



ACT
Government

2023 ACT REQUIREMENTS FOR

APPRENTICESHIP NETWORK PROVIDERS

Skills Canberra

Chief Minister, Treasury and Economic Development Directorate

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INTRODUCTION TO THE ANP REQUIREMENTS

ABOUT THIS PUBLICATION

The ACT Requirements for Apprenticeship Network Providers is known as the ACT ANP Requirements

Purpose

This document outlines the mandatory requirements for ANPs in the approval and management of ACT Australian Apprenticeships training contracts (training contracts). These requirements apply equally to Sarina Russo—contracted by the Australian Government to operate in the ACT—and to ANPs conducting out-of-region servicing in the ACT.

The ACT ANP Requirements operate in conjunction with:

- the Australian Apprenticeship Support Network (AASN) contract between the ANP and the Australian Government—under the contract ANPs must meet the requirements and/or standards of the State Training Authority (STA) in the jurisdiction in which they are operating
- the *ACT Standards for Delivery of Training* and *ACT Standards Compliance Guide for Australian Apprenticeships*.

The 2022 ACT ANP Requirements are effective from 1 January 2022.

AUSTRALIAN APPRENTICESHIPS IN THE ACT

The *Training and Tertiary Education Act 2003* gives the Director-General statutory responsibility for the management and administration of the Australian Apprenticeships system for the ACT. This responsibility includes, but is not limited to:

- determining qualifications that can be delivered as Australian Apprenticeships in the ACT
- approving training contracts
- suspending, cancelling or amending approved training contracts
- assisting in resolving disputes about training between and employer and an apprentice or trainee under an approved training contract.

These statutory responsibilities have been formally delegated to staff of Skills Canberra, the ACT's STA. Training contracts lodged by ANPs through the Training and Youth Internet Management System (TYIMS) are checked against the requirements for a training contract and then assessed for eligibility for government funding. Where a training contract is not eligible for government funding, fee-for-service training is an alternative option.

PART A - GENERAL REQUIREMENTS

1. GENERAL REQUIREMENTS

REQUIREMENT 1.1. INFORMATION PROVISION – REFERRAL SOURCES

The ANP must provide information to employers and Australian Apprentices about the services described below. Information provided must be accurate and complete.

- 1.1.1. The ANP must refer both parties to the [National Code of Good Practice for Australian Apprenticeships](#) and explain the relevant roles and responsibilities.
- 1.1.2. The ANP must refer employers and Australian Apprentices to appropriate sources of information, including:
 - a) the ACT Wage and Entitlements Information Service for Australian Apprenticeships on 1300 278 681 or email apprenticeship@canberrabusiness.com for information about wage rates and employment conditions for Australian Apprentices
 - b) the Fair Work Ombudsman at <http://www.fairwork.gov.au> or peak employer body, particularly where either party is not clear about relevant industrial arrangements
 - c) the ACT Revenue Office website at <https://www.revenue.act.gov.au/payroll-tax> to confirm the possibility of payroll tax advantages for some employers of Australian Apprentices
 - d) the Unique Student Identifier (USI) website at www.usi.gov.au, for information on how to obtain a USI or to verify existing USIs. All Australian Apprentices undertaking nationally recognised training must have a USI unless their registered training organisation (RTO) is exempt.
- 1.1.3. The ANP must refer both parties to Skills Canberra on 02 6205 8555 or skills@act.gov.au for further information or queries in relation to any training contract administration issue outside of its control.

REQUIREMENT 1.2. INFORMATION PROVISION - AUSTRALIAN APPRENTICESHIPS PROGRAM

The ANP must provide information about Australian Apprenticeships to employers and Australian Apprentices. Information provided must be ethical, current and complete.

- 1.2.1. The ANP must ensure all publicity and information provided by its staff (hard copy, electronic and webbased) is current, accurate and consistent.
- 1.2.2. The ANP must assist the employer to identify the relevant and appropriate Australian Qualifications Framework (AQF) qualification and level on the [ACT Qualifications Register](#).
- 1.2.3. If the ANP identifies there is a need for a qualification not on the ACT Qualifications Register the ANP may refer parties to the application process for adding new qualifications to the ACT Qualifications Register available on the Skills Canberra's website (<https://www.skills.act.gov.au/registered-training>).
- 1.2.4. The ANP must advise the employer and Australian Apprentice of the role and responsibilities of Skills Canberra as the STA.
- 1.2.5. The ANP **must** advise the parties of training contract arrangements, including:
 - a) that the employer must pay the appropriate wages and release the Australian Apprentice from work, as required in the relevant employment arrangement, to undertake the training and

assessment specified in the training plan

- b) supervision requirements for Australian Apprentices in the ACT (Refer Appendix A: Supervision in the workplace)
- c) minimum and maximum work and training hours for Australian Apprentices in the ACT (Refer Appendix C: Work and training hours)
- d) that a mandatory probationary period for ACT Australian Apprenticeships training contracts applies and is not extended on a pro-rata basis for part-time or Australian School-based Apprenticeships (ASBA). The standard probationary period for an Australian Apprenticeship is:
 - i. nominal duration of 24 months or less - 60 days
 - ii. nominal duration of over 24 months - 90 days
- e) competency based completion. An Australian Apprenticeship can be completed before the scheduled end date of the training contract if the Australian Apprentice has been assessed as competent, endorsed by their employer and issued with a qualification by their RTO
- f) that an email address is a mandatory requirement to enable the employer and Australian Apprentice to receive notifications electronically and login to the AVETARS portal
- g) that funding may be paid by the ACT Government to the RTO, as a contribution to the cost of training. Refer to Part B: Administrative arrangements (Australian Apprenticeships funding in the ACT)
- h) where the training is required to be delivered interstate and, where applicable, the provisions for interstate travel allowance
- i) eligibility criteria for Australian Apprentices to receive the completion payment (see Section 5.9)
- j) the tuition fees levied by the RTO.

1.2.6. The ANP must advise the parties of circumstances which may impact training arrangements and relevant actions required, including:

- a) approval from Skills Canberra must be sought for any variation to an approved training contract in relation to changes in circumstances
- b) Skills Canberra must be notified of any problems/disputes about training arising during the term of the training contract
- c) if the Australian Apprentice's workplace permanently changes to an address outside of the ACT the training contract will be cancelled and a new training contract established in that state/territory
- d) in the instance where an Australian Apprentice is temporarily mobile across state/territory borders, but remains with the same employer, the training contract will, subject to meeting certain criteria, continue and a cancellation or recommencement of the training contract will not be required
- e) adhoc hosting arrangements may be considered by Skills Canberra where the employer does not have breadth of work for the Australian Apprentice to undertake on the job experience to achieve the qualification. The ANP, RTO and employer may negotiate alternative hosting options with approval from Skills Canberra, arranged by the legal employer
- f) the qualification title and code may be varied by the RTO during the term of the training contract where the qualification is superseded through a revision to the training package and the variation is endorsed by Skills Canberra.

1.2.7. The ANP must advise the parties where applicable about:

- a) skills recognition and recognition of prior learning (RPL) processes
- b) structured workplace learning/work experience

- c) access to foundation skills training and/or additional support
- d) any other relevant ACT Government training initiative.

REQUIREMENT 1.3. INFORMATION CONFIRMATION – SUITABLE ARRANGEMENTS

- 1.3.1. The ANP must confirm with both parties that:
- a) the qualification and qualification level chosen are suitable for the workplace and apprentice/trainee
 - b) the employer has the appropriate qualification and/or skills and capacity to train the Australian Apprentice. Skills Canberra has a statutory obligation to ensure ACT employers of Australian Apprentices are appropriately qualified. The ANP must ensure the supervisor listed on the training contract has the relevant trade qualification and/or licence
 - c) the employer can appropriately supervise the Australian Apprentice as per the supervision requirements outlined in this document (Refer to Appendix A: Supervision in the workplace)
- AND advise Skills Canberra within seven days if there are concerns about any of these arrangements.

2. ELIGIBILITY FOR AN ACT AUSTRALIAN APPRENTICESHIPS TRAINING CONTRACT

REQUIREMENT 2.1. AUSTRALIAN APPRENTICE ELIGIBILITY

The ANP must ensure potential Australian Apprentices meet the eligibility criteria to undertake an Australian Apprenticeship prior to facilitating the signing of the training contract. The determination of eligibility includes Australian Apprentice criteria and specific requirements for workplace location.

- 2.1.1. To be eligible for an ACT training contract the potential Australian Apprentice must:
- a) work in the ACT. This means, they must work for an ACT employer. An ACT employer is an employer who has a workplace address in the ACT. Refer to Terms and Definitions: ACT employer.
 - b) be at least 15 years of age. Where the prospective student is under 17 years of age, and no longer attending school, the ANP must ensure relevant conditions are met (Refer to Appendix B: Approval Statement and Exemption Certificate)
 - c) be:
 - i. an Australian citizen
 - ii. a permanent resident
 - iii. a New Zealand passport holder who has been a resident in Australia for more than 6 months, or
 - iv. a person who holds an eligible visa (refer to 2.1.3)
 - d) work full-time or part-time and receive remuneration (including leave and other entitlements) for their work. An Australian Apprentice cannot be employed under casual employee wages and/or conditions in the ACT
 - e) complete relevant minimum and maximum hours of combined work and training per week (Refer to Appendix C: Work and training hours)
 - f) undertake an approved Australian Apprenticeships qualification with an approved RTO, as specified on the ACT Qualifications Register
 - g) have the required supervision in the workplace. (Refer to Appendix A: Supervision in the

workplace)

h) have, or be prepared to apply for, a USI.

2.1.2. Where the Australian Apprentice is undertaking an approved ASBA pathway, the ASBA must:

- a) be enrolled in a school under legislation that covers education in the relevant state/territory
- b) combine part-time work with an employer and structured training while attending school
- c) undertake a qualification that forms part of their education program or individual learning plan while attending school
- d) continue employment and on/off-the-job training throughout the year, including school holidays
- e) where relevant, provide evidence of home education registration approved by the ACT Education Directorate. Skills Canberra will not approve a training contract for a home educated student who is not registered by the ACT Education Directorate.

2.1.3. [Refer to the Skills Canberra website for a full list of eligible and ineligible visa types.](#)

- a) Prospective Australian Apprentices on bridging visas are eligible where the substantive visa they are applying for appears on the eligible visa type list. Evidence of the bridging visa must be collected.
- b) For any other visa type, the ANP must ensure the holder has work and study rights on a pathway to permanent residency and seek confirmation from Skills Canberra in writing prior to establishing a training contract. These visas will be investigated and approved on a case-by-case basis.

REQUIREMENT 2.2. EMPLOYER ELIGIBILITY

The ANP must ensure the employer meets the eligibility requirements for an Australian Apprenticeship in the ACT prior to signing the training contract.

2.2.1. To be eligible for an ACT Australian Apprenticeship training contract the employer must:

- a) have a workplace address in the ACT (Refer to Terms and Definitions: ACT employer)
- b) provide a workplace that is suitable for the qualification and qualification level chosen
- c) have the appropriate qualification or skills and capacity to train the Australian Apprentice. The ANP must ensure the supervisor listed on the training contract has the relevant trade qualification and/or licence
- d) demonstrate it can appropriately supervise the Australian Apprentice (Refer to Appendix A: Supervision in the workplace).

2.2.2. The ANP must establish:

- a) the employer can enter into a contractual relationship with an employee under ACT and Commonwealth legislation
- b) the training contract will not result in a conflict of interest that impacts on the capacity of the parties to meet their obligations under the training contract.

2.2.3. The training contract is a legal contract between the employer and the Australian Apprentice. An employer and an Australian Apprentice can only enter into a training contract when they are separate legal entities. For example:

- a) a sole trader cannot sign a training contract as both the Australian Apprentice and the legal employer
- b) a partner in a business cannot sign the training contract as both the Australian Apprentice and the legal employer
- c) a trustee (or a partner in a partnership that is the trustee) cannot sign a training contract as both

the Australian Apprentice and the legal employer.

- 2.2.4. An employer is eligible to enter into a training contract if:
- a) the employer is an incorporated body (such as a proprietary limited company) of which the Australian Apprentice is a director
 - b) the employer is a trust, and the trustee is an incorporated body of which the Australian Apprentice is a director
 - c) the employer is a proprietary limited company in which the Australian Apprentice is a shareholder.
- 2.2.5. An employer must only identify as a group training organisation (GTO) on the training contract if the organisation is registered in the ACT on the:
- a) Australian Apprenticeships [GTO Register](#)
 - b) [ACT Labour Hire Register](#) of approved labour hire providers licensed under the *Labour Hire Licensing Act 2020* .
- 2.2.6. The ANP must ensure the employer is aware of its responsibilities under the *Workers Compensation Act 1951* (ACT) and the employer holds a current workers' compensation insurance policy appropriate for its workers in the ACT under this Act. Employers can visit the Access Canberra website for more information about Workers' Compensation. If employers and/or Australian Apprentices are unsure if they have the right coverage, please refer to the Access Canberra website in the first instance, or to Skills Canberra.

REQUIREMENT 2.3. RTO SELECTION

- 2.3.1. The ANP must advise the employer and Australian Apprentice of the RTOs listed on the [ACT Qualifications Register](#). The ACT Qualifications Register lists all Australian Apprenticeships qualifications, RTOs approved to deliver each qualification in the ACT, and RTO tuition fees per qualification, per delivery mode.
- 2.3.2. The ANP must ensure the RTO nominated on the training contract is listed on the ACT Qualifications Register and is approved to deliver the selected qualification at the time the training contract is signed by both parties. All RTOs must be approved by Skills Canberra to deliver Australian Apprenticeships training in the ACT, regardless of whether the RTO wishes to access government subsidy.
- 2.3.3. The ANP must advise the employer and the Australian Apprentice of the tuition fees associated with their choice of RTO.
- 2.3.4. ANPs do not have to send their own notification of business (NOB) to the selected RTO. Skills Canberra notifies the selected RTO of new business automatically through Skills Canberra's system (AVETARS) on the date of approval of the training contract. If an RTO does not accept the NOB Skills Canberra will arrange an alternate approved RTO to be selected where available and may require the ANP's assistance in engaging with the parties to the training contract.

3. LODGEMENT OF AUSTRALIAN APPRENTICESHIPS TRAINING CONTRACTS

REQUIREMENT 3.1. POPULATING THE TRAINING CONTRACT

- 3.1.1. ANPs must conduct (in person or virtually) the sign-up between the employer, the Australian Apprentice and parent/guardian (where applicable) to facilitate and populate the training contract.
- 3.1.2. The ANP must advise the employer that, under section 12 of the *Training and Tertiary Education Act*

2003 (ACT), it is an offence to employ someone under apprentice or trainee wages and conditions where there is no approved training contract between the employer and the person.

- 3.1.3. The ANP must encourage parties to respond to non-mandatory questions on the training contract.
- 3.1.4. From 1 January 2022, funding eligibility will be determined by Employer Type category. The ANP must take care to populate the training contract with the correct employer type, name and Australian Business Number (ABN).
- 3.1.5. Before signing up an ASBA, the ANP must send an email to notify the student's school within seven days of initial contact with the employer, student and/or parent/guardian. The form of the email must include the:
 - a) student's full name
 - b) date of birth
 - c) qualification code and name including the level
 - d) date initial contact was made with the ANP
 - e) employer trading name
 - f) ANP contact details.

REQUIREMENT 3.2. LODGING THE TRAINING CONTRACT

The ANP is required to finalise the signed training contract smart form through TYIMS. A training contract should not be submitted until all information is confirmed as complete and correct and supporting documents are obtained. Training contracts are downloaded daily to AVETARS.

The ANP must also lodge the training contract on TYIMS within 28 days of the commencement date.

- 3.2.1. The data entered on TYIMS must match the data on the signed training contract. If the data on the signed version is incorrect for any reason, the ANP must arrange for the signed version to be corrected before finalising the lodgement in accordance with Australian Government protocols. (Refer to Part B: Administrative Arrangements – Populating the training contract).
- 3.2.2. The ANP must ensure supporting evidence is submitted to Skills Canberra within 14 days of training contract lodgement. The training contract must be finalised in TYIMS first before supporting evidence is provided (Refer to Part B: Administrative Arrangements – Supporting Documentation).
- 3.2.3. Training contracts will be returned to the ANP for amendment or rejected where the data contained in the training contract does not meet Skills Canberra's requirements.
- 3.2.4. The ANP must discuss any concerns with Skills Canberra prior to the parties signing the training contract to avoid unrealistic expectations for the parties and unnecessary administrative work for all concerned. When a training contract is rejected, Skills Canberra will notify the employer, Australian Apprentice and the ANP of the reason/s for rejection.
- 3.2.5. The ANP must ensure returned training contracts are actioned and re-lodged within 14 days.
- 3.2.6. Upon request by Skills Canberra, the ANP must provide PDF versions of the training contract to skills@act.gov.au within seven days.

4. AUSTRALIAN APPRENTICESHIPS TRAINING CONTRACT MANAGEMENT

REQUIREMENT 4.1. TRAINING CONTRACT VARIATIONS

Skills Canberra has the legislated authority to vary an approved ACT training contract. Approval for any variation to an approved training contract must be requested through AVETARS (Refer to Part B: Administrative Arrangements – Australian Apprenticeships training contract variations).

- 4.1.1. The ANP must not make any changes to an approved training contract without prior approval from Skills Canberra.
- 4.1.2. The ANP must make the change to the lodged training contract only after receiving notification of the change from Skills Canberra.
- 4.1.3. The ANP must assist the employer and/or the Australian Apprentice to initiate a variation through AVETARS.

REQUIREMENT 4.2. AUSTRALIAN APPRENTICESHIPS TRAINING CONTRACT DISPUTES

- 4.2.1. The training contract may be at risk of cancellation if an issue or dispute is identified at any stage of the training contract.
- 4.2.2. The ANP must notify Skills Canberra within seven days, by email to skills@act.gov.au, when:
 - a) risks or concerns are identified that cannot be resolved by the ANP, such as:
 - i. inadequate supervision
 - ii. bullying and/or harassment in the workplace
 - iii. casual employment arrangements
 - b) agreements on training arrangements cannot be reached
 - c) concerns are identified that misleading information has been provided to employers/Australian Apprentices and/or parent/guardians (where applicable) by the RTO.

REQUIREMENT 4.3. RTO ENGAGEMENT

- 4.3.1. The ANP must engage with the nominated RTO when:
 - a) issues are identified during Gateway Services that may impact on training, such as language, literacy and numeracy challenges
 - b) it is identified that additional support may be required for the Australian Apprentice. (Refer to Part B: Administrative Arrangements: Australian Apprenticeships funding in the ACT: Additional support funding).

PART B – ADMINISTRATIVE ARRANGEMENTS

5. AUSTRALIAN APPRENTICESHIPS FUNDING IN THE ACT

ANPs must advise employers and Australian Apprentices that funding may be paid by the ACT Government to the RTO as a contribution to the cost of training. User Choice is the national funding policy for Australian Apprenticeships promoting choice in training products and services provided to employers and Australian Apprentices. There are minimum tuition fees and employers may negotiate fees directly with RTOs.

The User Choice funding amount listed on the ACT Qualifications Register for each qualification is the qualification subsidy amount (QSA) paid to the RTO, depending on employer eligibility.

5.1. Number of qualifications funded through User Choice

Where a qualification attracts a subsidy and the eligibility requirements are met User Choice funding will be applied, except where the Australian Apprentice has previously completed the same qualification.

Where an Australian Apprentice has completed a qualification and is choosing to undertake the replacement qualification under an Australian Apprenticeship, User Choice funding may apply in the following circumstances:

- a) the replacement qualification combines two or more superseded qualifications
- b) the qualification was completed more than seven years ago.

In these circumstances the ANP must contact Skills Canberra by emailing skills@act.gov.au to discuss.

5.2. Australian Apprentice type

To be eligible for User Choice funding, the Australian Apprentice must belong to one of the following employee categories in Table A immediately before commencing the training contract:

Table A: Australian Apprentice type

New worker (NW)	Employed less than three months full-time or 12 months part-time/casual equivalent, up to the commencement date in the training contract. An individual converting from an ASBA or Australian Apprenticeship while attending school, to a post-school Australian Apprenticeship, will be considered a NW. An Australian Apprentice previously employed by a GTO and working for a host employer, now working directly for the host employer will also be considered a NW.
Existing worker (EW)	Employed as a permanent or casual employee for more than three months full-time or 12 months part-time prior to the commencement date in the training contract, in a qualification where funding for existing workers is available in the ACT Qualifications Register.
Progressing employee	An Australian Apprentice with continuing and unbroken employment with the same employer, progressing within three months of completing one AQF level qualification to a higher AQF level. A progressing Australian Apprentice will attract the same type of funding attracted on their first training contract.

ASBA	A school student who has entered a part-time training contract which has been endorsed by their school. User Choice funding is only available to the RTO for an Australian Apprentice who is a school student if they have entered into an ASBA.
Validation	Where all structured formal training has been completed interstate RTOs may be able to provide on-the-job validation services for interstate transfers.

5.3. Employer type

To be eligible for User Choice funding, the Australian’s Apprentice’s employer must belong to the private sector (see Table B).

Table B: Employer categories

Private sector employer	A private sector employer has an ABN that identifies their business as a non-government entity. See the Australian Government’s Australian Business Register <i>Entity Types</i> list which can be found at Entity types ABN Lookup (business.gov.au) [Commonwealth, State or Territory Government entities, of any type are <i>not</i> eligible for User Choice funding].
Group training organisation (GTO) operating in the private sector	A private sector GTO is a private sector employer for the purposes of User Choice funding.

5.4. Fee-for-service/Employer-funded Australian Apprenticeships

The ACT Qualifications Register also lists RTOs with an approved fee-for-service delivery arrangement to deliver Australian Apprenticeships and these RTOs will appear as ‘fee-for-service’.

Approval of a training contract does not automatically guarantee User Choice funding. After first assessing eligibility for a training contract, the training contract undergoes a secondary assessment process to determine eligibility for User Choice funding from information provided on the training contract.

5.5. Fees and charges

A tuition fee must be charged by the RTO and is published on the ACT Qualifications Register.

User Choice funding already considers the cost of materials and equipment RTOs are expected to provide an Australian Apprentice as part of their training and an RTO cannot charge extra for these.

Employers may negotiate fees with RTOs that are different to the published fee. The RTO must supply the Australian Apprentice and/or employer with details of any additional fees prior to finalisation of enrolment. Additional fees charged may include, but are not limited to:

- a) a student association fee (where applicable)
- b) the supply of goods the Australian Apprentice needs to purchase for use at work (e.g. tools, work clothing, personal protective equipment (PPE)).

The RTO must not insist that the goods are purchased from the RTO.

5.6. Fee concessions

The ANP must discuss fee concessions with the employer and Australian Apprentice at sign up. User Choice-funded Australian Apprentices may be eligible for a fee concession in certain circumstances. A funded Australian Apprentice is eligible for a fee concession if, at the commencement of training, they:

- a) hold a current health care card or pension card, or
- b) can prove genuine financial hardship [Note: claims of financial hardship will not be approved where the Australian Apprentice is employed under an Award entitling them to have their training fees reimbursed by their employer].

Where the Australian Apprentice is under 18 years of age this rule will apply if the parent/guardian holds one of the above cards. Where the student is eligible for a concession, the RTO may choose to waive the remaining tuition fee.

The RTO will not be eligible for a fee concession reimbursement if the date of the claim is before the Australian Apprentice's commencement date stated in the training contract or more than eight weeks after the NOB.

Unfunded and fee-for-service Australian Apprentices are not eligible to claim a fee concession reimbursement from the ACT Government.

5.7. Fee Exemptions

User Choice-funded Australian Apprentices may be exempt from paying fees in certain circumstances. The tuition fee will not be charged by the RTO where:

- a) the employer is the RTO for its own Australian Apprentice
- b) the Australian Apprentice leaves one employer and recommences within 12 months with another employer, in the same qualification and with the same RTO
- c) the Australian Apprentice is required to go to a different RTO because of a change of RTO process, or
- d) the student is an ASBA, and the school is the RTO.

Unfunded and fee-for-service Australian Apprentices are not eligible to claim a fee exemption from the ACT Government.

5.8. Interstate Training

The ANP must discuss interstate travel arrangements with the employer and Australian Apprentices when the nominated Australian Apprenticeship qualification is not delivered by an RTO delivering training in the ACT. Australian Apprentices in an ACT training contract for such qualifications are required to travel interstate to undertake their structured (off-the-job) training. This normally occurs in 'blocks' of time. A fixed contribution may be paid to Australian Apprentices required to travel interstate for structured (off-the-job) training to assist with daily living and transport costs if these costs are not already reimbursed by their employer.

Qualifications delivered interstate are listed on the ACT Qualifications Register as available under 'Block Release'.

Australian Apprentices seeking to claim travel support payments must complete the [Application for Travel Support - Interstate Travel Allowance](#) form. A 'welcome pack' will be provided to ACT

Australian Apprentices who must travel interstate to study. ANPs may notify Skills Canberra if an interstate training Australian Apprentice has not received a welcome pack.

Interstate training Australian Apprentices who do not incur personal costs (because, for example, their employer reimburses their costs) should not apply for travel support.

Unfunded and fee-for-service Australian Apprentices are not eligible to claim interstate travel support payments.

5.9. Additional support funding

The ANP must advise Skills Canberra if additional support may be required for the Australian Apprentice. This may be identified during Gateway Services or at any stage of the training contract.

Additional support funding is available for students in a funded training contract where it is identified there will be additional costs associated with their training. The Australian Apprentice may need language, literacy and numeracy (LLN) support, disability support, sign language interpreter services or a mentor who can assist in providing, for example, a culturally sensitive learning environment, or other requirements that add additional costs to training delivery.

Skills Canberra provides eligible RTOs with additional support funding towards the costs associated with supporting an Australian Apprentice who might not otherwise be successful in completing their Australian Apprenticeship.

Unfunded and fee-for-service Australian Apprentices are not eligible for additional support funding.

5.10. Completion Payment

ANPs must inform Australian Apprentices of the completion payment during the sign-up of the training contract.

The completion payment was introduced for funded Australian Apprentices commencing on or after 1 January 2016. A completion payment will be paid directly to the Australian Apprentice upon completion of the qualification and a survey. The completion payment is \$300 for each qualification.

User Choice-funded Australian Apprentices will be eligible to receive the completion payment for up to one year after successful completion of the qualification, provided up-to-date email and bank account details are confirmed. The student must lodge their bank account details via the AVETARS student portal.

An Australian Apprentice is not eligible for a completion payment where more than 50 per cent of the units are achieved through RPL.

An Australian Apprentice may be eligible for a completion payment if more than 50 per cent of the units are achieved via credit transfer where the achievement is the result of:

- a) a training contract variation i.e. change of RTO and/or qualification, or
- b) the Australian Apprentice undertaking a training contract with a new employer for the same qualification or its replacement in a new training contract.

This completion payment eligibility criteria applies to Australian Apprentices completing a qualification on or after 1 January 2019. Training contracts must be completed before the due to complete date (and within eight weeks of the date deemed competent) to be eligible for a completion payment.

An Australian Apprentice in an unfunded or fee-for-service training contract is not eligible for a completion

payment.

6. POPULATING THE TRAINING CONTRACT

6.1. Training contract declaration and obligation

TC FIELD	TITLE OF FIELD	REQUIREMENTS
	The employer representative	Compulsory ANPs must ensure this information is completed in full.
	The apprentice/trainee and parent/guardian for apprentices/trainees under 18 years of age.	Compulsory ANPs must ensure this information is completed in full. Parent/guardian signatures must be obtained for all Australian Apprentices under 18-years-of-age at the time of signing the training contract. Parent/guardians must be present at all ACT training contract sign-ups when the Australian Apprentice is under the age of 18.
	Name of apprenticeship/traineeship	N/A in the ACT: this question does not need to be completed for the ACT.

6.2. Apprenticeship/traineeship details

TC FIELD	TITLE OF FIELD	REQUIREMENTS
1.	Title and level of qualification	Compulsory This must be the exact title of the qualification as shown on the ACT Qualifications Register.
2.	National qualification code	Compulsory This must be the exact qualification code as shown on the ACT Qualifications Register
3.	Commencement date of apprenticeship/ traineeship	Compulsory The apprenticeship/traineeship commencement date stated in the training contract is the actual date the worker commences in the workplace as an Australian Apprentice. An Australian Apprentice means a worker with an approved Australian Apprenticeship training contract. A worker must be legally employed at the time of entering into an Australian Apprenticeship training contract. The apprenticeship/traineeship commencement date stated in the training contract can be the same day employment commenced, but not before.
4.	Nominal term of the training contract	Compulsory Insert full-time or part-time nominal term/duration in months for all qualifications, as specified on the ACT Qualifications Register. For reduction of nominal term on refer to Question 24.

5.	The period of probation for this apprenticeship/traineeship	Probationary periods are compulsory in the ACT. (Refer to section 1.2.5 d).
6.	Type of apprenticeship/traineeship (NSW only)	N/A in the ACT: this question does not need to be completed for the ACT.
7.	Is the apprentice/trainee an existing worker?	Compulsory The response to this question will be checked against the dates provided in question 40 about prior employment. Training contracts with discrepancies will be returned to the ANP for correction. Refer Australian Apprentice type.

6.3. Apprentice/trainee personal details

TC FIELD	TITLE OF FIELD	REQUIREMENTS
8.	Surname (family name), Given Name (in full)	Compulsory Provide full names of the Australian Apprentice, as specified on their driver's licence, passport or birth certificate. It's recommended to provide the same name used when creating the student's USI.
9.	Residential and postal address	Compulsory Complete both address fields in full. The residential address must be a street address, not a PO Box.
10.	Telephone numbers (home, mobile), email	Compulsory Provide all telephone numbers, where available, including the mobile number if applicable. Email addresses are mandatory. Training contracts will be returned to the ANP if this field is not completed.
11.	Date of Birth	Compulsory Enter clearly, e.g. 03/03/1983
12.	Sex	Compulsory
13.	Citizenship	Compulsory
14.	Are you of Aboriginal or Torres Strait Islander origin?	Optional ANPs should encourage disclosure as this is important information collected for national statistics and may result in additional funding being available.
15.	In which country were you born?	Optional ANPs should encourage disclosure as this is important information collected for national statistics and may inform future funding policies.
16.	Do you speak a language other than English at home?	Optional ANPs should encourage disclosure as this is important information collected for national statistics and may result in additional funding being available.
17.	Do you consider yourself to	Optional

	have a disability, impairment or long-term condition?	ANPs should encourage disclosure as this is important information collected for national statistics and may result in additional funding being available.
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6.4. Apprentice/trainee education and training details

TC FIELD	TITLE OF FIELD	REQUIREMENTS
18.	Are you still attending secondary school?	<p>Compulsory</p> <p>If “yes” the ANP must provide:</p> <ul style="list-style-type: none"> the year level the name of the school <p>Please note: Canberra Institute of Technology is a “school” for those attending programs at the CIT Pathways College (year 10 or 12 equivalent etc.).</p>
19.	Is this an approved Australian School-based Apprenticeship?	<p>Compulsory</p> <p>Qualifications that can be delivered as an ASBA, and the RTOs approved to deliver them, are identified on the ACT Qualifications Register. In addition, the school’s endorsement of the ASBA qualification should be sought prior to lodgement.</p>
20.	What is your highest completed school level?	<p>Compulsory</p> <p>Month and year completed must be identified (to the best of the Australian Apprentice’s memory).</p>
21.	Have you successfully completed any qualifications?	<p>Compulsory</p> <p>Data is used for statistical purposes and to assess Australian Government incentive eligibility.</p> <p>Skills Canberra may also use response to assess User Choice eligibility.</p> <p>The response is not used to assess any reduction to the nominal term (credit of time), which is applied at question 24.</p> <p>Please note only completed qualifications count. For example, a Responsible Service of Alcohol Certificate (RSA) or white card induction does not count as a qualification.</p>
22.	If you have completed a qualification at certificate level III or above, do any of the following apply	<p>Optional</p> <p>Required for assessing Australian Government incentive payments.</p>
23.	Have you previously worked as an apprentice or trainee?	<p>Compulsory</p>
24.	Are you seeking credit to reduce the term of the training contract?	<p>Compulsory</p> <p>For apprentices only:</p> <ul style="list-style-type: none"> Answer “yes” if the apprentice has previously commenced the same apprenticeship in any state/territory. If undertaken in the ACT, a reduction in the term will be calculated from Skills Canberra’s system and an application to reduce the nominal

		<p>term is not needed.</p> <ul style="list-style-type: none"> If undertaken in another state/territory, an application for a reduction in the nominal term of the new ACT training contract must be made by submitting an Application for ACT Extract of Record to Skills Canberra (see section 8.10). <p>For trainees only:</p> <ul style="list-style-type: none"> A reduction in the term of the training contract is not applicable for trainees continuing in the ACT.
25.	Are you currently undertaking any other study?	Compulsory

6.5. Parent or guardian details

TC FIELD	TITLE OF FIELD	REQUIREMENTS
26.	Surname (family name) Given name/s (in full)	<p>Compulsory</p> <p>Must be completed for any Australian Apprentice less than 18 years of age at time of signing the training contract.</p> <p>The Australian Apprentice may supply a statutory declaration if there is no parent/ guardian to sign.</p>
27.	Address	<p>Compulsory</p> <p>Parent/guardian address and relevant contact phone numbers and email address must be completed in full for any Australian Apprentice under 18 years-of-age at time of signing the training contract.</p> <p>Leave blank where Australian Apprentice has a statutory declaration or is 18 years of age at time of signing.</p>

6.6. Employer Details

TC FIELD	TITLE OF FIELD	REQUIREMENTS
28.	Legal name of employer	<p>Compulsory</p> <p>Must be the name of the employer's legal entity as identified on the Australian Business Register.</p> <p>If the employer is a trust, the full name of the legal entity as trustee for the trust must be provided even though it will not be on the ABR. A correct example of a legal name involving a trust is 'John Citizen ATF (as trustee for) Smith Family Trust'.</p>
29.	Australian Business Number (ABN) of legal entity	Compulsory
30.	Trading Name	<p>Compulsory</p> <p>The trading name is the name under which the business trades.</p>
31.	Postal address	<p>Compulsory</p> <p>Provide the address where the employer wants mail to be received. This can be either a street address or a PO Box and may be outside the ACT.</p>

		Only one address at this question will be accepted for approval.
32.	Telephone numbers (business, mobile), email.	Compulsory One telephone number and email is compulsory. Training contracts will be returned to the ANP if the email address is not entered.
33.	What is the industry or principal activity of the business?	This information informs funding priorities and is collected for national statistics.
34.	Type of employer	Compulsory ACT Government Directorates and agencies must be ticked as “State Government”, not “Local Government”. There is no local government in the ACT. A private sector employer has an ABN that identifies their business as an entity <i>other than</i> one of the following: <ul style="list-style-type: none"> • Commonwealth Government Entity • Commonwealth Government Other Incorporated Entity • Commonwealth Government Statutory Authority • State/Territory Government Entity • State/Territory Government Statutory Authority • State/Territory Government Other Incorporated Entity any other Commonwealth, State or Territory Government entity type listed on the Australian Government’s Australian Business Register Entity Types list which can be found at Entity types ABN Lookup (business.gov.au)

6.7. Employment and training details

TC FIELD	TITLE OF FIELD	REQUIREMENTS
35.	Name and address of workplace where apprentice/trainee will be employed	<p>Compulsory</p> <p>For training contracts lodged in the ACT the employer’s workplace address must be in the ACT. The address cannot be a PO Box – it must be a street/physical location. (For apprentices/trainees employed through one or more group training organisations in the ACT, provide the name and address of the first host employer).</p> <p>The address must be the Australian Apprentice’s usual work site, and Skills Canberra may conduct checks to ascertain this is the case.</p> <p>Where the Australian Apprentice will be working across various work sites or in the field, the street address of the employer’s/host employer’s shop, workshop, depot or home base must be entered.</p>
36.	<p>Workplace details</p> <p>Total number of people employed by the firm.</p> <p>Total number of apprentices/trainees in this workplace.</p> <p>Number of workers able to demonstrate the relevant competencies available to supervise or train the apprentice/ trainee in this workplace.</p>	<p>Compulsory</p> <p>All people employed by the legal entity. If a national company, or GTO, it must be the total number employed Australia-wide. Must be a minimum of two including the Australian Apprentice.</p> <p>The number of Australian Apprentices in the same workplace at question 35. Must be at least one including the Australian Apprentice. For GTOs this is based on the host employer’s workplace.</p> <p>Number of workers in the same workplace with the relevant skills and knowledge, and are available, to supervise and train the Australian Apprentice. This number cannot include the Australian Apprentice. One of them must be the person named at question 37. For GTOs this is based on the host employer’s workplace.</p>
37.	Name of contact person for this worksite	<p>Compulsory</p> <p>Must be the person who is directly responsible for supervising the Australian Apprentice in the workplace.</p> <p>For apprentice applicants – the person named at this question must be the apprentice’s trade supervisor and have a relevant and equivalent or higher-level qualification in the same field/area as the one the apprentice is undertaking and the required licence for those trades that are licenced.</p> <p>Must be one of the competent people included in question 36. Telephone number and email address are mandatory</p>
38.	<p>Type of employment arrangement</p> <p>“Type Boxes” Tick only 1</p> <p>Three apply in the ACT:</p> <ul style="list-style-type: none"> • Federal Award • Certified Agreement • Other <p>Name of agreement/ award</p>	<p>Compulsory</p> <p>Modern Awards are broad industry-based instruments covering the minimum wages and conditions an employee is entitled to.</p> <p>The training contract document is not yet updated to reflect the new Federal Workplace Relations system. In the meantime, ANPs must continue to tick a relevant box on the training contract for the type and then write the actual name of the relevant award or agreement in the free text field on the original.</p> <p>There are no “State Awards” or “State Agreements” in the ACT. All awards and workplace agreements operating in the ACT are Federal Awards or</p>

		<p>Agreements made under the Federal Workplace Relations System.</p> <p>Certified Agreements or Enterprise Agreements cover several employees in a workplace. These are viewable online and no lodgement number or receipt from the Workplace Authority is required. Enterprise Agreements made under the previous system will continue to apply until terminated or replaced. Further information about Enterprise Agreements is found at http://www.fairwork.gov.au.</p> <p>Australian Workplace Agreements (AWA)/Individual Transitional Employment Agreement (ITEAs) will not be accepted.</p> <p>Awards – full name of the Modern Award applying to this workplace/ Australian Apprenticeship must be identified. If abbreviation is used, the ANP may be required to confirm the name of the award with the employer.</p>
39.	Please indicate the number of hours of employment and training per week and whether full-time or part-time	<p>Compulsory</p> <p>Hours per week are the total combined work and training hours and may be averaged over four weeks for non-school based training contracts and over three months for ASBAs.</p>
40.	Prior to commencing this apprenticeship/ traineeship has the apprentice/ trainee worked for, or been hosted by/ to the employer/host employer?	<p>Compulsory</p> <p>Any period/s of employment for new or existing workers prior to the Australian Apprenticeship commencement date stated in the training contract must be entered.</p> <p>The dates of prior permanent or casual employment entered at this question will be checked against Q7.</p>
41.	Is the apprentice/ trainee in a business relationship with this employer?	<p>Compulsory</p> <p>If “yes” there must be at least one (1) other owner/director of the enterprise who will fulfil the roles and responsibilities of the employer. The Australian Apprentice cannot assume both the employer and Australian Apprentice roles and responsibilities under the training contract.</p> <p>If “yes”, the ANP must obtain and submit current evidence from the enterprise demonstrating details of the business ownership, e.g. Australian Securities and Investments Commission (ASIC) lodgement documents or printouts.</p>
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?	<p>Compulsory</p>

6.8. Registered training organisation details

TC FIELD	TITLE OF FIELD	REQUIREMENTS
	Name of registered training organisation, telephone number, contact officer	Compulsory Must be an approved RTO chosen by the employer and Australian Apprentice for the relevant qualification from the ACT Qualifications Register at the date of signing the training contract.

6.9. Apprenticeship Network Provider Details

TC FIELD	TITLE OF FIELD	REQUIREMENTS
	Name of Australian Apprenticeship Network providers, telephone number, contact officer	Compulsory Name of ANP consultant attending the sign-up, including mobile phone number.

7. SUPPORTING DOCUMENTATION

Some training contracts require supporting documentation before approval, which must be obtained by the ANP for lodgement at the same time the training contract is signed by the parties. When a training contract is lodged electronically in TYIMS, ANPs must provide all required supporting documents.

Skills Canberra may request additional supporting documents from parties to the training contract. Supporting documents must be received by Skills Canberra within 14 days of the lodgement in TYIMS to skills@act.gov.au. In such cases if the evidence is not supplied within the timeframes specified in writing by Skills Canberra, the training contract may be rejected or returned electronically to the ANP.

REQUIREMENT 7.1. COLOUR VISION TEST

A colour vision test report is required to approve training contracts in the following qualifications:

- a) Certificate III in Electrotechnology Electrician
- b) Certificate III in Refrigeration and Air-Conditioning
- c) Certificate III in Automotive Electrical Technology.

Colour vision testing is required based on industry and licensing bodies' advice and recommendations. The colour vision test should be on an optometrist letterhead. If Skills Canberra is not satisfied with the colour vision test, another test will be requested before the training contract is approved.

If an Australian Apprentice is found to have a colour vision deficiency, it is a matter for the employer to decide whether they take on the student and proceed with the training contract. The ANP must provide Skills Canberra with:

- a) evidence that the employer is aware of the result of the colour vision test
- b) confirmation of the employer's decision to proceed with the training contract.

Assuming the employer decides to proceed with the training contract, apprentices with colour deficiencies may have their training contract approved conditionally upon an agreed monitoring regime. Skills Canberra will discuss such cases with the employer and RTO prior to approval, and the employer and/or RTO may be requested to provide further testing or evidence. If evidence is not supplied within the timeframes specified by Skills Canberra, the training contract may be rejected.

REQUIREMENT 7.2. APPLICATION TO CANCEL TRAINING CONTRACT

The ANP should not lodge a training contract for an Australian Apprentice who still has another active training contract which the parties do not intend to continue.

Before lodging the new training contract, the ANP must assist the Australian Apprentice and/or employer to initiate a cancellation of the previous contract through the AVETARS portal. The ANP may initiate the cancellation on their behalf. However, before lodging the new contract, the ANP must ensure at least one party has approved the 'Cancel a Training Contract' variation.

Where one party to the training contract has approved the variation but no validation has been received from the other party within 28 days, the previous training contract will be cancelled. Should either party have difficulty approving the variation which will cancel the previous training contract, the ANP may refer them to Skills Canberra for assistance.

REQUIREMENT 7.3. STATUTORY DECLARATIONS

A statutory declaration is required where an Australian Apprentice who is under 18 years of age does not have a supporting parent or guardian to countersign the training contract.

REQUIREMENT 7.4. TRAINING CONTRACT BACKDATE REQUESTS

From 1 January 2022, Skills Canberra will no longer accept backdating requests.

In accordance with section 12—Training must be under approved training contract—of the *Training and Tertiary Education Act 2003* (ACT):

‘(1) An employer commits an offence if—

(a) the employer provides a person with work-related training for a qualification or statement of attainment; and

(b) the employer employs the person on trainee or apprentice wages and conditions; and

(c) there is no approved training contract between the employer and the person.

Maximum penalty: 50 penalty units.’

Further, under the *Training and Tertiary Education Act 2003* an ‘apprentice or trainee means a person who undertakes an apprenticeship or traineeship under an approved training contract’.

From 1 January 2022, Skills Canberra will no longer approve training contracts with Australian Apprenticeship commencement dates before the date the contract is signed by *both* parties.

Grandfather clause (effective 1 January to 28 February 2022)

To assist employers, Australian Apprentices and the Apprenticeship Network Provider to transition to this new rule, a two-month transition period will be in place from 1 January 2022 until 28 February 2022.

All contracts received after 1 January 2022 for an Australian Apprentice with a commencement date before their training contract was signed will require the following supporting evidence:

- a) formal documentation demonstrating the worker was legally employed on a part-time or full-time basis on or before commencing in the workplace as an Australian Apprentice. For example:
 - i. a contract of employment or employment offer which sets out their pay and entitlements
 - ii. payslips that include all the information required by the *Fair Work Act 2009*. To find out more about what has to be on a pay slip or for a template refer to the Fair Work website.
- b) documentation, emails and/or other written statements from the employer and the Australian Apprentice demonstrating they both agree on the date the worker commenced in the workplace as an Australian Apprentice employed on trainee or apprentice wages and conditions. For example:
 - i. a written offer of an apprenticeship/traineeship position in their business from the employer with proposed starting date, explaining the wages and conditions and what is expected of the trainee/apprentice
 - i. a reply from the apprentice/trainee indicating their agreement.
- c) emails and/or other written statements demonstrating the Australian Apprentice’s and/or their employer’s intention that the Australian Apprentice would commence work-related training for an Australian Apprenticeship qualification at the earliest available opportunity. For example:
 - i. emails or messages between the employer and apprentice/trainee where they discussed when the apprentice/trainee will start their training with a registered training organisation and the times/days the apprentice/trainee will be attending external training

- ii. emails or messages between the employer and a registered training organisation enquiring about qualifications, training content, term/semester start dates, or timetables.

If the training contract was signed more than 28 days after the commencement date stated in the training contract, the following additional evidence is required:

- d) an explanation from the Apprentice Network Provider (ANP), supported in writing by the employer and the Australian Apprentice of the reason the training contract was not signed within 28 days of the date the worker commenced in the workplace as an Australian Apprentice
- e) emails or records of conversation demonstrating the ANP's efforts to ensure the employer was made aware of the industrial relations implications of employing the person on trainee or apprentice wages and conditions before a training contract has been signed by both parties i.e. the employer may be liable to backpay the employee 'non-apprentice' wages for that period of time where there was no signed and approved training contract in place.

This grandfather clause will remain in place for two months. After 28 February 2022 Skills Canberra will not approve Australian Apprenticeship Training Contracts with a commencement date before the date the contract was signed by both parties.

8. MANAGING TRAINING CONTRACT VARIATIONS

Most training contract variations are managed through AVETARS, where stakeholders can login and approve or reject variation requests live in the system. In AVETARS, the ANP has access to:

- a) view the training contracts registered with the ANP
- b) view the ACT Qualifications Register
- c) update the ANP's contact details
- d) initiate Australian Apprenticeship training contract variations.

Approved variations in AVETARS authorise changes to the original training contract data and document the variation actioned.

If variations are not approved within an identified timeframe they will expire. When this occurs the original training contract data will remain unchanged and the variation will need to be initiated again. The ANP must assist employers and Australian Apprentices with initiating and validating training contract variations in AVETARS. In exceptional circumstances, Skills Canberra may consider requests for variations to be processed outside of AVETARS portals. These will be considered on a case-by-case basis. These requests must be submitted to skills@act.gov.au.

In some circumstances delayed submission of variation requests may result in RTO payment delays or have industrial relations implications. Stakeholders may receive notifications and reminders in a range of scenarios relating to variations and approvals.

Please note in accordance with Part 3, section 16 of the *Training and Tertiary Education Act 2003*, Skills Canberra may also suspend, cancel or amend an approved training contract.

User guides for AVETARS portals are on the Skills Canberra website at www.skills.act.gov.au.

The following training contract variations are covered in this section:

The following training contract variations can be initiated in AVETARS portals [*asterisk means the variation can be initiated by the ANP]:

- a) Change of ownership*
- b) Change of employer details*
- c) Change apprentice name*
- d) Change school details*
- e) Extend a training contract*
- f) Change of RTO*
- g) Change existing worker status*
- h) Change ATSI status*
- i) Change citizenship details*
- j) Change date of birth*
- k) Change of disability status*
- l) Change of ASBA status*
- m) Update previous qualifications*
- n) Apply for credit of time*
- o) Change workplace address and other details*
- p) Change workplace hours*

- q) Change previous work*
- r) Change qualification*
- s) Suspend a training contract*
- t) Cancel a training contract*
- u) Enter a return to work date*.

The following training contract variations *cannot* be initiated in AVETARS user portal:

- a) Complete training contract (interstate training Australian Apprentices only)
- b) Credit adjustment/interstate transfers (credit of time variation)
- c) Update an expired status.

8.1. Extension to Training Contract

Extensions to training contracts must be initiated only when it is clear the Australian Apprentice will not achieve the required competencies on or before the due-to-complete date.

In this circumstance the ANP must assist the employer to initiate a request to extend the training contract. All relevant parties must validate the extension request before the extension is applied. If many extensions are requested for the same training contract Skills Canberra may request an update from the RTO regarding the Australian Apprentices' competencies and reasons for extension.

Training contracts not extended will automatically expire at midnight on the due-to-complete date.

All parties, including the ANP, will be advised by automated email notification of the approval or rejection of the application for extension. If approved the notification will include the new due-to-complete date.

8.2. Suspension to Training Contract

Suspensions cover extended absences, such as maternity leave, sick leave, workers compensation arrangements or other significant periods during which the Australian Apprentice is usually unable to attend the workplace and/or the structured training. Where an ASBA is unable to attend weekly employment and/or training for more than four weeks, the training contract must be suspended. This applies to students not attending weekly employment and/training between completing year 10 or 11 and commencing year 11 or 12.

The training contract is suspended for an approved period and resumes when the Australian Apprentice returns to work and/or training. A request to suspend the training contract must be initiated in AVETARS stating the dates requested and reasons for the suspension before it commences. This should not be requested retrospectively. A suspended status is still considered 'active' in the ACT.

The impact of a suspension must be discussed between the employer and the RTO. Training must not be continued during a period of suspension unless prior approval has been obtained through formal discussion and agreement with Skills Canberra by the RTO.

The date the Australian Apprentice is expected to complete their training contract will be changed to reflect the length of the suspension once a return-to-work date has been confirmed via a Return-to-Work Date variation applied to the training contract.

All parties, including the ANP, will be advised by automated email notification of the approval or rejection of the application for suspension. Where it is approved, a new due to complete date will be

calculated when the Australian Apprentice returns to work and/or training.

8.3. Enter a Return-to-Work Date

The ANP may initiate an 'Enter a Return-to-Work Date' variation on behalf of the employer and the Australian Apprentice. Once the ANP has initiated this variation, AVETARS will automatically send an email notification to the employer and Australian Apprentice seeking their validation of the variation.

8.4. Cancellation of Training Contract

The training contract must be cancelled when the employer and/or Australian Apprentice no longer wish to continue a training contract.

Please note: If an ASBA does not wish to continue with the training contract after completing their ACT Year 12 Certificate the training contract must also be cancelled.

A training contract may also be cancelled by Skills Canberra for specific reasons, e.g., where the employer refuses to allow the Australian Apprentice to attend structured training or other requirements related to the ACT training contract are not being met.

A cancelled training contract cannot be transferred to a new employer, even though the Australian Apprentice may continue to undertake structured training with the same RTO. Without an active training contract, there is no Australian Apprenticeship.

In these or similar circumstances, the ANP must assist the employer and Australian Apprentice to initiate a request to cancel the training contract through their AVETARS portal. The cancellation date is the last day the Australian Apprentice was in the workplace (if ceasing employment), or the last day of involvement with the RTO if still employed but ceased training. Mutual consent for the cancellation of a training contract is required. Therefore, the request must be validated by all parties to the training contract, except where the training contract is cancelled within the probationary period (refer section 1.2.5 d). In the situation where one party has approved the cancellation variation but the other party has not done so, then after 28 days AVETARS will automatically cancel the contract.

If the Australian Apprentice does not return to work following a suspension, the cancellation date is the last day the Australian Apprentice was at work or training. Skills Canberra may request copies of payslips or RTO attendance evidence if a dispute arises regarding the cancellation date.

8.5. Complete Training Contract (Interstate Training Australian Apprentices Only)

An employer of an ACT Australian Apprentice required to travel interstate to undertake their formal training with an interstate RTO must submit an [Application for Travel Support - Interstate Travel Allowance form](#). This form must be signed by the Australian Apprentice and employer (refer to Interstate Training). These forms can be requested from Skills Canberra.

8.6. Change of RTO

Where a school is listed as the RTO for an ASBA who has completed or is leaving school, a change of RTO is required.

Where an RTO is contacted by an employer or Australian Apprentice to take over Australian Apprenticeship training and assessment services from another RTO, the new RTO must be listed as an approved provider of the qualification on the [ACT Qualifications Register](#).

The ANP must assist the employer and Australian Apprentice to initiate the request to change RTO. The

employer and Australian Apprentice must all validate the request. The old RTO must also validate the request, to confirm that they now have 30 days to claim any payments for the Australian Apprentice. If there are no outstanding payments, the old RTO can release a training contract to the new RTO before the 30 days period.

Claims submitted outside 30 days will not be eligible for payment.

On the expiry of 30 days from the date of change, the NOB for the transferred training contract will be posted on the RTO portal and the new RTO must:

- a) within 14 calendar days of the NOB date, either accept or reject the NOB
- b) assign a credit transfer result for any competencies already achieved which will appear in the new snapshot of the training contract
- c) develop a training plan prior to training commencement or at the latest within eight weeks of the NOB date.

In the instance where an RTO ceases trading, ceases to deliver a qualification with current Australian Apprentices or has their Training Initiative Funding Agreement (TIFA) terminated and many Australian Apprentices are affected, Skills Canberra may facilitate the transfer via 'bulk' notification. In this circumstance the RTO and/or the ANP must contact Skills Canberra at skills@act.gov.au to discuss. RTOs can refer to the ACT Standards Compliance Guide for Australian Apprenticeships 'ceasing to deliver/operate' section.

8.7. Change of Qualification

Where the qualification to be delivered is different from the one originally nominated in an approved training contract (such as when a qualification is replaced, or when the initial skills assessment demonstrates the Australian Apprentice should be moved to a higher-level qualification), a request to vary the training contract must be approved in AVETARS by the employer, RTO and Australian Apprentice. Where the industrial relations instrument is different, a new training contract is required.

The stakeholder initiates the request through the AVETARS portal. If the Australian Apprentice is also changing RTO, a 'Change of RTO' variation can be initiated through AVETARS portals at the same time.

Where many Australian Apprentices are affected by the change of qualification the RTO can facilitate the change and/or change of RTO via a 'bulk' notification. In this circumstance the RTO must contact Skills Canberra at skills@act.gov.au to discuss the process.

8.8. Change Type of Australian Apprenticeship

Changing circumstances in the workplace can mean the type of Australian Apprenticeship originally entered into may change. For example, an Australian Apprentice may move from part-time to full-time work or leave school and move from an ASBA to a post-school Australian Apprenticeship.

Provided the Australian Apprentice continues employment with the original employer, the training contract can be varied to reflect such changes.

To change the type of Australian Apprenticeship the ANP must assist the employer and Australian Apprentice to initiate these changes through their AVETARS portal.

8.9. Change of Employer's Details

Where the employer's details on the training contract change, the ANP must, within 14 days of becoming aware, assist the employer to initiate a change of employer details via a 'Change employer details' variation in AVETARS. This way the change will be applied to all training contracts with the employer.

Where there has been a change of legal entity of the employing business involving a changed ABN (transfer of

business), a new TYIMS employer ID may need to be included in the CHOW variation request and the affected training contracts selected on the variation.

8.10. Change of Australian Apprentice details

If the ANP becomes aware of any changes to the Australian Apprentice's details, including name and contact information, they must assist them to update their details through their AVETARS portal. This may mean initiating a variation or simply updating basic contact details in their profile.

8.11. Credit Adjustment/Interstate Transfers

Australian Apprentices moving to the ACT from another state or territory can recommence a qualification and apply for a reduction of the training contract duration for ongoing training as an Australian Apprentice.

An Interstate Extract of Record can be emailed to skills@act.gov.au at the time the training contract is lodged in TYIMS. The maximum duration of credit adjustment that may be applied to a 48-month ACT training contract is three years and six months, and for a 36-month ACT training contract is two years and six months.

8.12. Change of Employment Details

The circumstances of the Australian Apprentice's employment can change during the term of the training contract. For example, the agreed number of training contract hours or worksite address may change. Where the ANP becomes aware of any change to employment circumstances, they must assist the parties to initiate a change of employment details through their AVETARS portal.

8.13. ACT Extract of Record

Australian Apprentices moving to another state or territory to continue their Australian Apprenticeship can apply for an ACT Extract of Record by submitting an 'Application for ACT Extract of Record' form available on the Skills Canberra's website, to skills@act.gov.au. The ACT extract of record cannot be provided until the ACT training contract has been cancelled.

8.14. Expiry of Training Contracts

If the due-to-complete date has passed and an extension has not been approved, Skills Canberra will expire the training contract without further notice. This occurs at midnight on the due-to-complete date.

8.15. Temporary Transfers

Where an Australian Apprentice is temporarily mobile across state/territory borders, but remains with the same employer, the training contract will continue, and a cancellation or recommencement of the training contract will not be required. The definition of temporary is for a period of up to 90 days. The employer is required to put in place arrangements to continue the training and assessment of the Australian Apprentice. Where the original RTO is unable to deliver the training and assessment to an Australian Apprentice, and there are no suitable or authorised subcontracting arrangements available, the employer will need to engage an alternative RTO. 'A Change of RTO' variation must be signed by the employer and Australian Apprentice as per section 8.5, Change of RTO.

If necessary, the employer may be required to fund the remainder of training on a fee-for-service basis. The fee-for-service RTO must be approved to deliver the qualification on the ACT Qualifications Register.

APPENDIX A: SUPERVISION IN THE WORKPLACE

ANPs must inform employers of Australian Apprentices of their obligations for supervision in the workplace. The ANP must inform Skills Canberra within seven days of any concerns that minimum supervision is not being met.

It is the employer's responsibility to establish and maintain adequate training and supervision arrangements for all Australian Apprentices (both apprentices and trainees) in the workplace. Skills Canberra has a statutory responsibility to ensure the employer has adequate supervision arrangements and the required licensing (in licenced trades) in place at the time of approving a training contract. The employer must:

- a) 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
- b) make sure the apprentice/trainee receives on-the-job training and assessment in accordance with the training plan
- c) provide work that is relevant and appropriate to the vocation and the achievement of the qualification referred to in the training contract.

Generally, the minimum requirement under the training contract will be met if the Australian Apprentice is supervised by a suitably qualified and licensed (where required in licensed trades) person who is permanently employed at the same workplace and predominantly for the same hours as the Australian Apprentice.

Licences may be checked on the [Access Canberra website](#).

WorkSafe ACT has published [guidelines](#) covering supervision requirements of Australian Apprentices in building and construction industries. These guidelines outline the levels of supervision required through the Work Health and Safety Act 2011 (Cth) and penalties that may be applied for breaches of this Act. Electrical apprentices have specific supervision requirements. WorkSafe ACT also publishes work health and safety [Information for employers of young workers](#).

The level of supervision provided should be aimed at facilitating the successful achievement of competencies for each individual Australian Apprentice. Employers must monitor the progress of each Australian Apprentice against the training plan and training record book or equivalent and may need to reassess the level and quality of supervision to ensure each Australian Apprentice has the necessary support at work if steady progress is not being made.

TRAINEE SUPERVISION

For trainees, a suitably qualified supervisor can be the employer or a staff member who already has the skills and knowledge the trainee is learning, which may have been gained through a variety of pathways, including on-the-job experience. The supervisor must be employed by the same employer and work predominantly in the same workplace as the trainee. Where a trainee progresses to an apprenticeship with the same employer, the employer must ensure the supervisor responsible for supervising the apprentice in the workplace has the relevant trade qualifications.

APPRENTICE SUPERVISION

For apprentices, a suitably qualified supervisor can be the employer or another staff member who has an equivalent or higher-level qualification in the same field or trade to the one being undertaken by the apprentice. In the case of licensed trades, the supervisor also requires the relevant current licence.

Some industries publish standards or guidelines for the level of supervision of apprentices, for example the

electrotechnology industry. Where standards or guidelines exist, they must be followed in supervising apprentices.

Supervision requirements may also be found in some industrial awards.

EMPLOYER/SUPERVISOR AND AUSTRALIAN APPRENTICE RATIOS

There may be requirements about apprentice/tradesperson ratios in industrial instruments to which employers are bound, and employers must make themselves aware if relevant.

APPENDIX B: APPROVAL STATEMENT AND EXEMPTION CERTIFICATE

APPROVAL STATEMENTS

Young people, who have completed year 10, are under 17 years of age, and plan to undertake work-related training such as an apprenticeship or traineeship, must apply for an Approval Statement.

An Approval Statement is a formal written statement issued by the Director-General (or delegate) of the ACT Education Directorate that provides a person with permission to undertake work-related training rather than attend school full-time.

If a young person enters into a full-time Australian Apprenticeship or a part-time Australian Apprenticeship of at least 25 hours per week, the training contract approval acts in lieu of an Approval Statement.

Work-related training in the ACT is limited to an apprenticeship or traineeship. Training or employment needs to be full-time or at least 25 hours per week and young people undertaking a combination of training, employment and/or education, need to make sure the combination adds up to 25 hours per week or is the equivalent of one full-time option. An Approval Statement is not required for an Australian School-based Apprenticeship (ASBA). Further information about Approval Statements is available on the [Education Directorate's website](#).

EXEMPTION CERTIFICATES

A student who has not completed Year 10 and is under the age of 17 but wishes to enter into an apprenticeship or traineeship is required to obtain an Exemption Certificate. The ACT Education Directorate requires evidence of the undertaking of an Australian Apprenticeship prior to approval. An Exemption Certificate is a formal certificate issued by the Director-General (or delegate) of the ACT Education Directorate exempting a young person from the full-time participation requirements of the *Education Act 2004* (ACT). Skills Canberra will confirm if an Exemption Certificate has been granted before the training contract is approved. Further information about Exemption Certificates is available on the [Education Directorate's website](#).

An Australian Apprentice attending a NSW school must have a Certificate for Exemption from Enrolment at School approved by their school principal. Information on applying for this exemption and the conditions that apply can be found at the [NSW Department of Education website](#).

APPENDIX C: WORK AND TRAINING HOURS

The ANP must confirm with the employer and Australian Apprentice the minimum and maximum hours required for an Australian Apprenticeship and ensure these hours are reflected on the training contract. Training contracts that do not meet these requirements will be returned to the ANP.

Employment and training hours may be averaged over four weeks for non-school based training contracts and ASBAs may be averaged over three months.

Unless otherwise stipulated in the relevant Industry Award, a minimum of 20 per cent (forms part of the total hours per week) applies to all structured learning (including RPL) to be undertaken by the Australian Apprentice until the full qualification and the training contract has been completed, as agreed by the employer and Australian Apprentice on the training plan. The hours of structured training with the RTO can be done in blocks or averaged over a three-month period (i.e. up to a maximum of 36 hours per quarter). Skills Canberra may investigate where Australian Apprentices are not receiving a balance of paid work and training each week.

Full-time upfront training is not acceptable under a training contract.

EMPLOYMENT STATUS	COMBINED WORK AND TRAINING HOURS PER WEEK
Full-time	Maximum 38 hours p/wk (dependent on award or Enterprise Agreement).
Part-time	15+ hours p/wk
Casual	Cannot undertake Australian Apprenticeship in the ACT
ASBA – Certificate I (part-time)	9-20 hours p/wk*
ASBA – Certificate II (part-time)	11-20 hours p/wk*
ASBA – Certificate III (part-time)	15-20 hours p/wk*

**During school holidays, ASBAs may work up to full-time hours as per their award.*

ACT Australian Apprenticeships Training Contract nominal duration

Regardless of hours worked per week, the part-time nominal duration is calculated as: full-time nominal duration plus half the full-time nominal duration.

FULL-TIME	NOMINAL DURATION	EQUIVALENT PART-TIME NOMINAL	DURATION
12 months		18 months	
24 months		36 months	
36 months		54 months	
48 months		72 months	

Skills Canberra will consider approving concurrent part-time training contracts up to a combined full-time equivalent 38 hours per week for an Australian Apprentice. A government subsidy may apply if the number of qualifications eligible through User Choice has not been exceeded (Refer Part B: Administrative Arrangements: Australian Apprenticeships funding in the ACT). Skills Canberra will not approve full-time and part-time training contracts operating concurrently.

If an active training contract already exists with the same or another employer, and the Australian Apprentice

intends to continue with the initial contract, the employer should be advised of the possibility of non-approval at the time of sign-up of the new training contract.

TERMS AND DEFINITIONS

The following terms and definitions apply to the ACT Standards and ACT Standards Compliance Guides.

TERMS	DEFINITIONS
Aboriginal and Torres Strait Islander	<p>Person who:</p> <ul style="list-style-type: none"> is of Aboriginal or Torres Strait Islander descent identifies as being of Aboriginal or Torres Strait Islander origin and is accepted as such by the community with which the person associates. <p>Note: This term is interchangeable with Indigenous Australian.</p>
ACT employer	<p>An employer who has a workplace address in the ACT. The workplace address must be:</p> <ul style="list-style-type: none"> a physical address in the ACT, not a PO Box, and the usual work site of the Australian Apprentice. <p>Where the Australian Apprentice works across various work sites or in the field, the street address of the employer's shop, workshop, depot or home base must be in the ACT.</p>
Training Initiative Funding Agreement (Agreement)	<p>Contractual arrangement between the ACT Government and RTOs for the delivery of ACT Government training initiatives. RTOs must hold an approved ACTFA prior to applying for, and throughout the delivery of, training and/or other services under training initiatives in the ACT.</p>
ACT Government training initiative	<p>Any training initiative which is funded by the ACT Government, whether in whole or in part. Training initiatives may target specific student groups, such as equity groups and/or specific skills and qualifications. Specific contractual provisions apply for each initiative.</p>
ACT Qualifications Register	<p>A register containing information about qualifications available through ACT Government training initiatives, including approved RTOs.</p>
ACT Skills Needs List	<p>Identifies the ACT Governments priorities for VET in the ACT at a qualification level. The list will allow targeted funding of training for the development of a productive and highly skilled workforce to contribute to the ACT's economic future.</p>
ACT Standards for Delivery of Training (known as ACT Standards)	<p>Schedule to the TIFA. Mandatory standards for RTO management and delivery of training in the ACT</p>
ACT Standards Compliance Guides	<p>Schedules to the ACTFA which, for each training</p>

	<p>initiative:</p> <ul style="list-style-type: none"> • provide direction to RTOs on how to interpret and comply with ACT Standards • include additional mandatory requirements • outline administrative arrangements.
Additional support	Individual support provided to a student to undertake and/or complete a training course or qualification under an ACT Government training initiative. This could include interpreter services, specialised LLN tuition, mentoring, counselling, and note-taking. RTOs may identify that a student requires additional support at the time of enrolment, during the initial skills assessment, or anytime during the delivery of training.
Alternative education training program	A year 12 equivalent program outside of a mainstream/traditional secondary school or college context.
Apprentice	Person contracted to an employer through an Australian Apprenticeships training contract who is undergoing training for a recognised trade occupation.
Approval statement	Formal written statement issued by the Director-General (or delegate) of the under Part 2.4 of the Education Act 2004. Further information is available on the Education Directorate's website .
Assessment (Initial Skills)	Includes an individual assessment per student of: <ul style="list-style-type: none"> • LLN and additional support needs • the qualification level to determine its appropriateness • an offer of RPL and explanation of credit transfer obligations.
Australian Apprentice	Term used to describe both apprentices and trainees, who have entered into a Australian Apprenticeships training contract.
Australian Apprenticeship	Combination of practical work on-the-job with structured training to achieve a nationally recognised qualification under an Australian Apprenticeships training contract between a student and their employer. More information is available at the Australian Apprenticeships website.
Australian Apprenticeships training contract	Legally binding agreement between an Australian Apprentice and an employer which defines the rights and responsibilities of each party. These include: <ul style="list-style-type: none"> • the employer guaranteeing to train the Australian Apprentice in the agreed occupation or training area and to allow time off work to attend any required off-the-job training

	<ul style="list-style-type: none"> the Australian Apprentice agreeing to learn all aspects of the occupation or training area and to work for the employer for a specified period. <p>Also referred to as a training contract.</p>
Australian Core Skills Framework (ACSF)	A tool designed to describe an individual's performance in the five core skills of learning, reading, writing, oral communication and numeracy across five levels of performance ranging from 1 (low level) to 5 (high level).
Australian Qualifications Framework (AQF)	The framework for regulated qualifications in the Australian education and training system as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education <i>(Standards for Registered Training Organisations 2015.)</i>
Australian School-based Apprenticeship (ASBA)	Part of the national Australian Apprenticeship system. It provides school students with the opportunity to combine practical paid work with structured training as part of their education program to achieve a nationally recognised qualification.
Australian Skills Quality Authority (ASQA)	National regulator for Australia's VET sector
Award	<p>Awards (modern awards) are legal documents that outline the minimum pay rates and conditions of employment.</p> <p>There are more than 100 industry or occupation awards that cover most people who work in Australia.</p> <p>Information about pay and entitlements for apprentices and trainees can be found on the Fair Work Ombudsman website</p>
AVETARS	ACT Vocational Education and Training Administration Records System (AVETARS) is the system for managing the administration of ACT Government training initiatives.
Cancellation date (Australian Apprenticeships)	The last day the Australian Apprentice was employed as an Australian Apprentice. This is identified as the 'Actual End Date' on AVETARS.
Commencement date of Australian Apprenticeship	The date a worker commences their Australian Apprenticeship in the workplace, as stated in the training contract.
Commencement of training	Participation in a minimum of one unit of competency. See Participation.
Credit transfer	Granting of status or credit by an institution or training organisation for units of competency completed at the same or another institution or training organisation.
Date deemed competent (Australian Apprenticeships)	The date of the final agreement that competence in the workplace for the full qualification has been achieved.

Days	In the context of this document the term 'days' refers to calendar days.
Delivery mode	<p>The method input by the RTO in AVETARS to indicate how the training for the qualification is delivered. RTOs may select multiple modes to reflect various delivery methods.</p> <ul style="list-style-type: none"> • Fully off-the-job by RTO: Includes learning that takes place away from the workplace at any permanent or semi-permanent training location, and usually involves face-to-face training. • Distance learning and remote e-learning: Includes correspondence-based learning, web-based resources, computer-based resources, online interactions both on and off campus, radio, television, video conference, or audio conference. • Fully on-the-job (other than distance) by RTO: Includes learning conducted in the workplace by the RTO. • Blend of training by RTO/employer: Used where the predominant method of learning is not fully off-the-job, distance learning/e-learning, fully on-the-job or employer-guided workplace learning. • Employer-guided workplace learning: Includes learning conducted in the workplace by the employer. The employer will be supported by learning materials provided by the RTO for this purpose and will include a documented process and delivery strategy to ensure employers carry out their responsibilities.
Delivery strategy	The approach to the delivery of training that includes learning, training and assessment strategies. Additional support and wrap around services may be part of a delivery strategy.
Digital signature	A signature that utilises encryption technology to transform a message to a seemingly unintelligible form and back again
Due to complete date (Australian Apprenticeships)	Date determined by adding the commencement date of the training contract plus the nominal duration (full-time or part-time) of the qualification minus any applicable credit of time (to a maximum of three years and six months).
Electronic signature	An electronic symbol or process attached to, or logically associated with, a contract or other record and executed or adopted by a person with the intent to sign the record.
Employer	A person who:

(Australian Apprenticeships)	<ul style="list-style-type: none"> • has delegated authority to make decisions relating to the training contract for the Australian Apprentice • is employed at the same workplace (or host employer workplace) and predominantly for the same hours as the Australian Apprentice • has the appropriate qualification and/or skills and capacity to train and supervise the Australian Apprentice.
Employment service provider	Organisation funded by the Australian Government to provide people from all backgrounds with access to services and support to help them overcome barriers and develop the required skills to gain employment and participate in society. They include Jobactive providers and Disability Employment Services (DES) providers.
Entitlements	<p>Many awards contain entitlements for training costs, fees and textbooks. For information about entitlements for apprentices and trainee, go to:</p> <ul style="list-style-type: none"> • Apprentice entitlements • Trainee entitlements.
Exemption certificate (ACT)	Formal certificate issued by the Director-General of the Education Directorate (or delegate) under Part 2.3 of the Education Act 2004 . An Application for an Exemption Certificate is available on the Education Directorate’s website .
Exemption certificate (NSW)	Relevant delegates in NSW may grant exemptions to students of compulsory school age from the requirement to be enrolled in school provided approval has been given to entering a full time Australian Apprenticeship commencing in Year 10. Australian Apprentices working in the ACT who are residing in NSW must have a <i>Certificate for Exemption from Enrolment at School</i> . Information on applying for this exemption and the conditions that apply can be found at the NSW Department of Education website .
Fee concession	Fee concessions apply to the tuition fees charged to subsidised Australian Apprentices by their RTO. RTOs may offer to reduce the tuition fee for eligible Australian Apprentices in certain circumstances. The RTO may then apply to Skills Canberra for a reimbursement (up to a maximum of \$500) of the fee concession they provided to their student.
Fee-for-service RTO	RTOs with approval from Skills Canberra to deliver Australian Apprenticeships training but are not eligible to receive ACT Government User Choice funding for

	delivery of one or more qualifications.
Formal training	Formal training takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree). Formal training is supported by training materials and delivered by a qualified trainer.
Foundation skills	Foundation skills are defined in the National Foundation Skills Strategy for Adults (2012) as the combination of: <ul style="list-style-type: none"> • LLN – listening, speaking, reading, writing, digital literacy and use of mathematical ideas; and • employability skills, such as collaboration, problem solving, self-management, learning and ICT skills required for participation in modern workplaces and contemporary life.
Genuine hardship (financial)	Term used in relation to fee concession. A determination of the student’s inability to pay the required tuition fee, based on relevant evidence.
Informal training and learning	Informal training and learning results through experience of work-related, social, family, hobby or leisure activities. Informal training and learning includes activities undertaken in the workplace under appropriate supervision, specifically new tasks or skills taught and learnt in the workplace that contribute to the development of the skills required for the qualification.
Interstate training	Australian Apprentices in an ACT training contract for qualifications which are currently not delivered by RTOs in the ACT may be required to travel interstate to undertake their structured (off-the-job) training. This normally occurs in ‘blocks’ of time.
Language, literacy and numeracy (LLN)	Component of foundation skills. Language – refers to the understanding and use of spoken and written English. Literacy – refers to the integration of listening, speaking, reading, writing and critical thinking. It incorporates numeracy and it includes the cultural knowledge that enables a speaker, writer or reader to recognise and use language appropriate to different social situations. Numeracy – refers to the ability to use mathematics effectively to meet the general demands of life at home, in paid work and for participation in community and civic life.
Long-term unemployed	A person who has been registered as unemployed for at least the last 52 weeks.
Minimum tuition fee	The minimum fee the RTO must charge for an ACT Government subsidised qualification

Notification of business (NOB)	Electronic process by which the Directorate advises the RTO it has been nominated as the training provider on an Australian Apprenticeships training contract.
Off-the-job training	Learning that takes place away from the workplace at any permanent or semi-permanent training location, and usually involves face-to-face teaching.
On-the-job training	Training undertaken in the workplace as part of the productive work of the learner under normal operating conditions.
Person with a disability	Person identifying as having a disability (intellectual, mental health, physical) that impacts on the person's ability to undertake training and work in the chosen qualification and may result in the person requiring additional training and/or work-related support services and/or modifications.
Qualification certificate	Formal certification awarded by an accredited authority in recognition of the successful completion of an educational program. Qualification certificates are awarded when a person has met the RTO requirements and has satisfied all requirements of the units of competency that comprise an AQF qualification, as specified by a nationally endorsed training package or an accredited course that provides training for that qualification. Includes a record of results.
Recognition of prior learning (RPL)	An assessment process that assesses the competency of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited course. Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree); Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business); and informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative). <i>(Standards for Registered Training Organisations 2015).</i>

Replacement qualification	Most up-to-date qualification in a training package which replaces a qualification that has been superseded.
Scope of registration	The training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to: <ul style="list-style-type: none"> • provide both training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO • provide assessment resulting in the issuance of AQF certification documentation by the RTO. <i>(Standards for Registered Training Organisations 2015).</i>
Structured training	Training activities, including formal training delivered by the RTO and work-based training, which have a specified content or predetermined plan designed to develop and assess skills and knowledge.
Substantive visa	Any visa (whether permanent or temporary) other than a bridging visa or Criminal Justice visa. For the purposes of the ACT Australian Apprenticeships program, the substantive visa on a bridging visa refers to the visa being applied for.
Supervisory staff (Australian Apprenticeships)	Suitably qualified and/or licenced (where required) person/s who is employed at the same workplace and predominately for the same hours as the Australian Apprentice.
Trainee	Person employed in a recognised traineeship vocation and who has entered into an approved Australian Apprenticeships training contract with their employer.
Training contract hours	The total combined work and training hours per week, as agreed in the Australian Apprenticeships training contract.
Training contract probationary period	A probationary period is a period of time after the training contract is signed, which allows either the employer or the apprentice/trainee to terminate the training contract agreement for any reason.
Training mode	Electronic based - uses electronic media to deliver flexible vocational education and training. It is suited to distance learning and flexible learning, but is also used in face-to-face teaching. Employment based - is training conducted in the workplace as part of the productive work of the Australian Apprentice. Training may be delivered by the RTO and/or the workplace supervisor. If the workplace supervisor is delivering the training, they must be supported by training materials (and possibly learning materials) provided by the RTO. Other – may include distance learning (or self-paced

	study), which can be undertaken independently and supported by a trainer. It may include e-learning approaches.
Transition	<p>The 12 months immediately after publication of a replacement training package or qualification on TGA. Where the transition period is extended by ASQA, the transition must occur within the approved extension timeframe.</p> <p>Includes all actions required to change the delivery operations of an RTO from an existing training product to a replacement endorsed or accredited training product, including resourcing, registration and transfer of students. The RTO must transfer continuing students from the superseded qualification to the replacement qualification as soon as practicable but no later than 12 months from the date of publication of the replacement qualification or within the approved extension timeframe, unless the student will be genuinely disadvantaged. The RTO must enrol new students in the replacement qualification as soon as practicable but no later than 12 months from the date of publication of the replacement qualification on TGA or prior to the expiry of the approved extension timeframe.</p>
TYIMS	Training and Youth Internet Management System is the key IT support system that tracks Australian Apprentice and employer relationships, determines eligibility for, and makes payments and tracks performance of ANPs.
Unique student identifier (USI)	Has the meaning given in the Student Identifiers Act 2014 (Cth).
Work-based training	Training conducted in the workplace as part of the productive work of the apprentice or trainee by the workplace supervisor on behalf of the RTO. If the workplace supervisor is delivering the training, he/she will be supported by training materials (and possibly learning materials) provided by the RTO for this purpose.



Skills Canberra
Chief Minister, Treasury and Economic Development
Directorate

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