

Section 1 – Contact Details and Training Contract Information

Apprentice / Trainee Details

Name Registration Number

Training Contract

Qualification Name

Qualification National Code

Employer

Legal Name

Trading Name

Is the apprentice/trainee hosted? Yes No

RTO

RTO Trading Name

RTO National Code

RTO Address Suburb Post Code

Contact person

Contact phone number 1. 2. Mobile

Email

What is a Training Plan?

- The Training Plan describes what training is to be undertaken and outlines who provides the training
- The Training Plan outlines how, when and where training will be delivered
- The Training Plan outlines how the assessments will occur and when the apprentice/trainee is deemed competent
- The Training Plan is developed and maintained by the RTO in conjunction with the apprentice/trainee and employer
- The Training Plan is a working document to be used for the duration of the Training Contract and regularly updated
- The Training Plan, developed in conjunction with the apprentice/trainee and employer, is a living document that is intended to reflect the current status of the apprentice's or trainee's training
- The employer and apprentice/trainee are to be provided with an updated copy of the Training Plan by the RTO
- The delivering RTO must comply with relevant national standards and relevant state training authority legislation, policies and procedures.
 - The RTO is to ensure the employer and apprentice/trainee understand the workplace tasks that need to be undertaken to support the development and achievement of competency in the workplace for each unit within the Training Plan

If the parties to the Training Contract wish to change their RTO a new Training Plan must be completed. The Training Plan will be used as part of any review of training arrangements.

Apprenticeship / Traineeship **Training Plan**

Listed below is an index and explanation of the sections that make up the training plan:

SECTION 2 - RESPONSIBILITIES

The apprentice/trainee, employer and RTO must work co-operatively. The full list of responsibilities can be found on the Training Contract. In addition to these responsibilities, any other expectations of the apprentice/trainee, employer and RTO agreed to by the parties to the Training Contract, consistent with state legislation and the Training Contract should be included here, in the form of an attachment to the Training Plan.

SECTION 3 –SUPPORT SERVICES

“Identifies any additional support required for the apprentice/trainee to successfully undertake and complete the training, including on-the-job workplace based support and/or support through structured learning and training materials provided by the RTO”.

SECTION 4 – TRAINING AND ASSESSMENT

Identifies how the training and assessment will take place, and specifies when each unit will be undertaken. Where appropriate the training and assessment can be broken down into phases/stages.

SECTION 5 – SIGNATURES

All signatories to the Training Plan should read and understand the document before signing.

SECTION 6 – SCHOOL ENDORSEMENT (FOR SCHOOL BASED APPRENTICESHIP/TRAINESHIP ONLY)

The school at which the apprentice/trainee is enrolled must endorse the training plan.

Section 2 – Responsibilities

The apprentice/trainee’s responsibilities include, but are not limited to:

- Undertaking all training and assessment contained in this Training Plan
- Working with the RTO and employer to achieve competence in required skills

The employer’s responsibilities include, but are not limited to:

- Providing on-the-job skill development by providing workplace tasks that relate to the units of competency within the qualification
- Working with the RTO and apprentice/trainee to support the achievement of competence in required skills

The RTO’s responsibilities include, but are not limited to:

- Providing training and assessment in accordance with this Training Plan
- Ensuring that the employer and apprentice/trainee are updated on progress against the training plan
- Notifying the employer, apprentice/trainee and the state training authority regarding any issues that may affect successful completion of the Training Contract
- Explaining and offering Recognition of Prior Learning (RPL) and credit transfer to the apprentice/trainee and their employer
- Ensuring that in developing the training plan the workplace requirements are taken into consideration and the employer and apprentice/trainee understand the relationship between work tasks to be performed and the units of competency to be achieved
- Identifying in the training plan any units of competency that are required in achievement of the qualification that cannot be achieved in the workplace due to the work of the organisation and how these will be delivered and assessed by the RTO
- Identifying in the training plan any units of competency that are required to be delivered fully in the workplace, who will deliver the training and how these are to be monitored and assessed
- Providing the employer and apprentice/trainee with details of how they access the RTO’s training and assessment dispute mechanism

SECTION 3 – Support Services

Support Services required

Does the apprentice/trainee have any special needs?

Does the apprentice/trainee require alternative methods of training and assessment?

What other support services are required by the apprentice/trainee?

Does the nominated workplace for this apprentice/trainee have the necessary work, resources and facilities needed for the apprentice/trainee to undertake the workplace training? If no, please list alternate arrangements

Section 4 – Training and Assessment

How will the employer and the apprentice/trainee be provided with feedback on progress, participation and achievement by the apprentice/trainee?

	Core	Elective	Total
Number of units required to achieve the qualification:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Training methodology

Training Mode Key for 'other' record key and description	
Key	Description
10	Classroom based
20	Electronic based
30	Employment based
40	Other delivery

Assessment Method Key - for 'other' record key and description					
Key	Description	Key	Description	Key	Description
SR	Supervisor report	D	Demonstration by apprentice/trainee	<input type="text"/>	Other (Specify:)
QA	Verbal question and answer	W	Written task	<input type="text"/>	Other (Specify:)
O	Task observation by assessor	<input type="text"/>	Other (Specify:)	<input type="text"/>	Other (Specify:)

Skills Recognition

RPL	Recognition of prior learning
CT	Credit transfer/national recognition

Outcome identifier key

C	Competent
NYC	Not yet competent
W	Withdrawn/discontinued

Apprenticeship / Traineeship **Training Plan**

Training and Assessment – Phase / Stage 1 *(if applicable)

Units of Competency			Formal Training					Assessment				
Unit code	Unit Title	Unit type (core or elective)	Unit Training Dates		Training Mode	Responsibility for training		RPL CT	Method	Outcome	Employer support of competence	Date deemed competent by RTO
			Start	End		Employer	RTO					
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Apprenticeship / Traineeship **Training Plan**

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								<input type="checkbox"/>				
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Section 5 – Signatures

Apprentice/Trainee Declaration

I agree that the RTO nominated on this Training Plan may provide information concerning any matters relating to my training to my employer and the State Training Authority.

Apprentice/Trainee, Employer and RTO Declaration

We, the undersigned, have participated in the negotiation and development of the training plan. The employer, apprentice/trainee and parent/guardian (if applicable) have jointly selected the RTO. RPL and credit transfer arrangements have been explained to the apprentice/trainee and employer, and, where applicable, offered to the apprentice/trainee.

We understand and support how the training and assessment will happen.

We are also aware of the relevant state training legislation and RTO compliance requirements.

All parties agree that the RTO has provided full details of how to access the RTO training and assessment dispute mechanism.

Apprentice/Trainee

Date:

Full Name
Signature

Guardian (if applicable)

Date:

Full Name
Signature

Employer (Authorised representative)

Date:

Full Name
Signature

RTO (Authorised representative)

Date:

Full Name
Signature

Section 6 - School endorsement (for school based apprenticeship/traineeship only)

School (Authorised representative)

Date:

Full Name
Signature

Training Plan version number	Date
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