# Section 1 – Contact Details and Training Contract Information

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| Apprentice / Trainee Details |
| Name |       | Registration Number |       |
| Training Contract |
| Qualification Name |       |
| Qualification National Code |       |
| Employer |
| Legal Name |       |
| Trading Name |       |

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| --- | --- |
| Is the apprentice/trainee hosted? | [ ]  Yes [ ]  No |
| Supervising Registered Training Organisation (SRTO) pursuant to the *Further Education and Training Act 2014* |
| SRTO Trading Name |       |
| SRTO National Code |       |
| SRTO Address |       Suburb       Post Code      |
| Contact person |       |
| Contact phone number | 1. 2. Mobile
 |
| Email |       |

# What is a Training Plan?

* The Training Plan describes what training is to be undertaken and outlines who provides the training
* The Training Plan outlines how, when and where training will be delivered
* The Training Plan outlines how the assessments will occur and when the apprentice/trainee is deemed competent
* The Training Plan is negotiated, developed and maintained by the SRTO in conjunction with the apprentice/trainee and employer
* The Training Plan is a working document to be used for the duration of the Training Contract and regularly updated
* The Training Plan, developed in conjunction with the apprentice/trainee and employer, is a living document that is intended to reflect the current status of the apprentice’s or trainee’s training
* The employer and apprentice/trainee are to be provided with an updated copy of the Training Plan by the SRTO
* The delivering SRTO must comply with relevant national standards and relevant state training authority legislation, policies and procedures.
* The SRTO is to ensure the employer and apprentice/trainee understand the workplace tasks that need to be undertaken to support the development and achievement of competency in the workplace for each unit within the Training Plan

If the parties to the Training Contract wish to change their SRTO a new Training Plan must be completed.

The Training Plan will be used as part of any review of training arrangements.

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| *Listed below is an index and explanation of the sections that make up the Training Plan:* |
| SECTION 2 - RESPONSIBILITIES |
| The apprentice/trainee, employer and SRTO must work co-operatively. The full list of responsibilities can be found on the Training Contract. In addition to these responsibilities, any other expectations of the apprentice/trainee, employer and SRTO agreed to by the parties to the Training Contract, consistent with state legislation and the Training Contract should be included here, in the form of an attachment to the Training Plan. |
| SECTION 3 –SUPPORT SERVICES |
| Identifies any additional support required for the apprentice/trainee to successfully undertake and complete the training, including on-the-job workplace based support and/or support through structured learning and training materials provided by the SRTO. |
| SECTION 4 – TRAINING AND ASSESSMENT |
| Identifies how the training and assessment will take place, and specifies when each unit will be undertaken. Where appropriate the training and assessment can be broken down into phases/stages. |
| SECTION 5 – SIGNATURES |
| All signatories to the Training Plan should read and understand the document before signing. |

# Section 2 – Responsibilities

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| The apprentice/trainee’s responsibilities include, but are not limited to:* Undertaking all training and assessment contained in this Training Plan.
* Working with the SRTO and employer to achieve competence in required skills.

The employer’s responsibilities include, but are not limited to:* Providing on-the-job skill development by providing workplace tasks that relate to the units of competency within the qualification.
* Working with the SRTO and apprentice/trainee to support the achievement of competence in required skills.
 |
| The SRTO’s responsibilities include, but are not limited to:* Providing training and assessment in accordance with this Training Plan.
* Ensuring that the employer and apprentice/trainee are updated on progress against the Training Plan.
* Notifying the employer, apprentice/trainee and the state training authority regarding any issues that may affect successful completion of the Training Contract.
* Explaining and offering Recognition of Prior Learning (RPL) and credit transfer to the apprentice/trainee and their employer.
* Ensuring that in developing the Training Plan the workplace requirements are taken into consideration and the employer and apprentice/trainee understand the relationship between work tasks to be performed and the units of competency to be achieved.
* Identifying in the Training Plan any units of competency that are required in achievement of the qualification that cannot be achieved in the workplace due to the work of the organisation and how these will be delivered and assessed by the SRTO.
* Identifying in the Training Plan any units of competency that are required to be delivered fully in the workplace, who will deliver the training and how these are to be monitored and assessed.
* Providing the employer and apprentice/trainee with details of how they access the SRTO’s training and assessment dispute mechanism.
* Where the employer is a Group Training Organisation (GTO), Principal Employer Organisation (PEO) or a registered Labour Hire Organisation (LHO), the SRTO must develop the Training Plan in consultation with the GTO/PEO/LHO and first host employer.
* Ensuring the achievement of competence and progression of the apprentice/trainee is confirmed with the employer/GTO/PEO/LHO prior to the SRTO awarding competence.
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# SECTION 3 – Support Services

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| Support Services required |
| Does the apprentice/trainee have any special needs? |       |
| Does the apprentice/trainee require alternative methods of training and assessment? |       |
| What other support services are required by the apprentice/trainee? |       |
| *Please note: the response below is based on the SRTO completing an employer resource assessment* |
| Does the nominated workplace for this apprentice/trainee have the necessary work, resources and facilities needed for the apprentice/trainee to undertake the workplace training? If the answer to this question is no, the alternate arrangements must be listed in the employer resource assessment. |       |

# Section 4 – Training and Assessment

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| How will the employer and the apprentice/trainee be provided with feedback on progress, participation and achievement by the apprentice/trainee? |       |
|  | **Core** | **Elective** | **Total** |
| Number of units required to achieve the qualification:  | Core:  | Electives: | Total: |

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| Training methodology

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| **Delivery Mode Identifier**  |
| Key | Description | Key | Description |
| YNN | Internal only | YNY | Combination of internal and workplace-based |
| NYN | External only | NYY | Combination of external and workplace-based |
| NNY | Workplace-based only | YYY | Combination of all modes |
| YYN | Combination of internal & external | NNN | Not applicable (RPL or credit transfer) |

 |
| **Predominant Delivery Mode**  |
| Key | Description | Key | Description |
| E | External delivery | I | Internal delivery |
| W | Workplace-based delivery | N | Not applicable – recognition or prior learning/credit transfer |

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| Assessment Method Key - for ‘other’ record key and description |
| **Key** | **Description** | **Key** | **Description** | **Key** | **Description** |
| SR | Supervisor report | D | Demonstration by apprentice/trainee |       | Other (Specify:) |
| QA | Verbal question and answer | W | Written task |       | Other (Specify:) |
| O | Task observation by assessor |       | Other (Specify:)  |       | Other (Specify:) |

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| **Skills Recognition** |
| RPL | Recognition of prior learning |
| CT | Credit transfer/national recognition |

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| **Outcome identifier key** |
| **C** | Competent |
| NYC | Not yet competent |
| **W** | Withdrawn/discontinued |

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| Training and Assessment – Phase / Stage 1 \*(if applicable) |

| **Units of Competency** | **Formal Training** | **Assessment** |
| --- | --- | --- |
| **Unit code** | **Unit Title** | Unit type (**c**ore or **e**lective)  | Unit Training Dates | Delivery Mode Identifier & Predominant Delivery Mode (eg NYYE) | Responsibility for training | RPLCT | Method | Outcome | Employer support of competence | **Date deemed competent by SRTO** |
| Start | End | Employer | SRTO |
|       |       |  |       |       |       | [ ]  | [ ]  |       |       |       |  |       |
|       |       |  |       |       |       | [ ]  | [ ]  |       |       |       |  |       |
|       |       |  |       |       |       | [ ]  | [ ]  |       |       |       |  |       |
|       |       |  |       |       |       | [ ]  | [ ]  |       |       |       |  |       |
|       |       |  |       |       |       | [ ]  | [ ]  |       |       |       |  |       |
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|       |       |  |       |       |       | [ ]  | [ ]  |       |       |       |  |       |
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|       |       |  |       |       |       | [ ]  | [ ]  |       |       |       |  |       |
|       |       |  |       |       |       | [ ]  | [ ]  |       |       |       |  |       |
|       |       |  |       |       |       | [ ]  | [ ]  |       |       |       |  |       |
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|       |       |  |       |       |       | [ ]  | [ ]  |       |       |       |  |       |

# Section 5 – Signatures

## Apprentice/Trainee Declaration

I agree that the SRTO nominated on this Training Plan may provide information concerning any matters relating to my training to my employer and the State Training Authority.

## Apprentice/Trainee, Employer and SRTO Declaration

We, the undersigned, have participated in the negotiation and development of the Training Plan. The employer, apprentice/trainee and, if applicable, parent/guardian have jointly selected the SRTO. RPL and credit transfer arrangements have been explained to the apprentice/trainee and employer, and, where applicable, offered to the apprentice/trainee.

We understand and support how the training and assessment will happen.

We are also aware of the relevant state training legislation and SRTO compliance requirements.

All parties agree that the SRTO has provided full details of how to access their training and assessment dispute mechanism.

|  |  |
| --- | --- |
| **Apprentice/Trainee** | Date:       |
| Full Name |       |
| Signature |  |
|  |  |
| **Employer** (Authorised representative) | Date:       |
| Full Name |        |
| Signature |  |
|  |  |
| **SRTO** (Authorised representative) | Date:       |
| Full Name |       |
| Signature |  |

|  |  |
| --- | --- |
| Training Plan version number | Date |
|       |       |