

TRAINING PLAN FOR A SOUTH AUSTRALIAN APPRENTICESHIP OR TRAINEESHIP TRAINING CONTRACT

This Training Plan Proforma 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.

For school based apprenticeships and traineeships, please use the Training Plan for a South Australian School based Apprenticeship or Traineeship Training Contract.

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 may be full-time or part-time but **cannot be casual**.

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

Training Contract – Nominal Duration	Minimum Part-time Hours
Up to and including 23 months	15 hours per week
24-48 months	25 hours per week
School based traineeships and apprenticeships	8 hours per week. This may be averaged over a 26 week period, twice a year, in each year of the school based program
Traineeships for existing workers in Out of School Hours Care for commencements in the period 1 January 2007 to 31 December 2007	10 hours per week. Additional hours may be worked for school vacation care programs

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 dfeest.tastp@sa.gov.au

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

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

UNDERSTANDING AND COMPLETING THE TRAINING PLAN

Please forward a completed Training Plan, using this Proforma, to Traineeship and Apprenticeship Services. The Training Contract may be declined if it is not accompanied by a completed Training Plan.

In developing the Training Plan, the employer, apprentice/trainee and Registered Training Organisation (RTO) shall discuss and agree upon:

- How, when and where training will be delivered
- The units of competence to be delivered
- Who will assess the apprentice/trainee
- The type of assessments that will be conducted.

Any variations to the Training Plan require the agreement of the parties to the Contract. The parties must initial any changes made.

If the parties to the Contract wish to change their RTO or apply for a variation to the Contract that will affect the vocation or qualification, a new Training Plan must be completed and submitted.

The Training Plan will be used as part of any review of training arrangements.

Each signatory to the Training Plan should retain a copy.

PART A - CONTACT DETAILS

Person Supervising On-Job Training and Employment refers to the person authorised to supervise the apprentice/trainee at the commencement of the Training Contract.

The **Location of Training Delivery** refers to the address at which the apprentice/trainee will receive their training.

PART B - APPRENTICESHIP / TRAINEESHIP DETAILS

The **declared vocation or trade** can be found > [µšcep--¥£ 3 3 3 Ýqj-°-š £κ² š± š--@ a°¥p- &@@- š aÝcš¥£«ª °πj \(@¥j j j- π¥ š aÝ° --@ a°¥p- π¥ šš°π³ šµ- ' oēj Ý±j j ¥š](#)

PART C - RESPONSIBILITIES

The apprentice/trainee, employer and RTO must work in partnership. The full list of responsibilities can be found in the Training Contract. In addition to these responsibilities, any other expectations of the apprentice/trainee, employer and RTO agreed to by the parties to the Contract, consistent with state legislation and the Training Contract, should be included here, in the form of an attachment to the Training Plan.

PART D - UNITS OF COMPETENCE

The **Title of Qualification** and **National Qualification Code** can be found > [µšcep--¥£ 3 3 3 Ýqj-°-š £κ² š± š--@ a°¥p- &@@- š aÝcš¥£«ª °πj \(@¥j j j- π¥ š aÝ° --@ a°¥p- π¥ šš°π³ šµ- ' oēj Ý±j j ¥š](#)

Training can be delivered on-job or off-job.

- **On-job.** This is training provided completely on the job by the employer. The RTO supports the training by mentoring the employer. The RTO, employer and apprentice/trainee must discuss and agree on the method used to ensure the integrity of the training and assessment process.
- **Off-job.** This is training provided directly by the RTO. It takes place either in the employer's training facilities, or off-site at the RTO's facilities. In each case, the apprentice/trainee will be away from the normal work environment. Off-job training delivery still requires that the employer and apprentice/trainee confirm the competencies of the apprentice/trainee in the workplace.

Recognition of Prior Learning (RPL) and credit transfer must be negotiated between the parties to the Contract.

For Contracts with terms of up to and including 12 months, the Training Plan should include the core and elective units. For Contracts longer than 12 months, only the core units are required. Electives may be nominated if they are known. Otherwise, they should be added to the Training Plan at a later date. The apprentice/trainee and employer may renegotiate electives at the commencement of each year or stage.

PART E - SIGNATURES

All signatories to the Training Plan should read and understand the document before signing.

In circumstances where the employer is also the RTO (e.g. enterprise RTO), the person authorised to sign on behalf of the employer must be different to the person authorised to sign for the RTO.

SOUTH AUSTRALIAN 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.

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
- 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:

National Qualification Code:

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

ON-JOB
please state the method of ensuring the integrity of the training and assessment process

OFF-JOB
please indicate the mode and location of delivery, and release pattern for the off-the-job training

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?

YES NO

Core Units of Competence

Code	Title

Elective Units of Competence

Code	Title

Please provide attachments if you require additional space

PART E - SIGNATURES

Apprentice/Trainee Declaration

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 Services, 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.

Apprentice/Trainee, Employer and RTO Declaration

We, the undersigned, have discussed, understand and are satisfied with the attached Training Plan arrangements to support and deliver the required training. The employer, apprentice/trainee and, if applicable, parent/guardian have jointly selected the RTO. RPL arrangements have been explained to the apprentice/trainee and employer, and, where applicable, offered to the apprentice/trainee.

Apprentice/Trainee

Printed Name: Signature: Date: / /

Parent/Guardian: Signature: Date: / /
(If apprentice/trainee is under 18 years of age)

Employer (authorised representative)

Printed Name: Signature: Date: / /

RTO (authorised representative)

Printed Name: Signature: Date: / /