

# Guide to Training Plans and Training Records

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## Responsibilities

### ***Role of the employer***

- Negotiate the training plan with the supervising registered training organisation (SRTO) and apprentice/trainee.
- Agree to the training plan.
- Sign the training plan.
- Give the Department signed notice if the apprentice/trainee is unlikely to meet the requirements of his or her training plan.
- Give the Department signed notice if the training required under the apprentice's/trainee's training plan can not be completed within the nominal term of the registered training contract.
- If it is considered necessary (e.g. because the apprentice/trainee has not made sufficient progress to achieve the qualification or statement of attainment under the training plan), apply to the Department to change the mode of delivery of the training plan.
- Keep the training record in the form decided by the SRTO, for example, a printed booklet, or electronically.
- At a minimum of every three months, require the apprentice/trainee to produce the training record for checking and updating.
- Check the training record and update the on-the-job training that has been completed by the apprentice/trainee since the training record was last produced.

### ***Role of the apprentice or trainee***

- Negotiate the training plan with the SRTO and employer.
- Agree to the training plan.
- Sign the training plan.
- If it is considered necessary (e.g. because they have not made sufficient progress to achieve the qualification or statement of attainment under their training plan), apply to the Department to change the mode of delivery of the training plan.
- Keep the training record in the form decided by the SRTO, for example, a printed booklet, or electronically.
- Keep the training record up to date with details of training undertaken, and produce it when required by the employer or SRTO for updating.
- Produce the training record to the Department for inspection when required.
- Keep the training record in their possession except when it has been produced to the employer, SRTO or the Department.
- Keep the training record for the duration of their apprenticeship or traineeship.

### ***Role of the supervising registered training organisation (SRTO)***

- Negotiate the training plan with the employer and apprentice/trainee.
- Where the employer is a Group Training Organisation (GTO), Principal Employer Organisation (PEO) or registered Labour Hire Organisation (LHO) the SRTO must develop the training plan in consultation with the GTO/PEO/LHO and first host employer.
- Agree to the training plan.
- Sign the training plan and ensure the employer and apprentice/trainee sign the training plan within three months of the start of the apprenticeship/traineeship.

- Develop and sign a new training plan and ensure the employer and apprentice/trainee sign the training plan within 28 days if a training plan for the apprentice or trainee has ended because the SRTO has been replaced, or because of a permanent, temporary or statutory transfer of a registered training contract.
- Ensure a copy of the signed training plan is given to the employer and apprentice/trainee within 14 days after the parties sign it.
- Where a training plan is developed for a school-based apprentice or trainee, ensure that—
  - a copy of the training plan is provided to the school co-ordinator as a courtesy.
  - negotiation and agreement includes the school in relation to the schedule of school studies, training and employment.
  - competencies applicable to the apprenticeship/traineeship and the apprentice's or trainee's school program, which will be delivered by the school, are identified.
  - the limits to institutional training delivery to school-based apprentices are observed.
- Change the training plan if the employer and apprentice/trainee agree to the change.
  - Take all reasonable steps to ensure the employer and apprentice/trainee sign the changed training plan within 14 days after the change is agreed to.
  - However, if the change is minor (e.g. an amendment to reflect the changed title of a qualification), the signatures of the employer and apprentice/trainee are not necessary. A copy of the changed training plan must be sent to the employer and apprentice/trainee within 14 days after making the change. A minor change would not alter the fundamental information contained in a training plan such as who, how, what, where and when.
- Give the Department notice if the apprentice/trainee is not making the progress required under the apprentice's/trainee's training plan.
- If it is considered necessary (e.g. because the apprentice/trainee has not made sufficient progress to achieve the qualification or statement of attainment under the training plan), apply to the Department to change the mode of delivery of the training plan.
- Ensure the achievement of competence and progression of the apprentice/trainee is confirmed with the employer/GTO/PEO/LHO prior to the SRTO awarding competence.
- Provide the apprentice/trainee with a [training record](#) as described below, within 14 days after all parties sign a training plan for the apprentice/trainee.
- Educate the apprentice/trainee and employer about how to use the training record.
- At a minimum of every three months, require the apprentice/trainee to produce the training record for reviewing and updating.
- Review the training record and update the formal/off-the-job training that has been completed by the apprentice/trainee since the training record was last produced.

## Content of a training plan

- A person must not state anything in a training plan for an apprentice or trainee the person knows is false or misleading.
- A person must not induce or coerce someone else to state anything in a training plan for an apprentice or trainee the person knows is false or misleading.
- A training plan must be in the approved form. The approved form for use in Queensland is the [Apprenticeship/Traineeship training plan template](#). The Department will accept training plans which have been developed by SRTOs to meet their individual requirements provided the training plans contain all the information contained in the Apprenticeship/Traineeship training plan template.



### ***The approved form contains, but is not limited to—***

- The training (on-the-job/workplace tasks) to be delivered to the apprentice/trainee by the apprentice's/trainee's employer.
  - For instances where the employer does not have the necessary range of work or facilities for a particular unit of competency, a temporary transfer needs to be arranged to place the apprentice/trainee with another employer or, provided the training package permits, the unit may be done in a simulated environment. The training plan must clearly indicate against each unit of competency if the on-the-job/workplace tasks will be delivered by the employer, an alternative employer via a temporary transfer, or via a simulated environment.
- The training to be delivered to the apprentice/trainee by the SRTO.
  - Formal/off-the-job training must be conducted by a trainer who meets the requirements of the Standards for NVR Registered Training Organisations. In the majority of cases this would be the SRTO, however in a small number of instances an employer may be suitably qualified, or the SRTO and employer might conduct the training in partnership. The training plan must clearly indicate against each unit of competency if the formal/off-the-job training will be delivered by the SRTO, employer or in partnership.
- The maximum period of the training to be delivered by the SRTO during the apprenticeship/traineeship.
  - The training plan must list planned start and end dates for formal training against each unit of competency, as well as be regularly updated with the date the unit is deemed competent by the SRTO.
- The qualification to be issued to the apprentice/trainee on completing the training.
  - The training plan must state the qualification national code and qualification name.
- An indication that the nominated workplace for the apprentice/trainee has the necessary work, resources and facilities needed for the apprentice/trainee to undertake the workplace training.
  - Information provided in answer to this question on the training plan does not negate the need for an employer resource assessment to be conducted. If the answer to this question on the training plan is no, the alternative arrangements must be listed in the employer resource assessment.
- The employer's support of competence.
  - This may be the employer's signature, initials or a date transcribed from other information where the employer has provided verification in support of competence (e.g. third party verification or the training record).

## **Training record**

The training record is a record of the apprentice's or trainee's progress towards, and achievement of, the competencies outlined in the apprentice/trainee's training plan.

The training record must be kept by the employer and apprentice/trainee in the form decided by the SRTO. For example, the training record may be a printed booklet or provided electronically.

Under an apprenticeship or traineeship, the SRTO has an obligation to provide any necessary formal/off-the-job training, and the employer has an obligation to provide the necessary training in the workplace (on-the-job/workplace tasks). The purpose of a training record is to record this training.

- The SRTO must provide training to the apprentice or trainee of the underpinning knowledge and skills to enable the apprentice or trainee to apply that knowledge and those skills to the workplace tasks associated with the unit of competency.
- The employer must ensure that the apprentice or trainee has learnt and practiced the workplace tasks associated with the unit of competency to industry and company standards.

A best practice training record would record the relevant information from the training package for the qualification such as the units of competency and elements, and also record the required workplace tasks expected of the apprentice or trainee.

A training record would include signatures and dates for each unit of competency.

- Employer's signature – supports that the apprentice or trainee is competent in the workplace for the unit of competency to industry and company standards. On the occasional instance that a workplace cannot offer the full range of work required for the qualification, it is possible for the employer and SRTO to agree that a unit of competency can be undertaken either through a temporary transfer of the apprentice/trainee to another employer or, provided the training package permits, in a simulated environment that effectively mirrors the workplace requirements.
- Apprentice's or trainee's signature – supports that he/she agrees he/she has the ability to competently perform the workplace tasks for the unit of competency.
- SRTO's signature – supports that formal/off-the-job training in the underpinning knowledge and skills has been completed.

Once the apprentice or trainee has acquired the underpinning knowledge and skills (i.e. completed the formal/off-the-job training component), and the employer is satisfied with the apprentice's or trainee's competence to industry and company standards (i.e. completed the on-the-job component/workplace tasks), the SRTO is responsible for making a judgment on whether competency has been achieved by undertaking an assessment process.

An SRTO must not award competence or report an AVETMISS Outcome Identifier Code until the formal/off-the-job training has been delivered, the on-the-job component has been achieved, assessment has occurred, and the employer/GTO/PEO/LHO has confirmed the apprentice/trainee consistently shows competence in relevant workplace tasks aligned to the competency or module.

## Authority

### [Further Education and Training Act 2014](#) (FET Act)

- Section 41(b)(i) – definition *misconduct*, a party to a registered training contract does not keep a training record prescribed by regulation in the way prescribed by regulation
- Section 41(b)(ii) – definition *misconduct*, a party to a registered training contract does not, when requested by any of the following persons – another party to the contract; an authorised Departmental officer; the SRTO – produce the record for the person's inspection
- Section 58 – Employer to report notifiable events
- Section 69 – Supervising registered training organisation to notify chief executive if progress not made under training plan
- Section 71 – Training plan for apprentice or trainee
- Section 72 – Parties to training plan
- Section 73 – Training plan to be negotiated by parties
- Section 74 – Signing of training plan

- Section 75 – Copies of signed training plan for apprentice or trainee
- Section 76 – False or misleading information in training plan
- Section 77 – Training plan ends on replacement of supervising registered training organisation
- Section 78 – Training plan ends when apprenticeship or traineeship ends
- Section 79 – Training plan ends if registered training contract transferred
- Section 80 – Changing training plan for an apprentice or trainee
- Section 81 – Signing changed training plan for apprentice or trainee
- Section 82 – Supervising registered training organisation may make minor change to training plan
- Section 82A – Application by one party to change a training plan

#### [Further Education and Training Regulation 2024](#)

- Section 4 – Prescribed training records
- Section 5 – Requirement to give training records
- Section 6 – Keeping training records (for section 41(b)(i) and (ii) of the FET Act, definition *misconduct*)
- Section 7 – Recording training delivered by supervising registered training organisation

#### [Director-General's delegations under the Further Education and Training Regulation 2024](#)

#### [Executive Director's sub-delegations under the Further Education and Training Regulation 2024](#)

## Forms

[Apprenticeship/Traineeship training plan template](#)