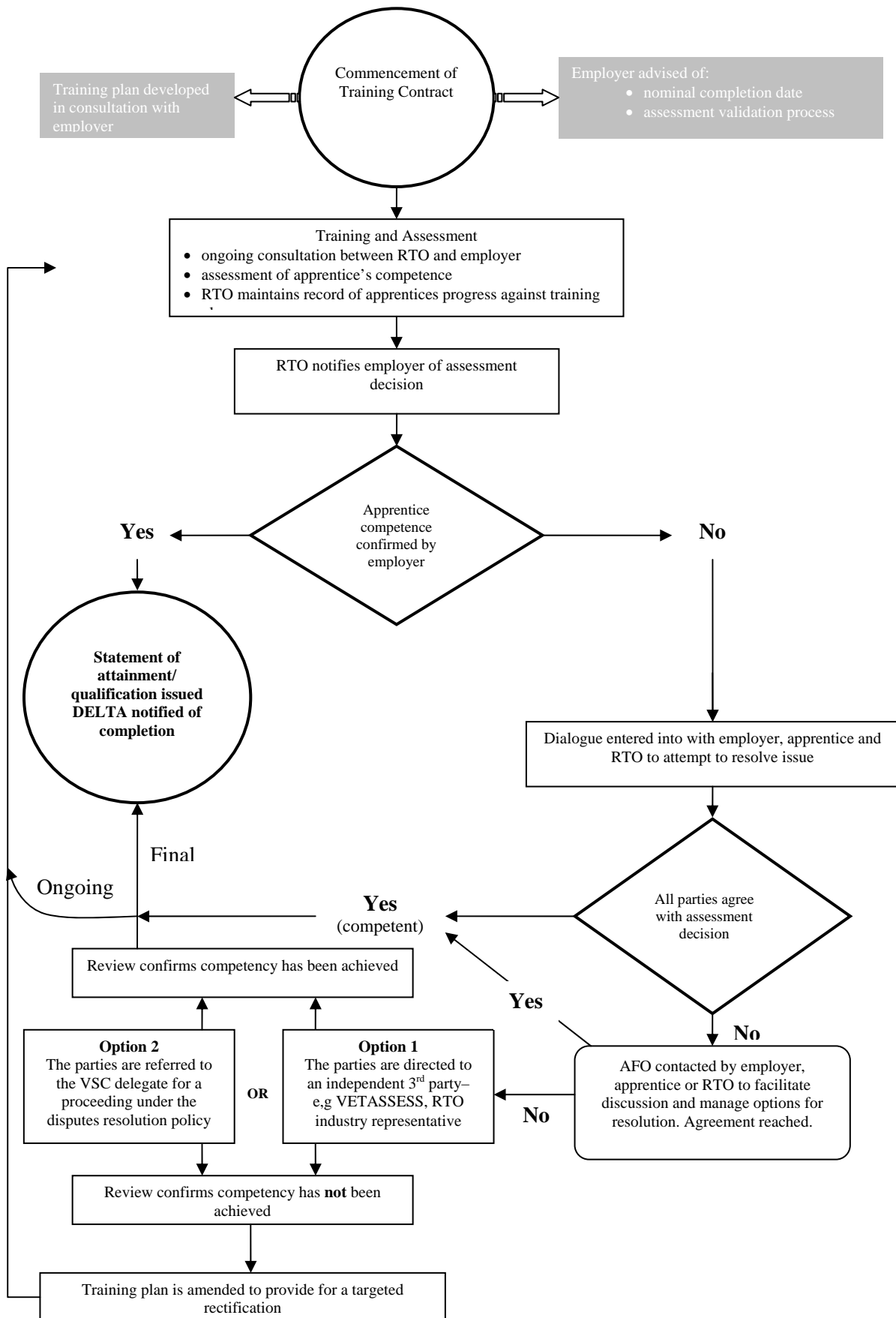


## Process Diagram



## **Suggested Process**

### **1. On Commencement**

At the commencement of the training contract, the employer and the apprentice/ trainee will receive information advising them of the nominal completion date, and that the effective date of completion of the qualification will also determine the effective date of completion of the training contract.

Prior to commencing training the RTO together with the employer and apprentice/trainee must discuss and agree upon a suitable Training Plan. The Training Plan outlines who will deliver the training and when and where your apprentice/trainee needs to go.

The Training Plan must also be signed by the secondary school representative if the apprentice/trainee is a school based New Apprentice.

Treat the Training Plan as a working document. A plan is a flexible document – talk to your RTO at any stage during the training.

The Training Plan must include, at least, the following:

- competencies to be obtained
- time frame for achieving competencies
- training to be undertaken
- delivery modes to be employed
- details (when, how & how much) of the time allocated outside routine work duties for structured training
- who is responsible for the delivery and/or assessment of each competency
- assessment details and arrangements
- record of RPL and cross credit hours granted
- name of qualification to be issued and
- any other specific requirements to be met in accordance with the Training Contract
- Workplace Based Training Standards where appropriate
- the training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.

Note: if the apprentice/trainee is to receive **off-the-job training** at an RTO, the employer must allow the apprentice/trainee to attend training classes (this is paid time).

### **2. During Delivery**

The RTO is required to maintain a record of every apprentice's progress against their training plan and also responsible for the assessment of the apprentice's competence.

Meaningful and on-going consultation with the employer and the apprentice around the delivery and monitoring of a training plan and the attaining of competencies within the relevant qualification is required.

### **3. Assessment**

When all parties agree that all the required competencies have been attained the qualification is issued. This also completes the Training Contract.

### **4. Where there is disagreement regarding the assessment**

Any challenge to a competency assessment is more likely to come from an employer and challenges may sometimes reflect a genuine concern over competency attainment but may also reflect an employer's desire to extend the operation of a training contract to the nominal completion date. There may also be instances where an apprentice/ trainee will also seek to challenge an assessment.