## Adequate training arrangements

## Certificate III in Polymer Processing &

## Certificate IV in Polymer Technology

## Supervision arrangements for apprentices in Polymer Processing & Polymer Technology

These arrangements need to be read in conjunction with the [Adequate training arrangements procedure](https://www.publications.qld.gov.au/dataset/apprenticeship-and-traineeship-operational-policies-and-procedures) and are **NOT** to be used for school-based apprentices.

Specific qualifications this document applies to are as follows:

* PMB30121 Certificate III in Polymer Processing
* PMB40121 Certificate IV in Polymer Technology.

These arrangements are not available for any other qualifications. Please contact the Queensland Apprenticeship and Traineeship Office if clarification is required.

**The obligations relating to a training contract are in addition to, and do not take precedence over, the employer's legal responsibilities such as workplace health and safety requirements and common law matters such as duty of care and negligence**.

### Background

The Queensland Plastics Industry Training Council Inc. worked with the Department of Employment, Small Business and Training (DESBT) to assist supervising registered training organisations (SRTO) when determining adequate supervision and training arrangements for apprentices registered in PMB30121 Certificate III in Polymer Processing and PMB40121 Certificate IV in Polymer Technology.

Section 15.1 of the [declaration policy](https://www.publications.qld.gov.au/dataset/apprenticeship-and-traineeship-operational-policies-and-procedures) defines the requirements of who can be a qualified person for the purposes of supervising apprentices. Essentially this allows people who can demonstrate they are already qualified in the occupation to supervise the apprentice and identifies alternative options.

These modified supervision arrangements have been developed to provide time for the industry to develop qualified Certificate III and Certificate IV supervisors, whilst ensuring equivalent supervision is still provided for apprentices.

The following requirements are the minimum considered acceptable for an apprentice to be registered for the Certificate III in Polymer Processing and Certificate IV in Polymer Technology.

### Requirements

A person or a combination of persons who have at least equivalent qualifications and/or experience required by 15.1 of the declaration policy as approved by the Queensland Plastics Industry Training Committee Inc.

The approval of the Secretary, Queensland Plastics Industry Training Committee Inc. will need to be provided on the department’s [Employer Resource Assessment (ERA)](https://www.publications.qld.gov.au/dataset/employer-resource-assessment) as evidence of meeting the modified supervisory arrangements. A modified ERA is available for this qualification.

**Flexible supervision does not mean an apprenticeship can be undertaken where there are no qualified persons providing supervision of any type of the apprentice.**

Where there is more than one apprentice in the workplace Appendix One of the ERA must be completed and if utilising flexible supervision arrangements, there must be a separate Part B of the ERA signed for each apprentice.

Appendix Two is only required where there is more than one apprentice in the workplace in the same qualification/s.

The employer, SRTO and apprentice must all agree to the undertakings as listed in this document. DESBT regional officers monitor training arrangements across the state and in cases where it is identified that apprentices are working outside of the agreed arrangements in this document the training contracts may be cancelled, and the employer may have restrictions placed upon the registration of future training.

This modified arrangement is approved until 31 March 2025.

## Other

The Quality and Compliance Team conducts audits on SRTOs who are Skills Assure suppliers (SAS). If an SRTO has breached their obligations, they may be asked to reimburse any claims for payment submitted for apprentices for which the breaches against the Skills Assure Supplier Agreement or User Choice Policy were identified.

### Endorsements

Supported by Queensland Plastics Industry Training Council Inc.

### Approved by

Director, Queensland Apprenticeship and Traineeship Office.