

Guide to Training Plans and Training Records

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Responsibilities

Role of the employer

- Negotiate the training plan with the supervising registered training organisation (SRTO) and apprentice/trainee.
- Agree to the training plan.
- Sign the training plan.
- Give the Department of Employment, Small Business and Training (DESBT) signed notice if the apprentice/trainee is unlikely to meet the requirements of his or her training plan.
- Give DESBT signed notice if the training required under the apprentice's/trainee's training plan can not be completed within the nominal term of the registered training contract.
- Give reasonable notice to the apprentice/trainee of the requirement to produce the training record for checking and updating.
- Check and update the training record with the on-the-job training that has been completed, at a minimum, every 3 months.

Role of the apprentice or trainee

- Negotiate the training plan with the SRTO and employer.
- Agree to the training plan.
- Sign the training plan.
- Update the training record with details of training undertaken on a regular basis, but at intervals of no more than three months.
- Keep the training record in their possession except when it is required for inspection or updating.
- Produce the training record to the employer, training organisation and/or the department when requested.

Role of the supervising registered training organisation (SRTO)

- Negotiate the training plan with the employer and apprentice/trainee.
- Agree to the training plan.
- Sign the training plan and ensure the employer and apprentice/trainee sign the training plan within 3 months of the start of the apprenticeship/traineeship.
- Develop and sign a new training plan and ensure the employer and apprentice/trainee sign the training plan within 28 days if a training plan for the apprentice or trainee has ended because the SRTO has been replaced, or because of a permanent, temporary or statutory transfer of a registered training contract.
- Ensure a copy of the signed training plan is given to the employer and apprentice/trainee within 14 days after the parties sign it.
- Where a training plan is developed for a school-based apprentice or trainee, ensure that –
 - a copy of the training plan is provided to the school co-ordinator as a courtesy
 - negotiation and agreement includes the school in relation to the schedule of school studies, training and employment
 - competencies applicable to the apprenticeship/traineeship and the apprentice's or trainee's school program, which will be delivered by the school, are identified
 - the limits to institutional training delivery to school-based apprentices are observed.
- Change the training plan if the employer and apprentice/trainee agree to the change
 - Take all reasonable steps to ensure the employer and apprentice/trainee sign the changed training plan within 14 days after the change is agreed to
 - However, if the change is minor (e.g. an amendment to reflect the changed title of a qualification), the signatures of the employer and apprentice/trainee are not necessary. A copy of the changed training plan must be sent to the employer and apprentice/trainee within 14 days after making the change. A minor change would not alter the fundamental information contained in a training plan such as who, how, what, where and when.
- Give DESBT notice if the apprentice/trainee is not making the progress required under the apprentice's/trainee's training plan.
- Provide the apprentice/trainee with an appropriate training record within 14 days of the parties signing the training plan.
- Informs the apprentice/trainee and employer of how to use the training record.
- Give reasonable notice to the apprentice/trainee of the requirement to produce the training record for updating.
- Check and update the training record with the formal/off-the-job training that has been completed, at a minimum, every 3 months

Content of a training plan

- A person must not state anything in a training plan for an apprentice or trainee the person knows is false or misleading.
- A person must not induce or coerce someone else to state anything in a training plan for an apprentice or trainee the person knows is false or misleading.
- A training plan must be in the approved form. The approved form for use in Queensland is the [Apprenticeship/Traineeship training plan template](#). DESBT will accept training plans which have been developed by supervising registered training organisations to meet their individual requirements provided the training plans contain all the information contained in the Apprenticeship/Traineeship training plan template.

The approved form contains, but is not limited to -

- The training (on-the-job/workplace tasks) to be delivered to the apprentice/trainee by the apprentice's/trainee's employer
 - in instances where the employer does not have the necessary range of work or facilities for a particular unit of competency, a temporary transfer needs to be arranged to place the apprentice/trainee with another employer or, provided the training package permits, the unit may be done in a simulated environment. The training plan must clearly indicate against each unit of competency if the on-the-job/workplace tasks will be delivered by the employer, an alternative employer via a temporary transfer, or via a simulated environment.
- The training to be delivered to the apprentice/trainee by the SRTO
 - Formal/off-the-job training must be conducted by a trainer who meets the requirements of the Standards for NVR Registered Training Organisations. In the majority of cases this would be the SRTO, however in a small number of instances an employer may be suitably qualified, or the SRTO and employer might conduct the training in partnership. The training plan must clearly indicate against each unit of competency if the formal/off-the-job training will be delivered by the SRTO, employer or in partnership.
- The maximum period of the training to be delivered by the SRTO during the apprenticeship/traineeship
 - the training plan must list planned start and end dates for formal training against each unit of competency, as well as be regularly updated with the date the unit is deemed competent by the SRTO.
- The qualification to be issued to the apprentice/ trainee on completing the training
 - the training plan must state the qualification national code and qualification name.
- An indication that the nominated workplace for the apprentice/trainee has the necessary work, resources and facilities needed for the apprentice/trainee to undertake the workplace training
 - information provided in answer to this question on the training plan does not negate the need for an employer resource assessment to be conducted. If the answer to this question on the training plan is no, the alternative arrangements must be listed in the employer resource assessment.
- The employer's support of competence
 - This may be the employer's signature, initials or a date transcribed from other information where the employer has provided verification in support of competence (e.g. third party verification or the training record).

Training record

The training record may be kept in any way the SRTO considers appropriate. For example, the training record may be a printed booklet or may be provided electronically.

Under an apprenticeship or traineeship the SRTO has an obligation to provide any necessary formal /off-the-job training, and the employer has an obligation to provide the necessary training in the workplace (on-the-job/workplace tasks). The purpose of a training record is to record this training.

- The SRTO must provide training to the apprentice or trainee of the underpinning knowledge and skills to enable the apprentice or trainee to apply that knowledge and those skills to the workplace tasks associated with the unit of competency.
- The employer must ensure that the apprentice or trainee has learnt and practiced the workplace tasks associated with the unit of competency to industry and company standards.

A best practice training record would record the relevant information from the training package for the qualification such as the units of competency and elements, and also record the required workplace tasks expected of the apprentice or trainee.

A training record would include signatures and dates for each unit of competency.

- Employer's signature – supports that the apprentice or trainee is competent in the workplace for the unit of competency to industry and company standards. On the occasional instance that a workplace cannot offer the full range of work required for the qualification it is possible for the employer and SRTO to agree that a unit of competency can be undertaken either through a temporary transfer or, provided the training package permits, in a simulated environment that effectively mirrors the workplace requirements. In instances where the unit is simulated, the SRTO would sign the training record.
- Apprentice's or trainee's signature – supports that he/she agrees he/she has the ability to competently perform the workplace tasks for the unit of competency.
- SRTO's signature – supports that formal/off-the-job training in the underpinning knowledge and skills has been completed.

Once the apprentice or trainee has acquired the underpinning knowledge and skills (i.e. completed the formal/off-the-job component), and the employer is satisfied of the apprentice's or trainee's competence to industry and company standards (i.e. completed the on-the-job component/workplace tasks), the SRTO is responsible for making a judgment on whether competency has been achieved by undertaking an assessment process.

An SRTO must not award competence or report an AVETMISS Outcome Identifier Code until the formal/off-the-job training has been delivered, the on-the-job component has been achieved, and assessment has occurred.

Authority

[Further Education and Training Act 2014](#)

- Section 41(b)(i) – the party does not keep a training record prescribed by regulation in the way prescribed by regulation
- Section 41(b)(ii) – the party does not when requested by another party to the contract, produce the record for the party's inspection
- Section 58 – Employer to report notifiable events
- Section 69 – Supervising registered training organisation to notify chief executive if progress not made under training plan
- Section 71 – Training plan for apprentice or trainee
- Section 72 – Parties to training plan
- Section 73 – Training plan to be negotiated by parties
- Section 74 – Signing of training plan
- Section 75 – Copies of signed training plan for apprentice or trainee
- Section 76 – False or misleading information in training plan

- Section 77 – Training plan ends on replacement of supervising registered training organisation
- Section 78 – Training plan ends when apprenticeship or traineeship ends
- Section 79 – Training plan ends if registered training contract transferred
- Section 80 – Changing training plan for an apprentice or trainee
- Section 81 – Signing changed training plan for apprentice or trainee
- Section 82 – Supervising registered training organisation may make minor change to training plan

Further Education and Training Regulation 2014

- Section 4 – Training Records

[Director-General's delegations under the *Further Education and Training Regulation 2014*](#)

[Assistant Director-General's delegations under the *Further Education and Training Regulation 2014*](#)

Forms

[Apprenticeship/Traineeship training plan template](#)