

Apprenticeships  
Are Us



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# TRAINING PLAN GUIDELINES FOR EMPLOYEES



## OVERVIEW

These Guidelines provide information on:

- Training obligations of parties to an apprenticeship or traineeship
- Role and obligations of the Registered Training Organisation (RTO)
- Training Plan Proposal
- Training Plan
- Key components of the Training Plan

These Guidelines also align with the updated Apprenticeship and Traineeship Amendment Act 2024, reflecting new compliance requirements for employers and training organisations in NSW, particularly around workplace safety and inclusivity during apprenticeship and traineeship training.

### WHAT IS AN APPRENTICESHIP OR TRAINEESHIP?

In New South Wales, apprenticeships and traineeships are established under the Apprenticeship and Traineeship Act 2001 (*the Act*). Apprenticeships and traineeships combine on-the-job or work-based training with structured or formal training.

On-the-job or work-based training is the work experience or “hands-on” component of the apprenticeship or traineeship. This is where apprentice or trainee, working under the supervision of a qualified or experienced supervisor, undertakes work that allows them to put into practice the knowledge they have learnt during the formal training and build on and further develop their practical skills.

Formal or structured training is delivered by an RTO representative (or their delegate), either off -the-job or at the employer’s premises and is supported by training materials provided to the apprentice or trainee. A formal training program for an apprentice or trainee should take account of and integrate the on-the-job or work-based training that takes place under the supervision of the employer.

Apprenticeships and traineeships may be full-time, part-time or school based. All apprenticeships and traineeships require:

- paid employment under an appropriate industrial arrangement (for example, an award or enterprise agreement); and
- a Training Contract that is signed by both the employer and apprentice or trainee, and approved by Training Services NSW, a division of the NSW Department of Industry; and
- a Training Plan Proposal that details the proposed training and the registered training organisation that will deliver the formal or structured training; AND/OR
- a Training Plan that meets the requirements of the relevant vocational training order (VTO) for the apprenticeship or traineeship and specifies the training required to achieve the appropriate nationally recognised qualification.

### OBLIGATIONS UNDER AN APPRENTICESHIP OR TRAINEESHIP

#### EMPLOYER = Apprenticeships Are Us Ltd

The obligations of the employer are specified in the:

- Apprenticeship and Traineeship Act 2001
- Apprenticeship/Traineeship Training Contract
- Training Plan

Apprenticeship Are Us Ltd has obligations relating to both conditions of employment and training. To meet their training obligations, the employer must:

- provide appropriate facilities and qualified or experienced people to supervise and train the apprentice/trainee at work;
- provide work that is relevant and appropriate to the vocation and to the achievement of the competencies specified in the Training Plan.
- Employers are required to integrate current workplace health and safety (WHS) standards into the training environment, ensuring that apprentices and trainees are well-versed in WHS requirements specific to their trade. This aligns with the latest *Work Health and Safety Act 2024* updates.
- release the apprentice/trainee to attend formal training at the RTO's premises; OR
- where formal training is being delivered in the workplace, or by electronic or other means Apprentices and Trainees except school based.
- Withdraw the apprentice/trainee from routine work duties, with pay, for a minimum of 3 hours per week, averaged over each four-week period, for the purpose of undertaking formal training, self-paced learning and assessment activities.

## **SCHOOL BASED APPRENTICES AND TRAINEES**

Support work-based training and assessment activities delivered by the RTO in the workplace:

- discuss with the RTO any issues that may affect the delivery of training, either on or off the job;
- notify Training Services NSW within 14 days of any matter that impacts on the capacity of the apprentice/trainee to successfully complete the training specified in the Training Plan.

## **APPRENTICE/TRAINEE**

The obligations of the apprentice/trainee are specified in the:

- Apprenticeship and Traineeship Act 2001
- Apprenticeship/Traineeship Training Contract
- Training Plan

Apprentices and trainees must make reasonable efforts to:

- acquire the competencies of the trade or traineeship vocation;
- obtain the appropriate qualification or qualifications for that vocation;
- discharge their obligations under the apprenticeship or traineeship as an employee of the employer; and
- discuss with the employer and RTO any issues that may affect completion.

## **REGISTERED TRAINING ORGANISATION (RTO) = What to expect**

The obligations of the RTO are specified in the:

- NVR Standards
- Australian Qualifications Framework (AQF) Handbook
- Approved Providers List Contract, including NSW Apprenticeship and Traineeship Training
- Smart and Skilled contract, policies and procedures
- Training Plan

An RTO that accepts a nomination from the employer and the apprentice/trainee to provide training to an apprentice or trainee must:

- develop the Training Plan in consultation with the employer and apprentice or trainee within 12 weeks of

- approval of the Training Contract;
- provide the Training Plan to Training Services NSW on request;
- deliver training in accordance with Training Package and VTO requirements and relevant Commonwealth and State legislation;
- provide regular updates to the employer on the apprentice's or trainee's achievement of competency;
- RTOs must comply with the National Training Quality Framework as revised in 2024, ensuring that training and assessments meet the national quality standards for competency development and that training aligns with new industry skill sets;
- confirm an apprentice's or trainee's achievement of competence with the employer;
- record the employer's support for the competency assessments on the Training Plan;
- notify relevant state body when the apprentice or trainee has met all assessment requirements and is 'eligible to receive' or has been 'issued' with a qualification;
- advise Training Services NSW regional offices, as soon as practicable after the matter arises, of any matter that may affect the successful completion of the training, including:
  1. any failure by the apprentice or trainee to make satisfactory progress towards achieving the qualification as a result of non-attendance;
  2. failure to complete assessment tasks or failure to achieve competence within a reasonable period after delivery of training any failure by the employer to allow the apprentice or trainee the opportunity to complete the training specified in the Training Plan if the RTO is denied access to the apprentice or trainee to deliver training or conduct assessment;
  3. any failure by the employer to report/confirm an apprentice or trainee's achievement of competence;
  4. if the apprentice or trainee's role in the employer's business does not enable the RTO to undertake workplace assessment of the competencies specified in the Training Plan;
  5. any changes in the nature of the employer's business that adversely affects the employer's capacity to provide the workplace facilities needed for the RTO to assess competency in the workplace;
  6. training cannot be completed within the nominal term of the apprenticeship or traineeship.

RTOs must now ensure compliance with the Australian Skills Quality Authority's (ASQA) 2024 Training Standards, including a focus on flexible training delivery methods and incorporating digital literacy skills where appropriate. These standards also require that RTOs maintain up-to-date documentation and provide transparent reporting to both employers and apprentices regarding progress and training adjustments.

### **Training Plan Guidelines**

Variations to the Training Plan for training cannot continue to be delivered because the RTO's circumstances have changed, or the employer selects a new RTO.

#### **RTOs must also review the Training Plan:**

- at least every 6 months, and/or at dates agreed with the employer and apprentice/trainee;
- if there are any changes to the training arrangements resulting from matters raised above.

## **TRAINING PLAN PROPOSAL**

### **PURPOSE**

The Training Plan Proposal details the vocation, qualification title and qualification level to be undertaken by the apprentice or trainee, the mode of training delivery and other preliminary training information. The signed Training Plan Proposal confirms acceptance by the RTO of its nomination by the parties to deliver the training. In signing the Training Plan Proposal, the RTO also confirms that it has the nominated qualification on its scope of registration and gives an undertaking to develop the Training Plan within 12 weeks of approval of the Training Contract.

## TRAINING PLAN

### PURPOSE

The Training Plan has been designed to incorporate the following nationally agreed principles:

- The Training Plan should clearly define all parties/signatories.
- The Training Plan should clearly and concisely set out the rights and responsibilities of all parties.
- The Training Plan should clearly set out the qualification to be achieved and the agreed methodology for achieving the qualification.
- The Training Plan should support competency-based progression and completion.
- The Training Plan must be flexible and able to be adjusted to accommodate changes.
- The Training Plan should be relevant to, and supportive of, industry and workplace requirements.
- The Training Plan should be straight forward, easy to follow and written in plain English.
  
- The Training Plan should now also incorporate digital training methods where applicable, reflecting the growing importance of technology in trade-related fields. This can include online assessment tools, digital resources for skill-building, and virtual meetings between apprentices, employers, and the RTO.

The Training Plan provides details of the formal training and assessment to be undertaken as part of an apprenticeship or traineeship. Information captured in the Training Plan includes:

- essential employer, learner and RTO details for the apprenticeship/traineeship;
- units of competency (training) to be undertaken, and how, when and by whom training and assessment will be delivered/undertaken;
- training materials, resources, facilities and supervision arrangements that will support the training; and
- an addendum, used to capture additional information required for school-based apprenticeships and traineeships.

### WHERE IS THE TRAINING PLAN KEPT?

Copies of the Training Plan, including any updates/variations are provided by the RTO. They must be kept by the RTO, the employer and apprentice/trainee. In the case of school-based apprenticeships/traineeships, a copy must also be kept by the school representative.

Training Plans must be reviewed not only at the regular six-month intervals but also after any significant changes in technology or legislative requirements. This ensures that the Training Plan remains current with industry standards and apprentices continue to receive training that aligns with new developments.

The employer's copy of the Training Plan will be kept in the workplace. When relevant state training officers conduct workplace monitoring visits they will ask to see a copy of the current Training Plan.

### TERMS YOU NEED TO KNOW

**Traineeship** – a contractual agreement under which an employer agrees to employ and, with the assistance of a registered training organisation, train a person to learn the skills of a specified vocation. In NSW traineeships are available in recognised traineeship vocations established under the Apprenticeship and Traineeship Act 2001.

**Trainee apprentice** – a person employed in a trainee apprenticeship under the Apprenticeship and Traineeship Act 2001. Trainee apprentices receive the same on-the-job and formal training and are eligible to gain the same qualifications and certificates as other apprentices. The training contract is binding while the apprentice is employed but employment can be terminated by either party by giving notice in accordance with the industrial award or agreement.

**Trainee apprenticeship** – an apprenticeship, mainly in the building and construction industries, in which the

training contract can be broken by either party simply by giving notice as required under the relevant industrial award or agreement. Trainee apprenticeships are restricted to those trades for which the relevant industrial award or agreement makes specific provision.

**Training Contract** – a nationally consistent form developed and adopted by all states/territories in conjunction with the Australian Government, for use by the employer, the apprentice/trainee and their nominated Apprenticeship Network Provider when applying to establish an apprenticeship or traineeship.

**Training package** – comprehensive publications developed by industry to support the national vocational education and training system. Training packages are made up of endorsed components (national competency standards, assessment guidelines and qualifications) and non-endorsed components (which may include learning and assessment resources).

**Training Plan** – The Training Plan provides details of the formal training and assessment to be undertaken as part of an apprenticeship or traineeship.

**Training Plan Proposal** – The Training Plan Proposal details the qualification to be undertaken by the apprentice or trainee, the mode of training delivery and other preliminary training information. The signed Training Plan Proposal confirms acceptance by the registered training organisation of the nomination by the parties to deliver the training.

**Work based training** - is training conducted in the workplace as part of the productive work of the apprentice or trainee. Training may be delivered by the RTO and/or the workplace supervisor on behalf of the RTO. If the workplace supervisor is delivering the training, he/she will be supported by training materials (and possibly learning materials) provided by the RTO for this purpose

If you have any question, you can always call us on (02) 9891 6900 or email us a question at [info@apprus.com.au](mailto:info@apprus.com.au)

## AUTHORISATION

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## DOCUMENT CONTROL

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1.1			All	N/A
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