

TRAINING PLAN FOR A SOUTH AUSTRALIAN SCHOOL BASED APPRENTICESHIP OR TRAINEESHIP TRAINING CONTRACT

This Training Plan Proforma for school based apprenticeships and traineeships is for use with Training Contracts signed on or after 15 October 2009. The Training Contract and the Training Plan must be lodged with Traineeship and Apprenticeship Services in the Department of Further Education, Employment, Science and Technology within 4 weeks of the Contract being signed.

The Training Plan is intended to record the following agreements between the parties:

- the Australian Qualification Framework (AQF) qualification to be undertaken
- the units of competence that will make up the AQF qualification
- the mode of delivery of formal training (on-job or off-job)
- the responsibilities of the apprentice/trainee, employer and Registered Training Organisation (RTO), with respect to training under the Contract
- any additional expectations of the apprentice/trainee, employer or RTO that are agreed to by the parties to the Contract.

Please note that the employment arrangement is for the term stated on the Training Contract and can be full-time or part-time but **cannot be casual**.

The Training and Skills Commission has determined minimum part-time hours for school based apprentices and trainees employed on a part-time basis. They are:

Minimum Part-time Hours for School based Apprenticeships and Traineeships
8 hours per week.
This may be averaged over a 26 week period, twice a year, in each year of the school based program

Attention should also be given to Section 52 (1) of the *Training and Skills Development Act, 2008*, which states: "A change in the ownership of a business (or part of a business) does not result in the termination of a training contract entered into by the former owner but, where a change in ownership occurs, the rights, obligations, and liabilities of the former owner under the contract are transferred to the new owner."

For further information please contact Traineeship and Apprenticeship Services on **freecall 1800 673 097** or at dfest.tastp@sa.gov.au

Please submit this Training Plan to **Traineeship and Apprenticeship Services** via one of the following:

Email	dfest.tastp@sa.gov.au
Fax	(08) 8115 5557
Mail	GPO Box 320, Adelaide, SA, 5001

SOUTH AUSTRALIAN SCHOOL BASED APPRENTICESHIP AND TRAINEESHIP TRAINING PLAN

The apprentice/trainee, employer and Registered Training Organisation (RTO) are required to agree on the Training Plan, including the units of competence to be delivered by the RTO under the Training Contract, together with the method of delivery and assessment.

School based apprenticeships and traineeships are available only to secondary school students for the period they are enrolled in secondary school. At the cessation of secondary schooling, the contract automatically converts to full time, or application can be made to convert to part time.

PART A – CONTACT DETAILS

Apprentice/Trainee

Last Name: Given Name(s): DOB:
Email: Ph: (h) Mobile:

Employer

Legal Name (as stated on the Training Contract):
Person Supervising On-Job Training and Employment:
Contact Person: Ph: Fax:

RTO that has been selected to provide the training

RTO Name:
Location of Training Delivery:
Contact Person: Ph: Fax:

PART B – APPRENTICESHIP / TRAINEESHIP DETAILS

Apprenticeship/Traineeship (trade or vocation):
Commencement Date: Probationary Period (months):
Name of Australian Apprenticeships Centre:

PART C – RESPONSIBILITIES

The apprentice/trainee's responsibilities include, but are not limited to:

- Jointly selecting the RTO with the employer
- Contributing towards the development of the Training Plan
- Attending work, doing their job, and following the employer's instructions, as long as these are lawful
- Working towards achieving the stated qualification
- Undertaking all training and assessment contained in this Training Plan
- Liaising with the RTO and employer to determine the achievement of competence in required skills

The employer's responsibilities include, but are not limited to:

- Jointly selecting the RTO with the apprentice/trainee
- Contributing towards the development of the Training Plan
- Providing on-job skill development
- Maintaining training records
- Providing the apprentice/trainee with feedback on progress
- Assessing the apprentice/trainee's competence on the job
- Liaising with the RTO and apprentice/trainee to determine the achievement of competence in required skills
- Providing a higher duty of care in regard to apprentices/trainees under the age of 18 years

The RTO's responsibilities include, but are not limited to:

- Providing on-job or off-job training and assessment in accordance with this Training Plan
- Providing the employer with regular reports on the apprentice/trainee's progress and achievement
- Notifying the employer of apprentice/trainee issues that may affect successful completion of the Training Contract
- Explaining and offering Recognition of Prior Learning (RPL) to the apprentice/trainee and their employer
- Liaising with the employer and apprentice/trainee to determine the achievement of competence in required skills

Please provide attachments if you require additional space

PART D - UNITS OF COMPETENCE

Title of Qualification:	AQF Level:
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National Qualification Code:

How is the training to be delivered? (tick one)

<input type="checkbox"/> ON-JOB please state the method of ensuring the integrity of the training and assessment process	<input type="checkbox"/> OFF-JOB please indicate the mode and location of delivery, and release pattern for the off-the-job training
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It is a requirement of this Training Plan that the RTO explain RPL to the apprentice/trainee and employer, and, where applicable, offer it to the apprentice/trainee. Has the RTO explained and offered RPL to the apprentice/trainee?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Core Units of Competence

Code	Title

Elective Units of Competence

Code	Title

Please provide attachments if you require additional space

PART E - PATTERN OF EMPLOYMENT AND TRAINING

Are the hours of employment to be averaged?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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(If yes, please provide a pattern of employment and training. This should take the form of a schedule or timetable, and should demonstrate when the apprentice/trainee will be attending training, work and school. The schedule or timetable must extend to the end of the calendar year.)

Please provide attachments if you require additional space

PART F – SCHOOL PRINCIPAL

I certify that:

- *the school based apprenticeship or traineeship commenced by the student named in Part B is endorsed by the school as an integral part of the school program*
- *the student named in Part B is in year 10, 11 or 12, and is undertaking the South Australian Certificate of Education*

Name of School:

Suburb:

Principal/Delegate:

Signature:

Date: / /

(Title of delegate):

PART G – APPRENTICE / TRAINEE

I agree that with regard to the RTO nominated on this Training Plan:

The RTO may provide information to my employer and Traineeship and Apprenticeship Management, concerning any matters relating to my training. I understand that information relating to any previous Training Contracts I have had may be released to my nominated AACs and RTOs to calculate eligibility for employer incentives and User Choice funding, and to meet Commonwealth and State Government requirements. I understand my AAC may release Training Contract details to my RTO so that the RTO can develop a Training Plan and submit it to Traineeship and Apprenticeship Services.

I acknowledge that:

- *this Training Contract will convert to full-time upon the cessation of my attendance at secondary school, unless my employer and I apply to convert it to part-time*

I certify that:

- *the employer and I have jointly selected the RTO and have negotiated and agreed on the competencies to be undertaken*
- *RPL has been explained and offered to me by the RTO*
- *I have completed a general occupational health, safety and welfare awareness program*
- *I will contact Traineeship and Apprenticeship Services if I cease attending secondary school within the duration of this Training Contract*
- *I understand and agree to the requirements of this Training Plan*

Apprentice/Trainee:

Signature:

Date: / /

Parent/Guardian:

Signature:

Date: / /

(If apprentice/trainee is under 18 years of age)

PART H – EMPLOYER

I acknowledge that:

- *this Training Contract will convert to full-time upon the cessation of the apprentice/trainee's attendance at secondary school, unless the apprentice/trainee and I apply to convert it to part-time*

I certify that:

- *the apprentice/trainee and I have jointly selected the RTO and have negotiated and agreed on the competencies to be undertaken*
- *RPL has been explained and offered to the apprentice/trainee by the RTO*
- *if I intend to average the hours of employment and training for this Training Contract, I have included evidence of the proposed pattern of training and employment*
- *I understand and agree to the requirements of this Training Plan*

Authorised Representative:

Signature:

Date: / /

PART I - RTO

I certify that:

- *I have explained and offered RPL to the apprentice/trainee*

Authorised Representative:

Signature:

Date: / /