

Guide for supervising registered training organisations to completing the employer resource assessment

This guide is provided to assist a supervising registered training organisation (SRTO) to comply with the expectations of the Department of Trade, Employment and Training (the Department) when completing an employer resource assessment (ERA) and to clarify the evidence the SRTO should retain to ensure compliance with their obligations under the [Further Education and Training Act 2014](#) (FET Act), and Skills Assure supplier (SAS) agreement where applicable.

The ERA is an approved form under the FET Act. It is a report about an employer's capacity to provide or arrange to provide the range of work, facilities and supervision required under a training plan.

The Department provides a range of [ERA templates](#) to assist SRTOs in complying with their obligations.

The FET Act requires the SRTO to complete an ERA when they develop a training plan for an apprentice or trainee. Where the SRTO is developing a training plan for an apprentice or trainee in a workplace which has an existing apprentice or trainee in the same qualification, the SRTO must update the original ERA to ensure arrangements are appropriate for more than one apprentice or trainee.

The ERA must be reviewed as a minimum every 3 months, which aligns with the process of reviewing the training record. However, changes to the training plan and/or the commencement of additional apprentices in the same qualification in the workplace will also require the SRTO to review the ERA. Evidence of all reviews must be retained by the SRTO.

Note: Throughout the life of the training plan, the SRTO has an ongoing role in monitoring the employment arrangements to ensure there are no changes which impact the employer's capacity to continue to provide the training.

How to complete the ERA

In the majority of cases, the ERA is completed during a visit to the workplace where the apprentice or trainee will be located. This is not always possible depending on the location of the workplace and/or where the workplace is not static.

In cases where remoteness or accessibility is an issue, the SRTO may choose to complete the ERA via other methods, such as phone and/or email conversations with the employer. The SRTO must be satisfied they have obtained sufficient information to determine any gaps in the employer's range of work and facilities available, and the supervision complies with the qualification requirements. The SRTO must retain evidence of the method used to conduct the assessment of the employer's capacity and complete the ERA.

It is important the SRTO representative undertaking the ERA has an understanding of the qualification requirements and how they align to workplace tasks and facilities.

ERA fields and requirements

Workplace and qualification details

- **Employer trading name** – The employer's trading name or business name is the name by which the business is best known, or the name under which the business trades (e.g. 'ABC Plumbing'). The trading name may be, and often is, different from the legal entity.
- **Host employer trading name** – In the case of group training organisation (GTO) or principal employer organisation (PEO) training contracts, the host employer's trading name is to be entered into this field.
 - **Note:** An ERA must be completed for the first host employer only. For permanent transfers where the new employer is a GTO/PEO, an ERA is required to be completed for the first host employer. Once the initial ERA has been completed, it is not a requirement to review the ERA at 3 monthly intervals for GTO/PEO contracts.
- **Workplace where the apprentice(s) or trainee(s) will be employed** – Enter the actual site of employment where the apprentice(s) or trainee(s) works, which must be the site being assessed by the SRTO.
 - If the apprentice/trainee works from a mobile workplace or at multiple locations, use the main workplace or head office details **AND** clarify the workplace is varied.
 - If the employer has two different workshop locations, one ERA must be completed for each workshop.
- **Qualification name** – This will relate to all apprentices and trainees covered under the workplace ERA.
 - Where a qualification is superseded and apprentices or trainees are across two equivalent versions, record both qualification names.
 - If there is more than one qualification being undertaken in the workplace, one ERA **must** be completed for each qualification.

- **Apprentice's/Trainee's name** – If the ERA is being completed for a workplace with only one apprentice or trainee in the listed qualification, enter the apprentice's/trainee's name into this field.
 - If there are multiple apprentices or trainees in the same workplace in the same qualification covered under the ERA, APPENDIX TWO **must** be completed.
 - If there is insufficient space on the APPENDIX TWO page, make a copy the page and attach the additional completed pages to the ERA.
- **Proposed licensing outcome (electrical (ELEC) ERA only)** – This specifies the licence the apprentice(s) covered under the workplace ERA is/are working towards when undertaking the apprenticeship.
 - It is important that parties understand the licensing requirements and, if there is any change during the apprenticeship, the impacts this may have on an application for licence at the conclusion of the apprenticeship.
 - Where there is more than one apprentice to a supervisor in the workplace, the proposed licensing outcome for the apprentice(s) **must** be included when completing APPENDIX ONE.

Range of work, workplace facilities and equipment

- **Type of work** (if applicable) – This is important in identifying whether an employer can provide the workplace tasks aligned to the units of competency in the training plan.
- **Units of competency for which the employer cannot provide aligned workplace tasks** – There are an increasing number of workplaces which specialise in certain tasks and/or outsource workplace tasks which are required for the apprentice or trainee to be able to complete the units of competency contained in the training plan.
 - The SRTO must identify these units and provide details of how the training relating to these units will be delivered and assessed. This links directly to the requirements of the training plan and ensures the employer understands the workplace-based tasks and how they align to the units of competency in the training plan.
 - Where the employer does not provide the workplace-based tasks aligned to a unit of competency, the training plan must reflect this and the details of how training and assessment will occur must be captured in the ERA.
- **Facilities and equipment** – As per the units of competency for which there are no workplace tasks available; if there is a gap in the facilities and equipment required to complete the units of competency required in the training plan, what plans are in place to access the required facilities and equipment.
 - It is acceptable to provide this detail in the explanation relating to the training and assessment in the question above.

Supervision of training

The SRTO must identify supervisors which meet the Department's definition of a qualified person.

The SRTO must determine how many qualified persons are in the same workplace for predominantly the same working hours as the apprentice(s) or trainee(s).

- For a qualification which leads to a licensed outcome the SRTO **must** sight the licence, or look it up online where possible, and keep a copy of the licence or the online printout attached to the ERA.
- For qualifications not leading to a licensed outcome the SRTO **should** obtain a copy of the qualification when possible and attach to the ERA.

It is recognised many tradespeople will not have a copy of their qualification available, however the SRTO should ensure the supervisor fits within the definition of a qualified person. In these cases, the SRTO must record on the ERA how they determined the supervisor meets the definition of a qualified person; it is not acceptable to simply put 20+ years experience. The SRTO must record more information e.g. 20+ years in the same occupational calling as the apprentice and the SRTO has conducted gap training and/or assessment with the supervisor.

Many SRTOs deliver apprenticeship qualifications to existing tradespeople with a similar qualification e.g. auto-electrical apprenticeship undertaken by a qualified light vehicle mechanic. As this is a different occupational outcome, the supervisor of the apprentice must hold the qualification being undertaken by the apprentice **prior** to the commencement of the apprenticeship. If a copy of the qualification is not available, the SRTO must record the experience and other supporting information relating to the qualification the apprentice is undertaking. It is not acceptable to say 20+ years in a similar occupation.

For instances where there are no supervisors available (e.g. a new qualification), industry may put forward a proposal for modified supervision arrangements to be approved by the Department. For further information about modified supervision arrangements refer to the [Declaration of apprenticeships or traineeships in Queensland Policy](#).

Number of apprentices to qualified persons (supervisors)

When there are more apprentices or trainees than qualified persons (identified supervisors), the SRTO must provide reasoning for the adequacy of the arrangements. Additional information **must** also be recorded in APPENDIX ONE.

- **Note:** There must be at least one qualified person in the same workplace as the apprentice or trainee and be predominantly employed during the same working hours as the apprentice or trainee.

Declarations

The employer, SRTO and apprentice(s) or trainee(s) **must** all sign their respective declaration on the ERA.

- **Note:** Where there is more than one apprentice or trainee in the same workplace in the same qualification covered under the ERA, APPENDIX TWO **must** be completed.
- If there is insufficient space on the APPENDIX TWO page, make a copy the page and attach the additional completed pages to the ERA.

APPENDIX ONE

APPENDIX ONE **must** be completed to support the SRTO's determination that supervision arrangements are sufficient where there are more apprentices or trainees than qualified persons (identified supervisors) in the workplace undertaking the same qualification.

The SRTO should include details relating to each apprentice/trainee, such as:

- previous experience (if applicable),
- type of training contract (full-time, part-time, or school-based),
- current stage the apprentice/trainee is up to with their apprenticeship/traineeship,
- supervisor's name,
- level of supervision required, and
- how supervision is being undertaken.

APPENDIX TWO

APPENDIX TWO provides the additional space for apprentices/trainees to sign the ERA declaration where there are multiple apprentices/trainees in the same workplace in the same qualification covered by the ERA.

Note: If there is insufficient space on the APPENDIX TWO page, make a copy the page and attach the additional completed pages to the ERA.

Attachment 1

Attachment 1 provides a template that the SRTO may use to record details of ERA reviews. Evidence of all ERA reviews must be retained by the SRTO.

Throughout the life of the training plan, the SRTO has an ongoing role in monitoring the employment arrangements to ensure there are no changes which impact the employer's capacity to continue to provide the training.

- The ERA must be reviewed as a minimum every 3 months, which aligns with the process of reviewing the training record.
- Changes to the training plan and/or the commencement of additional apprentices in the same qualification in the workplace will also require the SRTO to review the ERA.

In the case of electrical, the SRTO may also record details of Exemplar (training record) review dates in Attachment 1.

Note: SRTOs may choose to continue to use their own systems to capture information about workplace contacts and training record reviews. This is acceptable provided the information can be made available to Departmental officers upon request.

For further Information

Contact Apprenticeships Info on telephone 1800 210 210 or via email at apprenticeshipsinfo@qld.gov.au