

Skilling Queenslanders for Work

Training and Support Plans

What is a Training and Support Plan?

A Training and Support Plan is a personalised document that is to be developed for all individuals participating on Community Work Skills, Work Skills Traineeships, Get Set for Work, Community Foundation Skills, Youth Skills, Skill Up and Ready for Work under the *Skilling Queenslanders for Work* (SQW) initiative.

An individual's learning, training and support needs should be clearly outlined in their Training and Support Plan, as well as the steps and strategies that a funded organisation will undertake to ensure any issues will be addressed to ensure successful completion of the program.

What is the purpose of a Training and Support Plan?

A Training and Support Plan is designed to directly respond to a participant's needs through the provision of tailored and individualised support. The Plan will outline strategies to overcome any identified barriers to learning and employment.

A Training and Support Plan is to be developed for each participant and individually tailored for the acquisition of foundation skills embedded in the learning support.

Training and Support Plans must be developed based on an upfront skills assessment and available training options, and should be developed with a participant's full involvement.

What should be included in a Training and Support Plan?

The Training and Support Plan should as a general guide include and describe, but is not limited to, the following:

- Participant's name and date of birth
- Name of project/program being undertaken
- Prior schooling level attained
- Prior training undertaken
- Prior employment and skills
- Participant self-evaluation including areas of strengths and weaknesses and goal settings

- Disclosure area for participants to identify any learning barriers and personal issues that should be taken into account to ensure the necessary learner support is provided
- Processes and strategies that will be used by the funded organisation to identify and address the barriers to learning and employment of individual participants
- An outline of how additional training needs will be identified and supported to maximise progression towards the completion of qualifications and transition to employment
- An outline of what skills the participant will develop
- Detail of training delivery methods and assessment measures that suit the needs and requirements of the disadvantaged participant
- Job search activities to prepare participants for finding and maintaining employment
- Review dates to assist with ongoing monitoring, recording progress and addressing issues
- Participant evaluation upon completion.

Mandatory attachment to application

Applicant organisations must attach a template of a Training and Support Plan to each application for funding. The template plan must provide clear information regarding commitments to individual participants.

More information

For more information:

- Visit desbt.qld.gov.au/training/community-orgs/funded/sqw
- Phone 1300 369 935
- Email sqwapps@desbt.qld.gov.au

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