

ATIS-049

Version 4, February 2020

Employer resource assessment

Overview

This information sheet is provided to inform a supervising registered training organisation (SRTO) of the Department of Employment, Small Business and Training's expectations when completing an employer resource assessment (ERA) as part of the negotiation and establishment of a training plan.

Apprenticeships and traineeships are pathways to obtain a qualification or statement of attainment by completing employment based training under a registered training contract. It is essential the employment arrangements, including facilities, range of work and supervision, support an apprenticeship or traineeship outcome.

It is important the SRTO is able to identify the range of work an employer of an apprentice or trainee can provide to support the training and assessment required for an apprenticeship or traineeship. When the SRTO identifies an employer cannot provide the full range of work, the SRTO will work with the employer to negotiate arrangements to ensure the apprentice or trainee has adequate training and assessment supporting the apprenticeship or traineeship pathway for the range of work the employer cannot provide.

Responsibilities

A registered training organisation (RTO) who accepts the nomination to become an SRTO under the *Further Education and Training Act 2014* (the Act) undertakes to prepare a training plan and an ERA which will assist in determining the employer's capacity to provide the range of work, facilities and supervision required under the training plan.

The training plan is an approved form under the Act and amongst the SRTO's responsibilities are the following:

- ensure the apprentice or trainee and employer understand the relationship between work tasks to be performed and the units of competency to be achieved,
- identify any units of competency which are required for the qualification that cannot be achieved in the workplace, and
- determine how training will occur and how these units will be assessed by the SRTO.

In the training plan the SRTO must state whether the workplace has the necessary work, resources and facilities needed for the apprentice or trainee to

undertake the workplace training, and if the answer to any of these areas is 'no' the alternative arrangements related to the identified gaps **must** be listed in the ERA.

Templates

The employer resource assessment is an approved form under s66A of the Act and the department provides SRTOs with a range of templates for conducting an ERA. These templates are provided to assist SRTOs in complying with their obligations under the Act and if applicable, the obligations under the Skills Assure supplier (SAS) agreement.

In addition to the requirement that an SRTO complete an ERA, the SRTO has an ongoing role in ensuring training is delivered to the apprentice or trainee. The *Further Education and Training Regulation 2014* requires the SRTO to give the apprentice or trainee the appropriate training record within 14 days after all parties have signed the training plan, and that the apprentice or trainee produce the training record for updating by the employer or SRTO at intervals of not more than **three months**. This process will assist in ensuring that training and assessment are occurring in accordance with the training plan. The Act requires an SRTO to notify the department if an apprentice or trainee is not making the progress required under their training plan.

The Act requires a training plan be negotiated, signed and provided for each individual apprentice or trainee, and an ERA completed at the same time for each apprentice or trainee. When there is more than one apprentice or trainee in a workplace in the same qualification, one ERA can be utilised listing all the apprentices or trainees details on the one ERA.

The department has provided a range of ERA templates based on previously identified areas with specific requirements, and qualifications with approved modified supervision arrangements in place.

For further information about modified supervision arrangements refer to the [Declaration of apprenticeships and traineeships policy](#) on the department's website.

The list of [templates](#) currently available is:

- Electrical (Certificate III in Electrotechnology Electrician UEE30811)
- Electrical (all other UEE and UET qualifications)
- Plumbing (Certificate III in Plumbing)

- Swimming Pool and Spa (Certificate III and IV in Swimming Pool and Spa Service)
- Early Childhood Education and Care (Certificate III and Diploma of Early Childhood Education and Care)
- Community Care (Certificate III in Individual Support, Certificate III in Community Services and Certificate IV in Disability)
- Automotive Glazing Technology (Certificate III in Automotive Glazing Technology)
- Polymer Technician (Certificate III in Polymer Processing and Certificate IV in Polymer Technician)
- generic apprentices (all other apprenticeship qualifications)
- generic trainees (all other traineeship qualifications).

Requirements

For a workplace with one apprentice or trainee the SRTO must complete an ERA from the range of templates supplied and update the ERA if other apprentices or trainees commence in the same workplace in the same qualification as the existing apprentice or trainee.

For a workplace with more than one apprentice or trainee in the same qualification the SRTO must complete one ERA from the range of templates supplied and update the ERA if other apprentices or trainees commence in the same workplace in the same qualification as the existing apprentices or trainees.

For a workplace with multiple apprentices or trainees in different qualifications the SRTO will need to complete an ERA for each of the qualifications being undertaken in the workplace and update the ERA if other apprentices or trainees commence in the same workplace in the same qualification as any of the existing apprentices or trainees.

In all cases if an apprentice or trainee starts in a workplace where there is no current ERA in the same qualification as the commencing apprentice or trainee's qualification a new ERA must be undertaken.

The SRTO would be required to provide evidence of a completed ERA for a workplace and one for each qualification within the workplace if there is more than one qualification being undertaken. The SRTO is also required to regularly review the ERA and as required revise the document to ensure the employer is able to continue to provide the range of work, facilities and supervision required to complete the apprenticeship or traineeship.

The ERA templates provided by the department contain a table which can be updated as new apprentices or trainees in the same qualification commence or finish in a workplace, or when there is a change of supervisor(s). The table can also be used to record contacts made by the SRTO confirming adequate arrangements remain in place.

The ERA must be reviewed at intervals of no greater than three months; this aligns with the legislative requirement to review a training record.

Examples

Example 1 – apprenticeship with no issues

1. Workplace commences an apprentice electrician.
2. The SRTO completes an ERA when negotiating the training plan.
3. The SRTO retains a copy of the ERA on the workplace file.
4. The SRTO reviews the employer's capacity when updating the training record and/or when monitoring the arrangements to ensure training is being conducted and the apprentice is progressing.
5. The SRTO keeps notes regarding workplace contact for audit purposes.
6. The apprentice completes the apprenticeship.

Example 2 – original supervisor has left workplace

1. Workplace commences an apprentice.
2. The SRTO completes an ERA when negotiating the training plan.
3. The SRTO retains the copy of the ERA on the workplace file.
4. The SRTO reviews the employer's capacity when updating the training record and/or when monitoring the arrangements to ensure training is being conducted and the apprentice is progressing.
5. The SRTO keeps notes regarding workplace contact for audit purposes.
6. During a regular workplace contact the SRTO identifies the apprentice supervisor has left.
7. The SRTO updates the workplace ERA confirming the new supervision arrangements are appropriate.
8. The apprentice completes the apprenticeship.

Example 3 – additional apprentice commencement in same qualification and supervisor has left workplace

1. Workplace commences an apprentice carpenter.
2. The SRTO completes an ERA when negotiating the training plan.
3. The SRTO retains the copy of the ERA on the workplace file.
4. The SRTO reviews the employer's capacity when updating the training record and/or when monitoring the arrangements to ensure training is being conducted and the apprentice is progressing.
5. The SRTO keeps notes regarding workplace contact for audit purposes.
6. The SRTO receives notification for a new apprentice carpenter commencement.
7. The SRTO negotiates a training plan for the new apprentice and updates the existing ERA confirming suitable arrangements are in place.



8. During a regular workplace contact the SRTO identifies the apprentice supervisor has left. The SRTO reviews the new arrangements to ensure they are suitable.
9. The SRTO updates the workplace ERA.
10. The first apprentice completes the apprenticeship.
11. The second apprentice completes the apprenticeship.

Example 4 – additional apprentice or trainee commencement in different qualification

1. Workplace commences an apprentice plumber.
2. The SRTO completes an ERA when negotiating the training plan.
3. The SRTO retains the copy of the ERA on the workplace file.
4. The SRTO reviews the employer's capacity when updating the training record and/or when monitoring the arrangements to ensure training is being conducted and the apprentice is progressing.
5. The SRTO keeps notes regarding workplace contact for audit purposes.
6. The SRTO receives notification for a new trainee commencement in a business traineeship.
7. The SRTO negotiates a training plan for the new trainee and completes a new ERA confirming suitable arrangements are in place for the new qualification.
8. The apprentice plumber completes the apprenticeship.
9. The business trainee completes the traineeship.

Note: For a workplace where there is more than one apprentice or trainee in the same qualification but different SRTOs, each of the SRTOs must complete an ERA for the apprentice or trainee for which they are the SRTO and as there are multiple apprentices or trainees in the workplace include this factor in the supervision considerations.

For further information

Contact Apprenticeships Info on 1800 210 210.

View the [ATIS-050 Guide \(for SRTOs\) to completing an employer resource assessment information sheet](#).

