Adequate Training Arrangements

Purpose

This procedure provides the requirements and responsibilities for the provision of adequate training arrangements in regard to apprentices and trainees.

Note – Racing Queensland (Racing Qld) has delegations under the Further Education and Training Act 2014 to manage training contracts for stablehands, trackriders, and jockeys, with support from the Metropolitan North regional office of the Department of Employment, Small Business and Training. This procedure does not apply to training contracts which Racing Qld has delegation for. The procedure titled ‘Racing Queensland – management of training contracts’ applies to training contracts where Racing Qld has delegation, which are –

- Stablehand traineeship
- Trackrider traineeship
- Advanced Stablehand traineeship
- Jockey apprenticeship

Overview

Adequate training arrangements include an employer’s ability to provide an apprentice or trainee with the range of work, facilities, training and supervision required under the training plan for the apprentice or trainee. It also includes the supervising registered training organisation’s (SRTO) ability to provide, or arrange to provide, an apprentice or trainee with the facilities, services, supervision and training required under the training plan for the apprentice or trainee.

The Further Education and Training Act 2014 (FET Act) requires the SRTO to conduct an employer resource assessment (ERA) when developing a training plan for an apprentice or trainee.

This procedure will assist an SRTO regarding the department’s expectations when completing or updating an ERA, and clarify the evidence the SRTO should retain to ensure compliance with their obligations under the FET Act and pre-qualified supplier agreement, where applicable.

Responsibilities

Australian Apprenticeship Support Network (AASN) Provider

- During contacts with employers about apprenticeships and traineeships, be alert to the employer’s capacity to provide, or arrange to provide, adequate training and/or employment to apprentices and/or trainees, and report any concerns to the Department of Employment, Small Business and Training (DESBT) by emailing OPRA@desbt.qld.gov.au.
- Adhere to industry-specific requirements, where applicable (e.g. Automotive Glazing Technology, Community Care, Polymer Technician, Swimming Pool and Spa).

Employer

- Cooperate with the SRTO to facilitate an employer resource assessment (ERA).
- Provide, or arrange to provide, the facilities, range of work, supervision, and training, as stated in the Declaration of Apprenticeships and Traineeships in Queensland policy and detailed in the training plan of the apprentice or trainee.
- Adhere to the supervision requirements of the Declaration of Apprenticeships and Traineeships in Queensland policy, as determined by the SRTO.
Group Training Organisation (GTO) or Principal Employer Organisation (PEO)

- Provide the SRTO the contact details of the first host employer for the purpose of conducting an employer resource assessment.
- Review the ERA to establish if the host employer’s workplace is capable of supplying adequate work tasks aligned to the units of competency within the qualification.
- Facilitate workplace rotations as required.

Supervising registered training organisation (SRTO)

- Assess the adequacy of training arrangements for apprenticeships and traineeships.
- Determine the adequacy of supervision arrangements.
- Complete employer resource assessments (ERAs) as required, and retain appropriate evidence.
- Identify employers’ changing circumstances and monitor the continuation of adequate training arrangements.
- Identify and endeavour to resolve unsatisfactory progress of apprentices and trainees.
- Adhere to industry-specific requirements, where applicable (e.g. Automotive Glazing Technology, Community Care, Polymer Technician, Swimming Pool and Spa).

SRTO when dealing with a Group Training Organisation (GTO) or Principal Employer Organisation (PEO)

- Complete an employer resource assessment (ERA) with the first host employer and forward a copy to the GTO/PEO for review. Retain appropriate evidence.

Training and Skills – DESBT

- Investigate concerns regarding adequate supervision and/or training arrangements
- Provide support and education to stakeholders
- If deemed necessary and appropriate, cancel the training contract.

Process

The assessment of adequate training arrangements will occur:
- at the point of conducting the sign up for a training contract
- during an investigation to determine whether to register or refuse to register a training contract
- when a registered training organisation (RTO) is required to develop a training plan after accepting the nomination to be the SRTO
- if an apprentice/trainee is failing to make the progress required under their training plan
- if DESBT officers or other stakeholders have issues about the level of supervision and/or facilities.

Supervision

The appropriate level and pattern of supervision applied to an apprentice/trainee by a qualified person needs to take into account:
- the safety of the apprentice/trainee in regard to the work being undertaken
- the experience of the apprentice/trainee
- knowledge and skills (on and off-the-job technical training/learning) attained
- previous experience/learning and training/practice and repetition the apprentice/trainee has had relative to each task.

The level of supervision will normally range between direct, general and broad:
- Direct - close monitoring of work ensuring understanding and identifying potential risks and/or hazards
- General - occasional monitoring to ensure progress is occurring
- Broad - quality checking completed tasks.

Refer to the following documents for supervision arrangements in these industries:
- Declaration of apprenticeships and traineeships in Queensland – Electrotechnology industry
- Adequate training arrangements – Certificate III in Automotive Glazing Technology
- Adequate training arrangements – Certificate IV in Polymer Technician
- Adequate training arrangements - Specified community care qualifications
- Adequate training arrangements – Specified swimming pool and spa qualifications

NOTE: Adequate supervision of apprentices and trainees cannot be provided solely from an offsite location by ‘electronic means’. ‘Electronic means’ include, but are not limited to, telephones, radios and webcams.

**Australian Apprenticeship Support Network (AASN) Provider**
- Identify issues with current training arrangements. This is done through:
  (a) interaction with employers, apprentices and trainees
  (b) advice received from employers, apprentices, trainees and others
- Report concerns and potential issues to DESBT by emailing OPRA@desbt.qld.gov.au.

**Employer**
- Assist the SRTO to facilitate an **employer resource assessment (ERA)** by providing information on the available facilities, range of work, supervision and/or training arrangements for an apprenticeship or traineeship.
- Notify the SRTO if no longer able to provide or arrange to provide the facilities, range of work, supervision, and/or training under the training plan for an apprentice or trainee.

**Apprentice/trainee**
- If there are concerns about the level of supervision, or the training provided by the employer or SRTO, attempt to resolve the matter with the employer and/or SRTO in the first instance.
- If identified supervision and/or training issues could not be resolved, contact DESBT for assistance, by telephoning Apprenticeships Info on 1800 210 210.

**Supervising registered training organisation (SRTO)**
- Determine the adequacy of supervision and training arrangements for apprenticeships and traineeships, and retain documentation to support the determination. Factors influencing this determination may include, but are not limited to:
  (a) the number of qualified supervisors to apprentices/trainees
  (b) the age and life experience of the apprentice/trainee
  (c) whether the apprentice/trainee is a new commencement or a re-commencing apprentice/trainee
  (d) the level of competence and experience of the apprentice/trainee in the relevant tasks/skills
  (e) the tasks to be undertaken by the apprentice/trainee, and the risk associated with those tasks in the work environment
  (f) the proximity of qualified persons and apprentices/trainees within the workplace
  (g) whether, during the declaration process for the apprenticeship/traineeship, industry specified a number of qualified supervisors to apprentices/trainees.
- Complete **employer resource assessments (ERAs)** as required, and retain a copy of the ERA and all associated documentation as evidence of compliance with the SRTO’s obligations under the FET Act, and for audit purposes. A **guide to completing an ERA** has been developed to assist the SRTO regarding the department’s expectations when completing an ERA.
- When developing a training plan for an apprentice or trainee in a workplace which has an existing apprentice or trainee in the same qualification, update the original assessment to ensure the arrangements are appropriate to more than one apprentice or trainee.
- Inform the AASN Provider if an employer is unable to provide the training resources necessary to achieve the outcomes of the training plan. In these instances, the SRTO should not commit to the training plan.
- Identify employers’ changing circumstances and monitor the continuation of adequate training arrangements.
- Where it is identified that an employer’s training resources may have become inadequate, notify DESBT by telephoning Apprenticeships Info on 1800 210 210.
- Where it is identified that an apprentice/trainee is failing to progress, work with the employer to ensure workplace training is sufficient. If progression or supervision issues cannot be resolved, contact DESBT by telephoning Apprenticeships Info on 1800 210 210.
Training and Skills – DESBT

- Investigate concerns regarding adequate supervision and/or training arrangements and endeavour to resolve the issues.
- Request a copy of the ERA from the SRTO to assist with an investigation if an apprentice/trainee is not making the progress required under their training plan.
- Provide support and education to stakeholders, including regional officers, AASN Providers and others.
- If deemed necessary and appropriate, cancel the training contract.

Definitions

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<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td><strong>Australian Apprenticeship Support Network (AASN) Provider</strong></td>
<td>AASN Providers, also known as Apprenticeship Network Providers, are contracted by the Australian Government to provide targeted services which deliver tailored advice and support to employers, apprentices and trainees. AASN Providers also have an agreement with DESBT to provide training contract related services. The AASN Provider is the first point of contact for the administration of all training contracts.</td>
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<td><strong>DESBT</strong></td>
<td>Department of Employment, Small Business and Training</td>
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<td><strong>Employer resource assessment (ERA)</strong></td>
<td>This assessment, carried out by the SRTO, determines an employer’s capacity to provide the facilities, range of work and supervision, supporting an apprentice or trainee to develop workplace knowledge and competence related to the occupational outcome aligned to an apprenticeship or traineeship.</td>
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<td><strong>Group training organisation (GTO)</strong></td>
<td>A GTO is a corporation established predominantly to provide training and employment opportunities. GTOs employ apprentices and trainees and are responsible for ensuring these employees receive suitable training and experience through a “host” employer arrangement.</td>
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<td><strong>Minimum supervision</strong></td>
<td>Refer to the Declaration of apprenticeships and traineeships policy.</td>
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<td><strong>Pre-qualified supplier</strong></td>
<td>The pre-qualified supplier (PQS) system provides a central register of pre-approved registered training organisations for the delivery of training and assessment services subsidised by the Department of Employment, Small Business and Training.</td>
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<td><strong>Principal employer organisation (PEO)</strong></td>
<td>A PEO is a corporation that employs, or intends to employ, 25 or more apprentices and/or trainees for the purpose of placing them in “hosting” arrangements. The PEO is responsible for ensuring these apprentices and/or trainees receive suitable training and experience through a “host” employer arrangement, under a written agreement.</td>
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<td><strong>Qualified person</strong></td>
<td>The Declaration of apprenticeships and traineeships policy describes, in detail, the definition of a ‘Qualified person’ for apprenticeships, and the definition of a ‘Qualified person’ for traineeships.</td>
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<td><strong>Supervising registered training organisation (SRTO)</strong></td>
<td>An SRTO, for an apprentice or trainee, means a registered training organisation that — (a) determines whether an employer’s facilities, range of work and available supervision meet the minimum requirements for the apprenticeship or traineeship, (b) develops a training plan, through negotiation with the employer and apprentice or trainee, (c) delivers training to the apprentice or trainee in accordance with their training plan, and (d) assesses whether the apprentice or trainee has completed the training required to be completed under the training plan, and (e) when satisfied the required training has been completed, issues the qualification or statement of attainment stated in the training plan.</td>
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<td><strong>Training plan</strong></td>
<td>A training plan is a plan which describes the training to be undertaken by an apprentice or trainee; and outlines who will provide the training; how, when and where it will be delivered; how the assessments will occur; and when the apprenticeship or traineeship will be deemed to be completed. The approved form for the training plan is the apprenticeship/traineeship training plan template, and its required contents are as stated in the Guide to Training Plans and Training Records.</td>
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Legislation


Delegations/Authorisations

• Executive Director’s sub-delegations under the *Further Education and Training Act 2014*

Related policies
• Declaration of apprenticeships and traineeships

Related procedures
• Nil

Guidelines
• Guide to completing an employer resource assessment

Supporting information/websites

Agreements
• Nil

Forms
• Employer resource assessment (ERA)
  (a) ATF-013 (APP): ERA - Apprentice/s (generic)
  (b) ATF-013 (TEE): ERA - Trainee/s (generic)
  (c) ATF-013 (COMMS): ERA - Community Services (Specified)
  (d) ATF-013 (ECEC): ERA – Early Childhood Education and Care
  (e) ATF-013 (ELEC-A): ERA – Electrical industry apprentices (UEE30811 only)
  (f) ATF-013 (ELEC): ERA – Electrical Industry apprentices (all other UEE and UET qualifications)
  (g) ATF-013 (GLAZING): ERA – Automotive Glazing Technology (Specified)
  (h) ATF-013 (PLUMB): ERA – Plumbing apprentices (CPC32413)
  (i) ATF-013 (POLY): ERA – Certificate IV in Polymer Technician apprenticeship – PMB30116 and PMB40116 qualifications only (current until March 2018)
  (j) ATF-013 (SPA): ERA – Swimming Pool and Spa

Work instructions
• Nil

Online materials
• Adequate training arrangements – Certificate III in Automotive Glazing Technology
• Adequate training arrangements – Certificate IV in Polymer Technician
• Adequate training arrangements - Specified community care qualifications
• Adequate training arrangements - Specified swimming pool and spa qualifications
• Adequate Training Arrangements in the Workplace Information Sheet - ATIS-039
• Employer resource assessment - Information Sheet ATIS-049

Letters
• Nil

Contact

For further information, please contact Apprenticeships Info:
• Website: [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au)
• Telephone: 1800 210 210
• Email: apprenticeshipsinfo@qld.gov.au