

Training Plan for a South Australian apprenticeship/ traineeship

Including school-based apprenticeships
and traineeships

Overview

This proforma is for use with Training Contracts for Vocational Education and Training aligned apprenticeships or traineeship pathways.

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

- the Australian Qualification Framework (AQF) qualification to be undertaken (as well as any non-accredited training aligned to the qualification as part of the trade and vocation declaration process)
- the units of competency (and any aligned non-accredited training) that make up the training to be undertaken
- the mode of delivery and assessment of formal training (on-job and/or off-job)
- the responsibilities of the apprentice/trainee, employer, and Nominated Training Organisation (NTO), with respect to the training to be undertaken
- any additional expectations of the apprentice/trainee, employer, or NTO

The apprentice/trainee, employer, and NTO are required to agree on the Training Plan, including the units of competency to be delivered by the NTO under the Training Contract, together with the mode of delivery and assessment.

The Training Plan should be developed in accordance with the South Australian Skills Standard – “Training Plan and Nominated Training Organisations”.

The NTO must prepare (and obtain the necessary endorsement of) the Training Plan within 28 days of accepting a nomination.

If the NTO is unable to prepare a Training Plan within this timeframe, it must apply to the Commission for an extension, at least five business days in advance of the 28 day deadline. The Training Contract may be declined if the Commission is not notified in the specified period.

Once a Training Plan has been endorsed by all parties, the NTO must notify the Commission within 28 days.

The Training Plan must be reviewed over the life of the Training Contract. Any revisions to the Training Plan must be recorded on the Training Plan proforma including the review date, version number and any changes to the start and end dates for each unit of training being delivered.

The training that is the subject of the Training Plan may also be modified, upon request by the employer or apprentice/trainee, or otherwise reviewed every six months at a minimum.

Any review of, or variation to, the Training Plan must be endorsed by all the relevant parties and will come into effect from the date specified in PART I.

The NTO must provide a copy of the revised Training Plan to the employer and the apprentice or trainee within 14 days of the revised Training Plan coming into effect, and must notify the Commission of the variation within 28 days.

In instances where more than one NTO is required to deliver the training under the Training Plan, the NTO listed on the Training Contract must develop third party arrangements with one or more sub-contractor NTOs.

Understanding and completing the Training Plan



PART A – CONTACT DETAILS

Person/s supervising on-job training and employment refers to the person/s 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. Where third-party arrangements are used, the contractor NTO must provide the name/s of the sub-contractor NTO/s.

PART B – APPRENTICESHIP / TRAINEESHIP DETAILS

The Apprenticeship/Traineeship (trade or declared vocation) can be found by accessing the Traineeship and Apprenticeship Pathways Schedule via [WEB LINK](#). In instances where dual qualifications are undertaken, details of both qualifications are to be included.

PART C – PATTERN OF EMPLOYMENT AND TRAINING

Parties to a Training Contract may agree to average the hours worked under the Contract in accordance with the South Australian Skills Standard – Training Contract Conditions.

An agreement to average the training hours over a particular work cycle must be in advance of the training commencing (in addition to the rostered hours of employment and training for the period over which the averaging applies).

PART D – TRAINING PLAN PROFORMA

When developing the detailed training elements, the NTO (and, where applicable, the sub-contractor NTO) **may use their own format and attach as part of the Training Plan. Alternatively, the NTO(s) can use the example template provided in this form.**

In the case of third-party arrangements, the contractor NTO must record which NTO will deliver each unit of competency (or non-accredited training, where applicable).

At a minimum, any attachment must include the information required by the template.

The Title of Qualification and National Qualification Code can be found by accessing the Traineeship and Apprenticeship Pathways Schedule via [WEB LINK](#).

Stage of training – NTOs should include the stage or year of Training when developing the Training Plan. A separate page should be completed for each stage of the training contract. This should align to the progress of the apprentice or trainee through the training contract and the work being undertaken.

Unit type – All units of competency in qualifications are to be described as either ‘core’ or ‘elective’. The training plan should list all core and elective units to be undertaken as agreed between the NTO, the employer and the apprentice or trainee.

- **Core** units are mandatory for all learners
- **Elective** units provide the learner with a choice. Where elective units are not known they can be completed later.
- **Additional** units – can be accredited or non-accredited.

Non-accredited training/non-formal learning does not lead to a formal qualification or award and sits outside the requirements of the nationally recognised accredited training system. Some non-accredited training may be aligned to an apprenticeship or traineeship as part of the trade and vocation declaration process.

An employer may seek to include non-accredited training beyond what would be required in the declared trade or vocation. Examples could include short courses specific to the enterprise such as induction, specialised licensing, product and/or equipment specific training, upskilling, work health and safety, etc.

The training may be offered by the NTO, employer or by professional/industry associations.

Credit – Recognition of Prior Learning (RPL) and Credit Transfer (CT) must be negotiated between the parties to the Training Contract.

- RPL - It is the responsibility of the NTO to offer RPL assessments to students. RPL is defined in the Australian Qualifications Framework as an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.
- CT - Students must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this. If a student provides suitable evidence they have successfully completed a unit or module at any NTO, credit must be provided for the unit or module. Where credit is to be applied it should be recorded as CT on the training plan.

Start date / End date – The Unit Training Start and End Dates can be added where known and updated as part of the review process once this information is known.

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

- On-job - This is training provided completely on-job by the employer. The NTO supports the training by mentoring the employer. The NTO, 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 NTO. It takes place either in the employer's training facilities, or off-site at the NTO'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.

Date completed – for accredited units this is the date the student is deemed competent by the NTO. For non-accredited training this is the date the training was completed. This section is to be completed as part of the regular review cycle.

6 monthly review comments – provides an opportunity for the NTO, employer and apprentice or trainee to record comments about progress during the 6 monthly review of the Training Plan.

Training Plan review/variation endorsement – all the relevant parties must sign to endorse any review of, or variation to, the Training Plan.

PARTS E, F, G, H – CERTIFICATION AND SIGNATURES

All signatories to the Training Plan should read and understand their responsibilities in the document before signing. In circumstances where the employer is also the NTO (an enterprise NTO), the person authorised to sign on behalf of the employer must be different to the person authorised to sign for the NTO.

For school-based training contracts, the school Principal may in some cases delegate authority for signing the Training Plan. If this option is exercised, the name and title of the representative to whom authority is delegated must be supplied. Please note this option is not available for Department for Education schools. Principals should consult their relevant school's association for further information.

PART I – COMMENCEMENT / REVIEW DATE FOR THE TRAINING PLAN

To be completed by the NTO once all parties have endorsed the Training Plan, or endorsed any review of, or variation to, the Training Plan.

South Australian apprenticeship or traineeship Training Plan (including school-based)

PART A – CONTACT DETAILS

APPRENTICE/TRAINEE

Last name(s):	
First name(s):	
Date of birth (DD/MM/YY):	Phone (H):
Email:	Mobile:

EMPLOYER

Legal Name (as stated on the Training Contract):	
Trading Name:	
Workplace training address:	
Contact person:	
Person/s supervising on-job training and employment:	
Email:	Phone:

NTO

NTO Name:	
Location of training delivery:	
Contact person:	
Email:	Phone:

SUB-CONTRACTOR NTO/s (where third-party arrangements are in place)

NTO Name/s:

PART B – APPRENTICESHIP / TRAINEESHIP DETAILS

Apprenticeship/Traineeship (trade or declared vocation):	
Commencement Date:	Probationary Period (days):
Name of Apprenticeship Network Provider:	
Training Contract identification number (if known):	

Qualification

Title of Qualification:	
National Qualification Code:	AQF Level:

Qualification (to be completed if undertaking a dual qualification)

Title of Qualification:	
National Qualification Code:	AQF Level:

Does the Apprenticeship/Traineeship include non-accredited training?

Yes No

If so, please provide details of non-accredited training either as an attachment or by using the example template provided in this form.

PART C – PATTERN OF EMPLOYMENT AND TRAINING

Are the hours of employment and training to be averaged?

Yes No

If yes, an accurate record showing the regular pattern of employment and training, agreed between the parties, which is signed and dated by the parties to the Training Contract, must be retained by the employer. An accurate record of the actual hours of employment and training must also be retained by the employer.

PART D – TRAINING PLAN PROFORMA (continued)

6 monthly review comments

Date

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Training Plan review/variation endorsement

Date

Apprentice/Trainee's Name:	
Parent/Guardian (where applicable):	
School Principal/Delegate (where applicable):	
Employer:	
NTO:	

Certification and signatures

The apprentice/trainee, employer and NTO must work in partnership. In addition to the responsibilities contained in the Training Contract, this Training Plan, and the legislation, any other expectations of the apprentice/trainee, employer and NTO should be included here, in the form of an attachment to the Training Plan.

PART E – APPRENTICE / TRAINEE

I agree that:

- The NTO for this Training Plan may provide information to my employer and/or the South Australian Skills Commission concerning any matters relating to my training
- The Apprenticeship Network Provider (ANP) for my Training Contract may release Training Contract details to my NTO, to assist the NTO to develop a Training Plan
- Information relating to any previous Training Contracts I have had may be released to my ANP and/or NTO, to calculate eligibility for employer incentives and training subsidies, and to meet Commonwealth and State Government requirements
- I acknowledge that (for school-based apprenticeships and traineeships):
- If I have not completed my training under this Training Plan prior to the cessation of my attendance at secondary school, my employer and I will make an application to convert the Training Contract associated with this Training Plan to either full-time or part-time, or otherwise apply for a termination of the Training Contract if all parties mutually agree to not continue.

I certify that:

- The employer and I (and, if applicable, parent and guardian) have jointly selected the NTO and have negotiated and agreed on the competencies to be undertaken
- RPL and CT has been explained and offered to me by the NTO
- I have completed a general Work Health and Safety (WHS) awareness program and WHS induction (for school-based apprenticeships and traineeships)
- I will contribute to the attainment of my development goals under the Training Plan and work towards achieving the stated qualification by undertaking all the training and assessment contained in the Training Plan
- I will liaise with the NTO and employer to determine the achievement of competence in required skills
- I understand and agree to the requirements of this Training Plan

Apprentice/Trainee

Print name:	Signature:	Date signed:

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

Print name:	Signature:	Date signed:

PART F – EMPLOYER

I certify that:

- The apprentice/trainee (and, if applicable, parent and guardian) and I have jointly selected the NTO and have negotiated and agreed on the competencies to be undertaken
- RPL and CT has been explained and offered to the apprentice/trainee by the NTO
- I will ensure the apprentice/trainee receives on-job training and assessment in accordance with the Training Plan, and provide work that is relevant and appropriate to the trade or declared vocation and to the achievement of the stated qualification
- I will 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
- I will provide a general Work Health and Safety (WHS) awareness program and WHS induction (for school-based apprenticeships and traineeships)
- I will release the apprentice/trainee from work and pay the appropriate wages to attend any training and assessment specified in the Training Plan
- Where seasonal work restricts my ability to release an apprentice or trainee for scheduled off-job training, I will negotiate with the NTO to ensure all off-job training is undertaken in a timely manner
- I will maintain training records to ensure they are kept up to date and will provide the apprentice/trainee with feedback on progress
- I will liaise with the NTO and apprentice/trainee to determine the achievement of competence in required skills
- 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

I acknowledge that (for school-based apprenticeships and traineeships only):

- If the apprentice/trainee has not completed their training under this Training Plan prior to the cessation of their attendance at secondary school, they and I will make an application to convert the Training Contract associated with this Training Plan to either full-time or part-time, or otherwise apply for a termination of the Training Contract if all parties mutually agree to not continue.

Authorised representative:	Signature:	Date signed:

PART G – NTO

I certify that:

- This Training Plan was developed in consultation with the employer and apprentice/trainee (and, if applicable, parent and guardian)
- I have explained and offered RPL and/or CT to the apprentice/trainee
- I will provide a copy of the Training Plan or the revised Training Plan (as the case requires) to the employer and the apprentice/trainee within 14 days after the day from which the Training Plan, or the revised Training Plan, has effect
- Formal training and assessment will be undertaken in accordance with the requirements of the South Australian Skills Act 2008, the Training Plan, and any relevant Training Package or accredited course assessment documentation
- I will maintain the currency and suitability of the Training Plan and monitor the apprentice's/trainee's progress towards meeting the required training, including reviewing the Training Plan:
 - When the training that is the subject of the Training Plan is modified
 - Upon request by the employer or apprentice/trainee
 - At a minimum, every six months regardless.
- I will liaise with the employer and the apprentice/trainee to determine the achievement of competence in required skills, and will obtain the employer's endorsement of the apprentice's/trainee's competence to industry standards before issuing the qualification
- I will notify the Commission where I become aware:
 - the employer or apprentice/trainee are not meeting their obligations under the Training Plan
 - the NTO may not be able to comply with any obligations applicable to it under the Training Plan
- I will notify the Commission where I reasonably believe the apprentice or trainee is being bullied or harassed, or there are issues that may negatively impact on their safety and/or wellbeing
- Where third-party arrangements are in place, I am responsible for developing and maintaining these arrangements

Authorised representative:	Signature:	Date signed:
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PART H – SCHOOL PRINCIPAL (where applicable)

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 or equivalent

Authorised representative:	Signature:	Date signed:
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PART I – COMMENCEMENT / REVIEW DATE FOR TRAINING PLAN

Training Plan Version Number:
Date:

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South Australian Skills Commission

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