

# NSW Apprenticeship/Traineeship – Training Plan

Employer Trading Name	
Apprentice/Trainee Name	
RTO Name	
TCID	

## ABOUT THE TRAINING PLAN

- The Training Plan describes what training is to be undertaken, who provides the training and conducts the assessments, and how, when and where this will occur.
- The Training Plan is developed by a Registered Training Organisation (RTO) in consultation/negotiation with the employer and apprentice/trainee. Under user choice arrangements, the employer and apprentice/trainee have the right to decide which RTO will deliver their training, the units of competence and the sequence they will be delivered, and how, when, where and by whom training and assessment will be delivered.
- The Training Plan is a working document to be used for the duration of the Training Contract and must be updated as necessary to reflect the current status of training.
- A copy of the current Training Plan, must include any updates, must be kept by the RTO, employer and apprentice/trainee, with a copy always accessible in the workplace and to Training Services NSW.
- Upon completion of this Training Plan the apprentice/trainee is eligible to be issued with the appropriate qualification.
- The RTO issues the qualification when the employer has verified that the apprentice/trainee is competent in the vocation to the required industry standard.

For further information on how to develop, implement or monitor a Training Plan, see Vocational Training Guideline - Training Plan at [www.training.nsw.gov.au](http://www.training.nsw.gov.au)

## PARTS TO THE TRAINING PLAN

**Cover** – Provides basic information about training plans and details obligations and undertakings by each party to the Training Plan.

**Part 1** – Provides essential employer, learner and RTO details for the apprenticeship/traineeship.

**Part 2** – Identifies the units of competence (training) being undertaken, and how, when and by whom, training and assessment will be delivered/undertaken.

**Part 3** – Identifies support (eg. training materials, resources, facilities, supervision, etc.) that will be necessary to successfully undertake and complete the training.

**Part 4** – Is an addendum used to capture additional information required for school based apprenticeship and traineeship arrangements.

## OBLIGATIONS AND UNDERTAKINGS

**Registered Training Organisation (RTO) I**, the undersigned, on behalf of the nominated RTO, confirm that:

- This Training Plan was developed in consultation with both the employer and apprentice/trainee.
- This Training Plan will be kept up to date and a copy regularly provided to parties.
- Formal training and assessment will be undertaken in accordance with the requirements outlined in the Apprenticeship and Traineeship Act 2001, Vocational Training Guideline – Training Plan, and relevant Vocational Training Order and Training Package.
- Regular updates will be provided to the employer and apprentice/trainee on the progress of training.
- Training Services NSW will be notified of any issues that may jeopardise the successful completion of the training within 21 days of the matter arising, including any failure by the employer to allow apprentice/trainee to participate in training.
- Employer endorsement that a learner is competent to industry standards in the vocation will be obtained BEFORE issuing a qualification for this apprentice/trainee.
- Training Services NSW will be notified within 28 days when the apprentice/trainee is eligible to be issued with the appropriate qualification.

<b>RTO 1 Signature</b>		<b>Date</b>	
<b>Print Name</b>		<b>Position</b>	

<b>RTO 2 Signature</b>		<b>Date</b>	
<b>Print Name</b>		<b>Position</b>	

**Employer I**, the undersigned, on behalf of the nominated employer, agree to:

- The employer responsibilities as outlined in this Training Plan.
- Provide work and on the job training consistent with formal training provided under this Training Plan.
- Provide this apprentice/trainee with the appropriate level of support and supervision.
- Withdraw my apprentice/trainee from routine work duties, with pay, for a minimum of 3 hours per week, averaged over a 4 weeks period, for the purpose of undertaking formal training/assessment.
- The RTO providing information to Training Services NSW as specified in (e) and (g) above.
- Report/confirm learner competence in the vocation to the RTO as appropriate.
- Information provided by the RTO in (f) above possibly being used to initiate competency based completion of the apprenticeship/traineeship.

<b>Employer Signature</b>		<b>Date</b>	
<b>Print Name</b>		<b>Position</b>	

**Apprentice/Trainee I**, the undersigned, agree that:

- I am aware of and agree to my responsibilities as outlined in this Training Plan.
- I will make every effort to successfully complete the training outlined in this Training Plan.
- The RTO may provide information to Training Services NSW as specified in (e) and (g) above.
- Information provided by the RTO in (g) above may be used to initiate competency based completion of the apprenticeship/traineeship.

<b>Apprentice/Trainee</b>		<b>Date</b>	
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1.1 Apprentice/Trainee Personal Details					
Training Plan	<input type="checkbox"/>	<input type="checkbox"/> Amended	Date:		
TCID					
Given Name			Surname		
Date of Birth			Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not specified	
Street Address					
Suburb				State	NSW
Postcode	Telephone		Mobile		
Email					
Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> Yes				

1.2 Training Details					
Contract Type	<input type="checkbox"/> Apprentice <input type="checkbox"/> New Entrant Trainee <input type="checkbox"/> Existing Worker Trainee				
Employment Type	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Hours per week		
	<input type="checkbox"/> School Based		SBAT HSC Year		
TC Start Date	TC End Date	HEAP		<input type="checkbox"/> Yes	
Vocation Title				VTO ID	
Qualification Title					
Qualification Level			National Code		
Mode of Delivery	<input type="checkbox"/> Classroom based <input type="checkbox"/> Electronic <input type="checkbox"/> Employment based				
	<input type="checkbox"/> Other e.g. correspondence				
RTO Classroom Training Address (if applicable)			State	NSW	Postcode
Funding Source	<input type="checkbox"/> Fee for Service <input type="checkbox"/> Government subsidised <input type="checkbox"/> School sector				
Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No		DAAWS	<input type="checkbox"/> Yes <input type="checkbox"/> No	

1.3 Employer Details						
Legal Name						
Trading Name				ABN		
Street Address						
Suburb			State	NSW	Postcode	
Contact Name				Fax		
Phone			Mobile			
Email						
Workplace Training Address			State	NSW	Postcode	
Name of workplace supervisor				Contact No		
Host Employer	<input type="checkbox"/> Yes <input type="checkbox"/> No		Trading Name			
Regulated Trades – Direct Supervisor Name				Lic No		

1.4 Registered Training Organisation (RTO) 1						
RTO Start Date			Estimated RTO End Date			
RTO Name						
Contact Name				Fax		
Phone			Mobile			
RTO National Code			Email			

1.5 Registered Training Organisation (RTO) 2						
RTO Start Date			Estimated RTO End Date			
RTO Name						
Contact Name				Fax		
Phone			Mobile			
RTO National Code			Email			

Apprentice/Trainee's Name:				TCID:				Version No:				Date:			
RTO Contact:				Phone:				Mobile:							
Units of Competency				Formal Training Details								Assessment Details			
Unit Code	Unit Name	Unit Type *	RPL, RCC, CT Δ	Unit Training Start Date ◇	Unit Training End Date ◇	Training Modes #	SBAT HSC Prog	Responsibility for Training			Assessment Methods ^	Employer confirmation of competencies (signature)	Date deemed competent by RTO		
								Emp	RTO 1	RTO 2					
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
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**Legends**

* Unit type
<b>C:</b> Core
<b>E:</b> Elective

Δ Skills Recognition	
<b>RPL</b>	Recognition of Prior Learning
<b>RCC</b>	Recognition of Current Competency
<b>CT</b>	Credit Transfer

# Training Modes	
1. Classroom	2. Employment based
3. Electronic	4. Other

^ Assessment Methods			
<b>Q</b>	Questions (tests, interviews, case studies, questionnaires, self assessments etc)	<b>WO</b>	Workplace Observation (observed whilst doing job, set tasks, role play, scenarios or simulations)
<b>RP</b>	Review of Products (samples of work, products etc)	<b>P</b>	Portfolios demonstrating experience (workplace documents, journal/log books etc)
<b>TPF</b>	Third Party Feedback (testimonials, supervisor reports/interviews etc)	<b>SA</b>	Structured Activities (projects, presentations, activity sheets, off-the-job role play, scenarios or simulations etc)

◇ Unit Training Start and End Date should indicate when formal training will be delivered in the identified competency, NOT the Training Contract start and end date.

Apprentice/Trainee's Name:				TCID:				Version No:				Date:			
RTO Contact:				Phone:				Mobile:							
Units of Competency				Formal Training Details						Assessment Details					
Unit Code	Unit Name	Unit Type *	RPL, RCC, CT Δ	Unit Training Start Date ◇	Unit Training End Date ◇	Training Modes #	SBAT HSC Prog	Responsibility for Training			Assessment Methods ^	Employer confirmation of competencies (signature)	Date deemed competent by RTO		
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Apprentice/Trainee's Name:				TCID				Version No:			Date:		
RTO Contact:				Phone:				Mobile:					
Units of Competency				Formal Training Details						Assessment Details			
Unit Code	Unit Name	Unit Type *	RPL, RCC, CT Δ	Unit Training Start Date ◊	Unit Training End Date ◊	Training Modes #	SBAT HSC Prog	Responsibility for Training			Assessment Methods ^	Employer confirmation of competencies (signature)	Date deemed competent by RTO
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Apprentice/Trainee's Name:				TCID:				Version No:				Date:			
RTO Contact:				Phone:				Mobile:							
Units of Competency					Formal Training Details						Assessment Details				
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◇ Unit Training Start and End Date should indicate when formal training will be delivered in the identified competency, NOT the Training Contract start and end date.

Apprentice/Trainee's Name:		TCID:	
<b>3.1 Workplace Support</b>		<b>3.2</b>	<b>On-The-Job Training</b>
What learning materials and resources will be provided to the apprentice or trainee by the RTO?		List the workplace facilities and equipment necessary to support the delivery of this training.	
Does the apprentice or trainee need additional support to achieve the qualification? If yes, indicate the issue/s identified and what support and assistance will be provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	List the training materials or other resources provided to the employer to support on-the-job training and ensure its integration with the formal or structured training delivered by the RTO.	
Where the employer is identified as delivering formal training on behalf of the RTO, what training materials and other support will be provided to the employer by the RTO?		Are the above facilities available in this workplace? If not, indicate alternative arrangements being put in place to address this issue.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where the employer is providing evidence to support assessment of competency, what support and/or resources will be provided to the employer by the RTO to assist them in this process?		Does this workplace have the necessary range of work to support the on-the-job component of this training arrangement? If not, indicate alternative arrangements being put in place to address this issue	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Does the apprentice or trainee have immediate access to appropriately experienced workplace supervisors? If not, indicate alternative arrangements being put in place to address this issue	<input type="checkbox"/> Yes <input type="checkbox"/> No

Apprentice/Trainee's Name	
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### 4.1 School Details

Name of School			
School Suburb	State	NSW	
School Contact Name	Phone		
School Contact Email			
School Sector	<input type="checkbox"/> Government <input type="checkbox"/> Catholic <input type="checkbox"/> Independent <input type="checkbox"/> Other (specify)		
Operational Directorate or Diocese			
Operational Directorate or Diocese Contact Name	Fax		
Phone	Mobile		
Email			

### 4.2 NSW Education Standards Authority (NESA)

All school based apprenticeships and traineeships must have a corresponding HSC VET course(s). Details for all HSC VET courses ([Industry Curriculum Frameworks](#) and [Board Endorsed Courses](#)) are provided on the NESA website at [www.boardofstudies.nsw.edu.au/voc\\_ed/](http://www.boardofstudies.nsw.edu.au/voc_ed/)

School based apprentices and trainees undertaking a HSC VET Framework course must address the HSC Content as outlined in the syllabus.

HSC VET courses must be completed by October of the HSC year.

NESA course name:
NESA course number:
The Training Plan has been checked against HSC VET course(s) requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No
For a school based apprentice/trainee undertaking a HSC VET Framework course: Does the student intend to undertake the associated HSCVET examination? <input type="checkbox"/> Yes <input type="checkbox"/> No

### 4.3 Apprenticeship Network Provider (ANP)

ANP Name			
Suburb	State	NSW	Postcode
Contact Name			
Phone	Mobile		
Email Address			

TCID		NESA number	
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### 4.4 On-The-Job Training Days Required

Total Required	Completed To Date			Total Days Remaining	
Days during:	Year 10	Year 11	Year 12	Post HSC	Total
School Terms					
Holidays					
Total					

### 4.5 Proposed Pattern of On and Off-The-Job Training

	MON	TUE	WED	THU	FRI	SAT	SUN
Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formal Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 4.6 Acceptance of Agreement

We the undersigned, have discussed, understand and are satisfied with the attached Training Plan to support and deliver the required training in accordance with the *School Based Apprenticeships and Traineeships in NSW Guidelines* at [www.sbatinnsw.info](http://www.sbatinnsw.info) The Training Plan meets the requirements for the appropriate HSC VET course(s) and the school based arrangement is endorsed by all parties below.

Employer	Date:
Apprentice/Trainee	Date:
RTO 1	Date:
RTO 2	Date:
School Representative	Date:
Regional Representative	Date:
Parent/Caregiver	Date:



### EMPLOYER ENDORSEMENT OF COMPETENCE

**IMPORTANT:**

**A registered training organisation (RTO) must obtain the employer’s endorsement of an apprentice/trainee’s competence to industry standards BEFORE they may issue the qualification.**

Apprentice/trainee name		TCID	
Vocation Title		Qualification Title	
Employer Legal Name		Employer Trading Name	
Registered Training Organisation			

**Employer endorsement of competence:**

I, the undersigned, endorse that the above apprentice/trainee is competent to industry standards in the nominated vocation. I understand that by providing this endorsement:

- ✓ I confirm my apprentice/trainee’s competence and support the issue of the qualification by the RTO; and
- ✓ I may be obliged to pay a higher rate of pay as a result of the qualification being issued (check award requirements); and
- ✓ I and/or my apprentice/trainee can seek to complete the apprenticeship/traineeship before the nominal completion date **OR** continue in the apprenticeship/traineeship up to the nominal completion date.

**Employer Representative:**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** Where an RTO has completed training and assessment (either in individual competencies or the whole qualification), but the employer disagrees with the RTO’s assessment that the apprentice/trainee is competent, the employer and RTO should attempt to resolve their disagreement. If this cannot be resolved, the matter should be referred to Training Services NSW for advice and assistance.