

## Section 1 – Contact Details and Training Contract Information

### Australian Apprentice Details

Name  Registration Number

### Training Contract

Qualification Name

Qualification National Code

### Employer

Legal Name

Trading Name

Is the Australian Apprentice hosted?

☐ Yes ☐ No

### RTO

RTO Trading Name

RTO National Code

RTO Address  Suburb  Post Code

Contact person

Contact phone number  1.  2. Mobile

Email

## What is a Training Plan?

- The Training Plan describes what training is to be undertaken and outlines who provides the training
- The Training Plan outlines how, when and where training will be delivered
- The Training Plan outlines how the assessments will occur and when the Australian Apprentice is deemed competent
- The Training Plan is developed and maintained by the RTO in conjunction with the Australian Apprentice and employer
- The Training Plan is a working document to be used for the duration of the Training Contract and regularly updated
- The Training Plan, developed in conjunction with the Australian Apprentice and employer, is a living document that is intended to reflect the current status of the Australian Apprentice's training
- The employer and Australian Apprentice are to be provided with an updated copy of the Training Plan by the RTO
- The delivering RTO must comply with relevant national standards and relevant state training authority legislation, policies and procedures.
- The RTO is to ensure the employer and Australian Apprentice understand the workplace tasks that need to be undertaken to support the development and achievement of competency in the workplace for each unit within the Training Plan

If the parties to the Training Contract wish to change their RTO a new Training Plan must be completed. The Training Plan will be used as part of any review of training arrangements.

*Listed below is an index and explanation of the sections that make up the training plan:*

## **SECTION 2 - RESPONSIBILITIES**

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

## **SECTION 3 –SUPPORT SERVICES**

“Identifies any additional support required for the Australian Apprentice to successfully undertake and complete the training, including on-the-job workplace based support and/or support through structured learning and training materials provided by the RTO”.

## **SECTION 4 – TRAINING AND ASSESSMENT**

Identifies how the training and assessment will take place, and specifies when each unit will be undertaken. Where appropriate the training and assessment can be broken down into phases/stages.

## **SECTION 5 – SIGNATURES**

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

## **Section 2 – Responsibilities**

The Australian Apprentice’s responsibilities include, but are not limited to:

- Undertaking all training and assessment contained in this Training Plan
- Working with the RTO and employer to achieve competence in required skills

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

- Providing on-the-job skill development by providing workplace tasks that relate to the units of competency within the qualification
- Working with the RTO and Australian Apprentice to support the achievement of competence in required skills

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

- Providing training and assessment in accordance with this Training Plan
- Ensuring that the employer and Australian Apprentice are updated on progress against the training plan
- Notifying the employer, Australian Apprentice and the state training authority regarding any issues that may affect successful completion of the Training Contract
- Explaining and offering Recognition of Prior Learning (RPL) and credit transfer to the Australian Apprentice and their employer
- Ensuring that in developing the training plan the workplace requirements are taken into consideration and the employer and Australian Apprentice understand the relationship between work tasks to be performed and the units of competency to be achieved
- Identifying in the training plan any units of competency that are required in achievement of the qualification that cannot be achieved in the workplace due to the work of the organisation and how these will be delivered and assessed by the RTO
- Identifying in the training plan any units of competency that are required to be delivered fully in the workplace, who will deliver the training and how these are to be monitored and assessed
- Providing the employer and Australian Apprentice with details of how they access the RTO’s training and assessment dispute mechanism

## SECTION 3 – Support Services

### Support Services required

Does the Australian Apprentice have any special needs?

Does the Australian Apprentice require alternative methods of training and assessment?

What other support services are required by the Australian Apprentice?

Does the nominated workplace for this Australian Apprentice have the necessary work, resources, equipment and facilities needed for the Australian Apprentice to undertake the workplace training? If no, please list alternate arrangements e.g. simulated environment, temporary transfer.

## Section 4 – Training and Assessment

Does the employer of the Australian Apprentice have supervisory staff with the required knowledge, skills and qualifications to build the Australian Apprentice's required competencies in the workplace? If no, advise Skills Canberra by email to [skills@act.gov.au](mailto:skills@act.gov.au)

How will the employer and the Australian Apprentice be provided with feedback on progress, participation and achievement by the Australian Apprentice?

Does the employer understand their obligation to provide the Australian Apprentice with the opportunity to undertake structured training and assessment activities to develop the competencies specified in the training plan (including on-the-job and off-the-job training)?

Formal training commencement date:

Number of units required to achieve the qualification:

**Core**

**Elective**

**Total**

Core:

Electives:

Total:

Qualification delivery mode:  
(select one)

☐ A – Fully off-the-job by RTO

☐ B – Distance learning and remote e-learning by RTO

☐ C – Fully on-the-job (other than distance learning) by RTO

☐ D – Blend of training by RTO/employer

☐ E – Employer guided workplace learning

## Training methodology

### Training Mode Key

for 'other' record key and description

Key	Description
10	Classroom based
20	Electronic based
30	Employment based
40	Other delivery

## Assessment Method Key - for 'other' record key and description

Key	Description	Key	Description	Key	Description
SR	Supervisor report	D	Demonstration by Australian Apprentice	<input type="text"/>	Other (Specify:)
QA	Verbal question and answer	W	Written task	<input type="text"/>	Other (Specify:)
O	Task observation by assessor	<input type="text"/>	Other (Specify:)	<input type="text"/>	Other (Specify:)

## Skills Recognition

<b>RPL</b>	Recognition of prior learning
<b>CT</b>	Credit transfer/national recognition

## Outcome identifier key

<b>C</b>	Competent
<b>NYC</b>	Not yet competent
<b>W</b>	Withdrawn/discontinued

# Apprenticeship / Traineeship **Training Plan**

## Training and Assessment – Phase / Stage 1 \*(if applicable)

Units of Competency			Formal Training					Assessment				
Unit code	Unit Title	Unit type (core or elective)	Unit Training Dates		Training Mode	Responsibility for training		RPL CT	Method	Outcome	Employer support of competence	Date deemed competent by RTO
			Start	End		Employer	RTO					
<input type="text"/>	<input type="text"/>	Type: <input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Section 5 – Signatures

### Australian Apprentice Declaration

I agree that the RTO nominated on this Training Plan may provide information concerning any matters relating to my training to my employer and the State Training Authority.

### Employer Declaration

I consent to the Australian Apprentice accessing the minimum training contract hours per week (as per Industry Award or 20% of training contract hours per week) to undertake structured training and assessment (including RPL) until the full qualification and the training contract have been completed.

### Australian Apprentice, Employer and RTO Declaration

We, the undersigned, have participated in the negotiation and development of the training plan. The employer, Australian Apprentice and, if applicable, parent/guardian have jointly selected the RTO. RPL and credit transfer arrangements have been explained to the Australian Apprentice and employer, and, where applicable, offered to the Australian Apprentice.

We understand and support how the training and assessment will happen.

We are also aware of the relevant state training legislation and RTO compliance requirements.

We understand the RTO will monitor the progress and development of the Australian Apprentice until the full qualification and the training contract have been completed.

All parties agree that the RTO has provided full details of how to access the RTO training and assessment dispute mechanism.

#### Australian Apprentice

Date:

Full Name .....

Signature .....

#### Employer (Authorised representative)

Date:

Full Name .....

Signature .....

#### RTO (Authorised representative)

Date:

Full Name .....

Signature .....

Training Plan version number	Date