

ATIS-050

Version 4, February 2020

Guide (for SRTOs) to completing an employer resource assessment

Overview

This guide is provided to assist a supervising registered training organisation (SRTO) to comply with the expectations of the Department of Employment, Small Business and Training when completing an employer resource assessment (ERA) and to clarify the evidence the SRTO should retain to ensure compliance with their obligations under the *Further Education and Training Act 2014* (the Act) and Skills Assure supplier (SAS) agreement where applicable.

The Act requires an SRTO to complete an ERA when they develop a training plan for an apprentice or trainee. In the cases where an SRTO is developing a training plan for an apprentice or trainee in a workplace which has an existing apprentice or trainee in the same qualification the SRTO must update the original ERA to ensure arrangements are appropriate to more than one apprentice or trainee.

The department provides a [range of ERA templates](#) to assist SRTOs in complying with their obligations.

How to complete an ERA

In the majority of cases, the ERA is completed through a visit to the workplace where the apprentice or trainee will be located. This is not always possible depending on the location of the workplace and/or where the workplace is not static.

In cases where remoteness or accessibility is an issue, the SRTO may choose to conduct the ERA via other methods, such as phone and/or email conversations with the employer. The SRTO must be satisfied they have obtained sufficient information to determine any gaps in the range of work and facilities available, and the supervision complies with the qualification requirements. The SRTO must retain evidence as to how the ERA was conducted if it was not done via a workplace visit.

It is important the SRTO representative undertaking the ERA has an understanding of the qualification requirements and how they align to workplace tasks and facilities.

ERA fields and requirements

Workplace and qualification details

- *Employer trading name*
The employer's trading name or business name is the name by which the business is best known, or

the name under which the business trades (e.g. 'ABC Plumbing'). The trading name may be, and often is, different from the legal entity.

- *Workplace where the apprentice(s) or trainee(s) will be employed*

Actual site of employment where apprentice(s) or trainee(s) work – the site being assessed by the SRTO.

Note: For mobile or multiple locations, use the main workplace or head office details **AND** clarify the workplace is varied.

- *Host employer trading name*
In the case of group training organisation (GTO) or principal employer organisation (PEO) contracts, an ERA must be completed with the first host employer. The host employer trading name is to be entered into this field.
- *Qualification name*
This will relate to all apprentices and trainees covered under the workplace ERA; where a qualification is superseded and apprentices or trainees are across two equivalent versions, record both qualification names. If there is more than one qualification being undertaken in the workplace, an additional ERA must be completed.
- *Apprentice name*
Only required if the ERA is for a workplace with one apprentice or trainee in the listed qualification. If there are multiple apprentices or trainees in the same workplace in the same qualification, complete Appendices One and Two.
- *Proposed licensing outcome (electrical and plumbing only)*

This specifies the licence the apprentice is working towards when undertaking the apprenticeship. It is important the parties understand the licensing requirements and, if there is any change during the apprenticeship, the impacts this may have on an application for a licence at the conclusion of the apprenticeship. Where there is more than one apprentice in the workplace the additional details are recorded in Appendix One.

Range of work

- *Type of work (if applicable)*
This is important in identifying whether an employer can provide the workplace tasks aligned

to the units of competency in the training plan.

- *Units of competency for which the employer cannot provide aligned workplace tasks*

There are an increasing number of workplaces which specialise in certain tasks and/or outsource workplace tasks which are required for the apprentice or trainee to be able to complete the units of competency contained in the training plan. The SRTTO must identify these units and provide details of how the training relating to these units will be delivered and assessed. This links directly to the requirements of the training plan and ensuring the employer understands the workplace-based tasks and how they align to the units of competency in the training plan. Where the employer does not provide the workplace-based tasks aligned to a unit of competency, the training plan must reflect this and the details of how training and assessment will occur must be captured in the ERA.

Workplace facilities and equipment

- *Facilities and equipment*

As per the units of competency for which there are no workplace tasks available; if there is a gap in the facilities and equipment required to complete the units of competency required in the training plan, what plans are in place to access the required facilities and equipment? It is acceptable to provide this detail in the explanation relating to the training and assessment in the question above.

Supervision of training

The SRTTO must identify supervisors who meet the department's definition of a qualified person.

The SRTTO must determine how many qualified persons are in the same workplace for predominantly the same time as the apprentice(s) or trainee(s):

- For a qualification which leads to a licensed outcome the SRTTO **must** sight the licence, or look it up online where possible, and keep a copy of the licence or the online printout attached to the ERA.
- For qualifications not leading to a licensed outcome the SRTTO **should** obtain a copy of the qualification when possible and attach to the ERA.

It is recognised many tradespeople will not have a copy of their qualification available, however the SRTTO must ensure the supervisor fits within the definition of a qualified person. In these cases the SRTTO must record on the ERA how they determined the supervisor meets the definition of a qualified person; it is not acceptable to simply put 20+ years' experience. The SRTTO must record more information e.g. 20+ years' in the same occupational calling as the apprentice and the SRTTO has conducted gap training and/or assessment with the supervisor.

Many SRTTOs deliver apprenticeship qualifications to existing tradespeople with a similar qualification e.g. auto-electrical apprenticeship undertaken by a qualified light vehicle mechanic. As this is a different occupational outcome the

supervisor of the apprentice must hold the qualification being undertaken by the apprentice prior to the commencement of the apprenticeship. If a copy of the qualification is not available the SRTTO must record the experience and other supporting information relating to the qualification the apprentice is undertaking. It is not acceptable to say 20+ years in a similar occupation.

For instances where there are no supervisors available (e.g. a new qualification), industry may put forward a proposal for modified supervision arrangements to be approved by the department. For further information about modified supervision arrangements refer to the [Declaration of apprenticeships and traineeships in Queensland policy](#).

Number of apprentices to qualified persons (supervisors)

When there are more apprentices or trainees than identified supervisors, the SRTTO must provide reasoning for the adequacy of the arrangements. Additional information can be recorded in Appendix One. There must be at least one qualified person in the same workplace as the apprentice or trainee.

Declarations

The employer, SRTTO and apprentice(s) or trainee(s) must all sign the ERA; when there is more than one apprentice or trainee in the same workplace in the same qualification, Appendix Two must be used.

Appendix One

Appendix One can be used to capture the details of the apprentices or trainees when there are more than one apprentice or trainee in the same workplace undertaking the same qualification.

This section allows the SRTTO to record details such as the apprentice or trainee's previous experience, current stage (if a recommencement), type of training contract (full-time, part-time or school-based), supervisor's name, level of supervision required and how supervision is being undertaken.

This section also allows the SRTTO to record workplace review details such as when an apprentice or trainee commences, or as part of routine monitoring. Monitoring of the ERA arrangements must occur at intervals of no greater than **three months** which aligns with the legislative requirement to update a training record. In the case of electrical, the SRTTO may also record details of eProfiling (training record) review dates.

SRTTOs may choose to continue to use their own systems to capture information about workplace contacts and training record reviews, this is acceptable provided the information can be made available to departmental officers upon request.

Appendix Two

Provides additional space for apprentice or trainee signatures.

For further information

Contact Apprenticeships Info on 1800 210 210. View the [ATIS-049 Employer resource assessment information sheet](#).

