

ATIS-039

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## Adequate training arrangements in the workplace

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Adequate provision of facilities, range of work, supervision and training are essential to allow the apprentice or trainee to successfully progress through the apprenticeship or traineeship and to complete the training contract.

The training organisation carries out an employer resource assessment to verify the employer is able to:

- provide, or arrange to provide, the facilities, range of work, and on-the-job training required under the training plan for the apprentice or trainee
- provide the appropriate supervision.

The Department of Employment, Small Business and Training has developed a range of [employer resource assessment \(ERA\) templates](#) specifically for this use. The range is based on previously identified areas with specific requirements and qualifications with approved modified supervision arrangements in place.

The training organisation will have the opportunity to discuss matters such as:

- Will the apprentice or trainee be able to receive appropriate supervision and training?
- Are the facilities and expertise to train the apprentice or trainee suitable?
- Is there an agreement to release the apprentice or trainee to attend off-the-job/structured training and/or assessment when/if required?
- Do the employment and training arrangements comply with current part-time and school-based criteria if applicable?

Training organisations should be aware that where an employment and/or training relationship between parties is found to be non-existent, they are to advise the Australian Apprenticeship Support Network (AASN) provider or the department who may take action against parties who have provided false information.

Employers must ensure they notify the training organisation and their AASN provider or the department if they are no longer able to provide adequate training arrangements.

### Appropriate supervision in the workplace

As part of the training organisation's responsibility to assess an employer's capacity to provide adequate training arrangements, the training organisation is to

determine if the apprentice or trainee's supervisor (qualified person) can:

- supervise other apprentices or trainees at a workplace where the apprenticeship or traineeship is being completed; or
- not supervise any other apprentices or trainees at a workplace where the apprenticeship or traineeship is being completed.

The qualified person(s) designated to train the apprentice or trainee is required to be engaged in the same workplace and predominately work during the same hours as the apprentice or trainee.

### Definition of a qualified person

Persons qualified to provide training in the workplace to apprentices are:

1. a person who has satisfactorily completed an apprenticeship in the apprentice's calling in Australia, and is the holder of a completion certificate issued under an Act, **or**
2. a person who holds a certificate of recognition issued under an Australian Act, certifying the person has the necessary skills and knowledge in the calling, **or**
3. an Australian tradesperson in the apprentice's calling, as defined under a specific industrial instrument, **or**
4. a New Zealand tradesperson in the apprentice's calling whose occupation may be recognised under the *Trans-Tasman Mutual Recognition (Queensland) Act 2003*; **or**
5. a person who holds a tradesperson's certificate or certificate of recognition as a recognised tradesperson issued under the *Tradesperson's Rights Regulation Act 1946* in the apprenticeship calling, **or**
6. a person who holds a relevant qualification in the apprenticeship calling, **or**
7. a person individually, or persons collectively, who has/have documented competence (i.e. a testamur/qualification and associated record of results or a statement of attainment as recognised under the Australian Qualification Framework, achieved through an RPL or training pathway) in all the competencies the employer is required to provide training for under the apprentice's training plan

**and** where a licence to practise the calling is required, the qualified person holds a current licence.

Persons qualified to provide training in the workplace **to trainees** are:

1. a person who has satisfactorily completed a traineeship in the trainee's calling, and is the holder of a completion certificate issued under an Act, **or**
2. a person who holds a certificate of recognition issued under an Act, certifying the person has the necessary skills and knowledge in the calling, **or**
3. a tradesperson in the trainee's calling, as defined under a specific industrial instrument, **or**
4. a person who holds a tradesperson's certificate or certificate of recognition as a recognised tradesperson issued under the *Tradesperson's Rights Regulation Act 1946* in the traineeship calling, **or**
5. a person who holds a relevant qualification in the traineeship calling, **or**
6. a person individually, or persons collectively, who has/have documented competence (achieved through an RPL or training pathway) or demonstrated competence in all the competencies the employer is required to provide training for under the trainee's training plan (**note:** cannot be a person or persons currently undertaking the same traineeship), **and**
7. a person undertaking a traineeship, at a higher level than the trainee's, whose traineeship incorporates supervisory or coordinating skills and who has documented competence (achieved through an RPL or training pathway) in at least one of the competencies the employer is required to provide to the trainee under the training plan and who is supervised by a person who qualifies under (1) and/or (5) and/or (6),

**and** where a licence to practise the calling is required, the qualified person holds a current licence.

## Supervision of electrotechnology apprentices

Specific supervision requirements apply to apprentices in the electrotechnology industry. It is important that employers and apprentices, view section 279 of the [Electrical Safety Regulation 2013](#) to ensure that these requirements are met.

## Apprentice or trainee is unlikely to meet the requirements of their training plan

It is important that the employer is aware they must notify the department, in writing, if their apprentice or trainee is unlikely to meet the requirements of their training plan – this must be done within **14 days** of making the determination.

## For further information

Contact:

- The training organisation, regarding training options, issues with training delivery, range of work and adequate supervision.
- [Electrical Safety Office](#) on 1300 362 128, regarding the supervision requirements of electrotechnology apprentices.
- Apprenticeships Info on 1800 210 210, regarding all other topics including where the legality of the employment and training arrangement is questionable.

Related documents:

- [ATIS-052 Apprenticeships in the electrical industry – Employer information](#)
- [Adequate training arrangements procedure](#)
- [Declaration of apprenticeships and traineeships in Queensland policy](#)
- [Electrical Safety Regulation 2013](#) (Queensland Legislation website).

