



FACT SHEET

Training plans

What is a training plan?

When a training contract has been registered by Apprenticeship Office, the employer, apprentice/trainee (and parent/guardian where applicable) and their nominated registered training organisation (RTO) work together to develop a training plan.

The training plan describes the training and assessment that will be provided to the apprentice/trainee, who will provide the training and conduct assessments, and how, when and where this will occur.

The training plan is a working document, to be used for the duration of the training contract; and must be updated as necessary to reflect the current status of training. For example, if elective units are changed prior to delivery, or a training contract has been extended, then the training plan should be updated to reflect these changes.

What information should be included in the training plan?

The training plan should include the following information:

- The name and national code of the qualification and specific units of competency that the apprentice/trainee will be enrolled into to meet the training and assessment requirements of the apprenticeship/traineeship
- Details about how each unit of competency will be delivered and assessed including when, where, how and by who (employer or RTO) the training and assessment will be provided to the apprentice/trainee

Signing the training plan

In accordance with Regulation 43 of the *Vocational Education and Training (General) Regulations 2009*, the employer, apprentice/trainee (and the parent/guardian if applicable) and the nominated RTO must sign the training plan within six weeks after the training contract is registered by Apprenticeship Office.

If the contract is for a school-based apprenticeship or traineeship, then the training plan also requires endorsement by the school.

If a training contract is varied/changed to another RTO or assigned to another employer, a new training plan should be negotiated. The new training plan must be signed within six weeks from the date on which the parties are notified of the variation/change. It is expected that the new training plan will reflect any training and assessment already undertaken with the previous RTO or employer.

Notifying Apprenticeship Office

The RTO must notify Apprenticeship Office through the Western Australian Apprenticeship Management System (WAAMS) online client portal, that a training plan has been signed. This notification must occur within 30 days from the date on which the last party signed the training plan.

In addition, employers who are eligible to receive incentive payments under the *Jobs and Skills WA Employer Incentive* (the Employer Incentive) are required to upload the signed training plan to WAAMS within the 30 day timeframe outlined above. The Apprenticeship Office will review and approve the training plan.

Changes to the training plan

The training plan should be updated to reflect any changes that may occur, such as changes to the nominal term of the contract, employment type or training and assessment arrangements.

The employer, the apprentice/trainee (parent/guardian where applicable), and the RTO should be aware of, and agree to, any changes made to the training plan, and all parties should be provided with an updated copy by the RTO.

Employers who are eligible for the Employer Incentive must upload the amended training plan to WAAMS prior to claiming incentive payments at each milestone payment point.

Further information

For further information about training plans, please contact Apprenticeship Office:

T: 13 19 54

E: apprenticeshipoffice@dtwd.wa.gov.au

W: dtwd.wa.gov.au/apprenticeship-office

For further information about the Employer Incentive, please visit the Jobs and Skills WA website.

jobsandskills.wa.gov.au/employerincentive

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