State/Territory Training Authority.

For more information contact an Australian Apprenticeships Centre in your region or State/Territory Training Authority. See the **Contacts for Further Information and Assistance** section for further contact details.

Question 41 – Business Relationship

A business relationship includes a pre-existing or current business relationship between the employer and the apprentice/trainee; for example, when the apprentice/trainee is a partner, a director of the company, a previous director or partner or involved in franchise arrangements.

The following State/Territory training authorities can also provide
further information:



Australian Capital Territory

Training and Tertiary Education
ACT Department of Education and Training
220 Northbourne Avenue, Braddon ACT 2612
PO Box 158, Canberra ACT 2601
Ph: (02) 6205 8555 Fax: (02) 6205 8448
Web: www.det.act.gov.au



New South Wales

NSW Department of Education and Training
Locked Bag 53, Darlinghurst NSW 1300
Ph: 13 28 11 Fax: (02) 9266 8590
(02) 9266 8704 (interstate)
Web: www.training.nsw.gov.au



Northern Territory

Department of Education and Training
Mitchell Centre, 11th Floor, 55-59 Mitchell Street,
Darwin NT 0800
PO Box 4821, Darwin NT 0801
Ph: (08) 8901 1357 Fax: (08) 8901 1326
Web: www.det.nt.gov.au



Queensland

Department of Education and Training
LMB 527, GPO Brisbane QLD 4001
Ph: 1800 210 210
Web: <http://www.apprenticeshipsinfo.qld.gov.au>



South Australia

Department of Further Education, Employment,
Science and Technology
Traineeship and Apprenticeship Services
GPO Box 320, Adelaide SA 5001
Ph: 1800 673 097 Fax: (08) 8463 5654
Web: www.dfeest.sa.gov.au/apprentices



Tasmania

Skills Tasmania
GPO Box 169, Hobart TAS 7001
Ph: (03) 6233 7740 Fax: (03) 6233 0588
Web: www.skills.tas.gov.au



Victoria

Skills Victoria
GPO Box 266, Melbourne VIC 3001
Ph: 1300 722 603 Fax: (03) 9637 3564
Web: www.skills.vic.gov.au



Western Australia

ApprentiCentre
Department of Training and Workforce Development
Locked Bag 145, Leederville WA 6903
Ph: (08) 9318 5400 Fax: (08) 9238 2633
13 19 54
Web: www.apprenticentre.wa.gov.au