

2020 Guidelines about Apprenticeship/Traineeship Training Delivery

Skills First Program

Department of Education and Training

PURPOSE

Training Providers that are contracted with the Victorian Government to deliver training subsidised through the *Skills First* Program are bound by the requirements of the VET Funding Contract. The 2020 Guidelines about Apprenticeship/Traineeship Training Delivery (the Guidelines) must be read in conjunction with the VET Funding Contract. In particular, Training Providers are reminded of the specific Training Plan Requirements for Apprentices/Trainees in Schedule 1 of the VET Funding Contract.

The purpose of these guidelines is to detail additional requirements for Training Providers delivering training to Apprentices/Trainees, specifically with regard to:

- Required notifications to relevant organisations and timeframes (Section 1)
- Requirements for planning and delivering competency based training (Section 2)
- Part-time Apprenticeships and Traineeships (Section 3 and Attachment 1)
- Workplace based training minimum compliance standards (Section 4)
- Competency based completion requirements (Section 5)
- Unemployed Apprentices and Trainees (Section 6)
- School-based and Head Start Apprenticeships or Traineeships (Section 7)

TERMS USED IN THESE GUIDELINES

Definitions for terms used in these guidelines are in Clause 1.1 of the VET Funding Contract including:

- Approved Training Scheme
- Structured Training: Off-the-job
- Structured Training: Workplace-based
- SVTS
- Training Contract
- Training Plan

RELEVANT ORGANISATIONS

The following organisations have a role in regulating or administering Apprenticeships and Traineeships in Victoria:

The Victorian Registration and Qualification Authority (VRQA)

The VRQA regulates Apprenticeships/Traineeships in Victoria. This includes regulating Training Contracts, and approving the package of qualifications that makes up an Apprenticeship and Traineeship for a specific industry ('Approved Training Schemes'). The VRQA maintains DELTA¹, the database used as a register of Apprentices and Trainees. Information can be found on the VRQA website:

<https://www.vrqa.vic.gov.au/apprenticeships/Pages/Apprenticeshipsandtraineeships.aspx>

Approved training schemes are published in the Victorian Government Gazette and on the VRQA website at: <https://www.vrqa.vic.gov.au/apprenticeships/Pages/approved-training-schemes.aspx>

The Department of Education and Training Apprenticeship Support Program

This program assists Apprentices to navigate the apprenticeship system through their first year as well as help them resolve issues as they arise. Apprenticeship Support Officers (ASOs) located across Victoria provide apprentices with an independent advice service to discuss issues that could impact on their Apprenticeship, including not only workplace or training issues but also personal issues. ASOs can also assist apprentices to contact other services such as Centrelink, the Fair Work Ombudsman and WorkSafe, and to access literacy and numeracy support, drug and alcohol counselling or mental health practitioners. For more information visit <https://www.education.vic.gov.au/training/learners/apprentices> or contact the program via 1300 311 820 or apprenticeship.support@edumail.vic.gov.au

¹ DELTA is due to be replaced by a new system, EPSILON, in 2020

The Australian Apprenticeship Support Network (AASN)

The Australian Government contracts four Apprenticeship Network providers in Victoria as the first point of contact about starting an Apprenticeship or Traineeship. AASN providers offer support services (administrative support, payment processing and regular contact) and targeted services for those who need extra support to complete their Apprenticeship. Information on AASN services, including providers, can be found on the Australian Apprenticeships website: <https://www.australianapprenticeships.gov.au/search-aasn>

The Commonwealth Department of Employment, Skills, Small and Family Business

The Commonwealth Department of Employment, Skills, Small and Family Business has responsibility for supports provided through the AASN and Apprenticeship employer incentives. Information can be found on the Australian Apprenticeships website:

<https://www.australianapprenticeships.gov.au/>

FURTHER INFORMATION

Further information on Apprenticeship and Traineeship training in Victoria is available on the Department of Education and Training (the Department) website:

For Apprentices/Trainees:

<https://www.education.vic.gov.au/training/learners/apprentices/Pages/default.aspx>

For Employers: <https://www.education.vic.gov.au/training/employers/apprentices/Pages/default.aspx>

SECTION 1: REQUIRED NOTIFICATIONS TO RELEVANT ORGANISATIONS AND TIMEFRAMES

1.1 The Training Provider must notify the relevant organisation of the specific instances listed in the table below within the specified timeframe:

Instance:	Action:	Timeframe:
a. The qualification on DELTA is not appropriate or relevant to the Apprentice/Trainee's work duties	Notify the relevant AASN provider and request that the employer and Apprentice/Trainee vary the Training Contract to reflect a suitable qualification.	Immediately
b. The death of an Apprentice/Trainee	Notify the VRQA by email	Immediately
c. An Apprentice/Trainee's non-enrolment	Notify the AASN provider (if not accepting enrolment, set the DELTA record to "POL unknown")	Within 2 weeks
d. A situation, including absences, which has the potential to affect completion of the Training Contract	Notify the VRQA (after making an effort to resolve the matter via contact with the employer and Apprentice/Trainee)	Within 2 weeks
e. Withdrawal/non-start of enrolled Apprentice/Trainee	Notify the AASN provider	Within 2 weeks
f. The requirements for issuing of a qualification to any Trainee or Apprentice are met	Notify the VRQA (update the DELTA database by marking "Successful completion/POL complete", change the status to "Complete" and enter the actual completion date)	Within 2 weeks
g. Change of address for an Apprentice/Trainee	Notify the VRQA by updating DELTA.	Within 2 weeks
h. Change of employer for an Apprentice/Trainee	Notify the AASN provider	Within 2 weeks

SECTION 2: REQUIREMENTS FOR PLANNING AND DELIVERING COMPETENCY BASED TRAINING

Planning for training

- 2.1 The Training Provider is required to deliver the training in the Approved Training Scheme nominated on the Training Contract.
- 2.2 The Training Provider must not commence Structured Training before:
- a. the commencement date of the Training Contract;
 - b. creation of the DELTA record; and
 - c. the trainer has contacted the employer/workplace supervisor of the Apprentice/Trainee to:
 - i. outline the supervisor's responsibilities;
 - ii. explain competency based progression and completion requirements;
 - iii. outline the purpose of planned future contacts; and
 - iv. develop a Training Plan (in conjunction with the Apprentice/Trainee).
- 2.3 Meaningful and on-going consultation with the employer and the Apprentice/Trainee is essential in the development and delivery of training in accordance with a Training Plan. Requirements for Apprentice/Trainee Training Plans are in Schedule 1 of the VET Funding Contract.
- 2.4 Training Plans must align to the nominal duration of the Apprenticeship/Traineeship in the Approved Training Scheme unless otherwise requested by the employer and Apprentice/Trainee. The Training Plan should provide for training at regular intervals (either day or block release) across the period specified as the nominal duration of the Apprenticeship/Traineeship.
- 2.5 The Training Provider may deliver off-the-job Structured Training at its own training facility and/or Workplace-based Structured Training in the Apprentice/Trainee's workplace. In both cases, the training is delivered by the Training Provider and the Apprentice/Trainee must be withdrawn from regular work duties in order to participate in the training.

Note: where the training provider delivers any Workplace Based Structured Training there are specific requirements for an employer to release the Apprentice/Trainee to do this training (see Section 4).

Changes to the nominal duration of Apprenticeship/Traineeship

- 2.6 The Training Provider must make all reasonable provisions for the Apprentice/Trainee to achieve all competencies required for the Structured Training identified in the Approved Training Scheme within the nominal duration of the Training Contract.
- 2.7 The Training Provider should advise the Apprentice/Trainee and their employer that an application for an extension to the term of the Training Contract must be made if they are unable to complete the Structured Training prior to the nominal completion date of the Training Contract. This application should be lodged with the VRQA by the employer via the relevant AASN provider.
- 2.8 Only when requested by the employer and Apprentice/Trainee (and consistent with Clause 7.16 of Schedule 1 of the VET Funding Contract), can the nominal duration of an Apprenticeship or Traineeship be reduced. The duration may be reduced in updated versions of the Training Plan by agreement between the employer and Apprentice/Trainee, if the Apprentice/Trainee has been able to successfully complete the competencies ahead of schedule. The Training Provider should retain a signed copy of the request for audit purposes.

Progression and competency sign off

- 2.9 The Training Provider must keep an Apprentice/Trainee and their employer informed of their progress toward completing their qualification, including by ensuring that an Apprentice/Trainee and their employer always has access to an up-to-date Training Plan documenting the dates of all planned and completed training.
- 2.10 As required by Clauses 7.19 and 7.20 in Schedule 1 of the VET Funding Contract, the Training Plan must be maintained as a 'living' document that reflects the current status of the Apprentice's or Trainee's training at any time. As it facilitates and evidences competency based progression, the

Training Plan must be regularly reviewed and any changes to training must be reflected. For example, the Training Provider should ensure the qualification is current. A change to a superseding course is an important amendment, particularly where this results in the addition of units or competencies.

- 2.11 The Training Provider must make a minimum of four contacts per year with the employer to discuss the Apprentice/Trainee's progress against the Training Plan, including confirmation of competency. It is recommended that these contacts are in-person, however, contacts can also be made by email or by phone. These contacts need to be clearly reciprocated, to show the employer is aware of the apprentice's progress as this may have wage implications.

Note that where the training provider delivers any Workplace based Structured Training there are further specific requirements to make contact with the Apprentice/Trainee and the workplace supervisor and to visit the workplace to deliver and document the training (see Section 4).

- 2.12 The Training Provider must seek employer confirmation in writing (including e-mail) of the Apprentice/Trainee's competence in the workplace, for any competencies for which the Training Provider has assessed the Apprentice/Trainee as competent (noting the exceptions in 2.14). This ensures the consistent application of knowledge and skill to the standard of performance required in the workplace.
- 2.13 Timelines for employer confirmation should be agreed with the employer. Confirmation of competence may be sought for a cluster of competencies rather than each individual competency. The confirmation process should be discussed and documented in the Training Plan prior to the start of training. If the employer is a Group Training Organisation (GTO), sign-off must be from the GTO, not the host employer.
- 2.14 Not all employers perform the full scope of work of an Apprenticeship qualification. Where a unit of competency (whether core or elective) is not performed in the workplace, this must be identified upfront in the Training Plan and the Training Provider is not required to seek employer sign-off on that competency. For elective units, the Training Provider should use the flexibility within the Training Package to identify units of competency that are relevant to the workplace.
- 2.15 Some industrial arrangements increase an Apprentice's wages based on the Apprentice's progress through their Apprenticeship (typically at 25, 50 and 75 percent through the Apprenticeship). Most Modern Awards with these provisions require the employer to notify the Training Provider within 21 days if they disagree with the assessment. These industrial arrangements relate to the employment relationship and do not remove the Department's requirement for Training Providers to continue to seek employer confirmation of competency.
- 2.16 When reporting on competency based training activity on SVTS, Training Providers must ensure they do so in accordance with the requirements detailed on the Department's Competency Based Training and Completion webpage:
<https://www.education.vic.gov.au/training/employers/apprentices/Pages/howtotrain.aspx#link63>
- 2.17 The Training Provider must sign claim forms for Commonwealth Department of Education and Training employer incentives for Apprentices/Trainees when training delivery commences and as appropriate for progression and completion claims.

SECTION 3: PART-TIME APPRENTICESHIPS AND TRAINEESHIPS

- 3.1 All Approved Training Schemes are available on a part-time basis subject to there being a suitable employment arrangement in place.
- 3.2 The onus is on the employer to establish whether a part-time arrangement is sought, establish suitable arrangements and to record the part time arrangement on the Training Contract.
- 3.3 The Training Provider should not develop or market programs that impede the employer's ability to comply with this requirement.
- 3.4 Training Providers should ensure the training meets the requirements for part-time Apprenticeships and Traineeships, as specified in the Approved Training Scheme, including specific requirements for school-based Apprenticeship/Traineeships. These requirements are summarised at Attachment 1. Training Providers should note that Approved Training Schemes specify longer nominal durations for Apprenticeships and Traineeships undertaken part-time.

SECTION 4: WORKPLACE BASED TRAINING MINIMUM COMPLIANCE STANDARDS

Visits for delivery of training

- 4.1 The Training Provider is required to conduct a workplace induction with the Apprentice/Trainee and supervisor and sign off the Training Plan with the supervisor/employer.
- 4.2 In addition to the requirements in Section 2 to make a minimum of four contacts per year with the employer, the Training Provider is required to make a minimum number of visits to deliver training. The minimum number of visits depends on the proportion of training and assessment planned to be delivered in the workplace:
- one visit for 25 per cent or less of the nominal hours of the qualification;
 - two visits for 26 - 50 per cent of the nominal hours of the qualification;
 - three visits for 51 - 75 per cent of the nominal hours of the qualification; and
 - four visits for more than 75 per cent of the nominal hours of the qualification.
- 4.3. The purpose of the visits is to:
- deliver training and/or assessment in accordance with the Training Plan;
 - discuss progress against the Training Plan with the Apprentice/Trainee; and document the training and/or assessment delivered against the competencies for the Training Plan.
- Note:** the Training Provider may also obtain employer sign off on competency during these visits if convenient (ie, some of these visits may be done concurrently with the four required employer contacts per year).
- 4.4. The Training Provider must record verification of the face-to-face visits by obtaining the dated signature of the employer/workplace supervisor and Apprentice/Trainee.

Withdrawal from work duties for training

- 4.5 The Training Provider must ensure that the employer allows withdrawal time from routine work duties for Structured Training activities, as follows:
- at Certificate III and above, a minimum of three hours per week, averaged over a four week cycle (pro rata for part-time Trainees and only for the duration of competencies delivered and assessed in the workplace if the training program combines off-the-job Structured Training and Workplace-based Structured Training);
 - at Certificates I and II a minimum of one and half hours per week, averaged over an eight week cycle (pro rata for part-time Trainees and only for the duration of competencies delivered and assessed in the workplace if the training program combines off-the-job Structured Training and Workplace-based Structured Training); and
 - a maximum of 40 hours of the annual withdrawal time may be delivered as block training within the first three months of training for all qualifications. This training should focus on compliance and regulatory units and generic skills.
- 4.6 Where an employer/supervisor is not allowing the Apprentice/Trainee to be withdrawn from routine work duties for the applicable minimum specified time, and consultation with the employer/supervisor does not resolve the issue report the non-compliance to the VRQA within 14 days.

Contacts to monitor withdrawal time and learning

- 4.7 The Training Provider must make monthly contact by either e-mail or phone with both the Apprentice/Trainee and the workplace supervisor to:
- monitor and document the progress of training against the Training Plan;
 - monitor and document the training/learning activities undertaken during the withdrawal time for the previous month; and
 - document the dates and time periods logged as withdrawal time in the previous month.

SECTION 5: COMPETENCY BASED COMPLETION REQUIREMENTS

- 5.1 For all Apprentices and Trainees, the Training Provider may only issue the qualification when:
 - a. all competencies of the Structured Training have been achieved;
 - b. the employer has returned written confirmation of the Apprentice/Trainee's competence in the workplace (if the employer is a GTO, final confirmation must be from the GTO, not the host employer); and
 - c. the Training Provider has given clear advice to the employer and Apprentice/Trainee that final confirmation completes the Training Contract.
- 5.2 The Training Provider must ensure that qualifications issued following the completion of an Approved Training Scheme contain on the certificate below the qualification title, the words "achieved through Australian Apprenticeship arrangements". (Refer to 6.3 and 6.6 for exceptions.)
- 5.3 The Training Provider must retain the employer's written confirmation of the Apprentice/Trainee's competence for audit purposes.
- 5.4 Once a qualification has been issued, the Training Provider should encourage the Apprentice to apply for a Trade Paper via the VRQA. Details can be found at <https://www.education.vic.gov.au/training/learners/apprentices/Pages/tradepapers.aspx>

SECTION 6: UNEMPLOYED APPRENTICES AND TRAINEES

Unemployed Apprentices

- 6.1 When an Apprentice becomes unemployed, the Training Provider can continue to deliver Structured Training (and report the training under the same funding source code), while supporting the Apprentice to find another employer. Training Providers should help unemployed Apprentices to access assistance to find employment, including:
 - a. Contact the Victorian Apprenticeship Support Officer (ASO), to report the loss of employment: <https://www.education.vic.gov.au/training/learners/apprentices/Pages/officers.aspx>
 - b. Encourage the Apprentice to access the Victorian Skills and Jobs Centres for re-employment or further training advice: <https://www.education.vic.gov.au/about/programs/pathways/skillsandjobscentres/Pages/default.aspx>
 - c. Refer the Apprentice to the Apprenticeship Employment Network website which advertises employment opportunities for Apprentices: <https://aen.org.au/>
- 6.2 A Training Provider may provide a result for outstanding Units of Competency after at least two attempts (one verbal and one written) have been made to gain the former employer's confirmation of competence for those Units of Competency. Evidence of this should be kept on file for auditing purposes.
- 6.3 Training providers should monitor the progress of unemployed apprentices to avoid completion of the qualification before reengaging with another employer. Apprentices should be advised of the potential negative consequences of completing a qualification outside of an Apprenticeship including exclusion from licensing requirements, reduced employment opportunities and ineligibility for Trade Papers.

Unemployed Trainees

- 6.4 Where a Trainee becomes unemployed, the Training Provider must continue to deliver Structured Training, (and report the training under the same funding source code) for three months, or to the end of the enrolment period for which tuition fees have been paid, whichever is the greater.
- 6.5 During this time Training Providers should support unemployed Trainees to seek re-employment in order to complete their Traineeship, including encouraging them to access the Victorian Skills and Jobs Centre for re-employment or further training advice: <http://www.education.vic.gov.au/about/programs/pathways/skillsandjobscentres/Pages/default.aspx>

- 6.6 If , and only as a last resort, a Trainee successfully completes the Structured Training while unemployed, the words "achieved through Australian Apprenticeship arrangements" should be omitted from the certificate. The Trainee must be made aware of this before completing their training, and that the VRQA will not recognise this as completion of a Traineeship in Victoria. The Training Provider is not required to update DELTA.
- 6.7 Training Providers should encourage unemployed Trainees to access the Victorian Skills and Centre for re-employment or further training advice.

Re-employed Apprentices or Trainees

- 6.8 Training Providers should note that employers that take on a displaced Apprentice/Trainee may be eligible for a payroll tax exemption. More details can be found on the State Revenue Office's website: <http://www.sro.vic.gov.au/exempt-wages-and-organisations>

SECTION 7: SCHOOL-BASED AND HEAD START APPRENTICESHIPS OR TRAINEESHIPS

- 7.1 Apprenticeships or Traineeships can be undertaken as school-based Apprenticeship or Traineeship (SBAT) or Head Start Apprenticeship or Traineeship (HSAT) programs, integrated into a student's Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL).
- 7.2 Some qualifications are not available for HSAT (see the HSAT list) or SBATs (see the relevant Approved Training Scheme).

School-based Apprenticeship or Traineeship (SBAT)

- 7.3 An SBAT is an Apprenticeship or Traineeship (other than a HSAT) undertaken by a student enrolled in VCE or VCAL, with at least one day per week timetabled to be spent on the job or in training during the normal school week. The Training Plan must be developed by the Training Provider, together with the employer and the Apprentice/Trainee. A representative of the student's school must sign the Training Plan to confirm:
- the student is enrolled in VCE or VCAL;
 - the student's study, training and work commitments form an integral part of that student's school learning program and study timetable and are consistent with the student's career aspiration as outlined in their career action plan; and
 - it will not be detrimental to the student's overall education.
- 7.4 For an Apprentice/Trainee undertaking the training as part of an SBAT, the Training Provider must ensure that:
- it makes contact with the secondary school to develop the Training Plan;
 - the Training Plan is also signed by an authorised representative of the school within two months of the signing of the Training Contract;
 - a copy of the signed Training Plan is provided to the relevant AASN;
 - in consultation with the school, known results for SBAT units of competency should be made available to schools by the end of October in the current enrolment year to allow for the school to enter results on the Victorian Assessment Software System (VASS) in a timely manner. Results must be supplied to schools at least one week prior to the cut-off date as schools require one week to allow for data entry. Check the exact date at www.vcaa.vic.edu.au and search for the VCE and VCAL Administrative Handbook;
 - schools are notified when there are amendments to the Training Plan (this allows students to receive full credit in their VCE or VCAL); and
 - the training meets the requirements specified in the relevant Approved Training Scheme, including specific school-based Apprenticeship/Traineeship requirements (see [Attachment 1](#)). Training Providers should note that Approved Training Schemes specify longer nominal durations for Apprenticeships and Traineeships undertaken through school-based arrangements.

- 7.5 Further information and a guide to establishing and delivering SBATs (including stakeholder roles and responsibilities) can be found on the Department's website:
- <https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/apprentice.aspx>
- 7.6 School students who undertake an Apprenticeship or Traineeship that is not integrated into their VCE or VCAL learning program and study timetable are undertaking a part-time Apprenticeship or Traineeship. This type of arrangement will still provide credit for VCE or VCAL if it is recorded on VASS but does not require school endorsement. These arrangements are at an individual student's discretion and are not government subsidised.

Head Start Apprenticeship or Traineeship (HSAT)

- 7.7 A HSAT is an Apprenticeship or Traineeship undertaken by a student who is enrolled in VCE or VCAL, in a qualification listed on the HSAT list and through a HSAT school.
- 7.8 HSAT arrangements will be underpinned by a HSAT Pathway Plan. The HSAT Pathway Plan details a planned approach to the student's learning (including VCE or VCAL and VET) and work program for the duration of the Apprenticeship or Traineeship. School-based Head Start staff provide support to the Apprentice or Trainee and the employer for the duration of the Apprenticeship or Traineeship. It includes agreement of all relevant parties to the plan and a record of student's progress. The Training Plan must be included as an attachment to a Head Start Pathway Plan when it is developed.
- 7.9 The Training Plan must be developed by the Training Provider, the employer, and the Apprentice/Trainee, and in consultation with the secondary school. The Training Plan must also be signed by an authorised representative of the student's school to confirm:
- the student is enrolled in VCE or VCAL;
 - the student's study, training and work commitments form an integral part of that student's school learning program and study timetable, are consistent with the student's career aspiration as outlined in their career action plan; and
 - it will not be detrimental to the student's overall education.
- 7.10 For an Apprentice/Trainee undertaking the training as part of an HSAT, the Training Provider must ensure that:
- it makes contact with the secondary school to develop the Training Plan;
 - the Training Plan is also signed by an authorised representative of the school within two months of the signing of the Training Contract;
 - a copy of the signed Training Plan is provided to the relevant AASN provider;
 - in consultation with the school, known results for HSAT units of competency are made available to schools by the end of October in the current enrolment year to allow for the school to enter results on the Victorian Assessment Software System (VASS) in a timely manner. Results must be supplied to schools at least one week prior to the cut-off date as schools require one week to allow for data entry. Check the exact date at www.vcaa.vic.edu.au and search for the VCE and VCAL Administrative Handbook;
 - schools are notified when there are amendments to the Training Plan (this allows students to receive full credit in their VCE or VCAL); and
 - the training meets the requirements specified in the relevant Approved Training Scheme, including specific school-based Apprenticeship/Traineeship requirements (see Attachment 1). Training Providers should note that Approved Training Schemes specify longer nominal durations for Apprenticeships and Traineeships undertaken through school-based arrangements.
- 7.11 A Head Start Apprentice or Trainee will be supported by a Head Start Co-ordinator who will liaise with the Training Provider to ensure the above actions take place. The Head Start Coordinator will also visit the workplace at least once each semester to ensure the student is progressing satisfactorily and will be the point of contact for the student and Training Provider if workplace issues arise.

Attachment 1: Guidelines on part-time and school-based Apprenticeship and Traineeship arrangements in Victoria

Part-time Apprenticeship/Traineeship

A part-time Apprenticeship or Traineeship is an Apprenticeship or Traineeship where the ordinary hours of employment, including the training component, are less than the usual hours of employment for a full-time employee in that industry. A part-time Apprenticeship or Traineeship must be undertaken for an average of at least 13 hours per week. The 13 hours must be made up of 7 hours of employment and 6 hours of structured training, except where the program is fully workplace based (see fully workplace based requirements below). The minimum 13 hours in employment and training may be averaged over a period of one, two or four weeks, unless the apprentice or trainee is also a school student, in which case training may be averaged over three periods of four months in the year (See HSAT and SBAT below).

Head Start Apprenticeship or Traineeship (HSAT)

A HSAT must be undertaken for an average of at least 13 hours per week. Under a HSAT the ratio of training to work should be approximately 1:4 (i.e. one hour of formal training for every four hours on the job, in line with full-time Apprenticeships and Traineeships). The 13 hours per week of employment and training may be averaged over three periods of four months in the year.

School-based Apprenticeship or Traineeship (SBAT)

An SBAT must be undertaken for an average of at least 13 hours per week. The 13 hours must be made up of seven hours of employment and six hours of structured training, except where the program is fully workplace based (see fully workplace based requirements below). The 13 hours per week of employment and training may be averaged over three periods of four months in the year.

At least one day per week (timetabled in the Training Plan) is to be spent on the job or in training during the normal school week.

Workplace Based Training

Certificate I and II: Full-time Trainees undertaking workplace training at AQF levels I and II must be withdrawn from routine work duties for a minimum of 1.5 hours per week to undertake Structured Training/learning activities. This is applied pro-rata for SBAT and part-time Trainees, with a minimum of one half hour per week (averaged over two months).

Certificate III: Full-time Apprentices and Trainees must be withdrawn from routine work duties for a minimum of three hours per week for planned training. This is applied pro-rata for part-time Apprentices and Trainees, with a minimum of one hour per week (averaged over four weeks).

The training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred to be delivered in one or more blocks during the first three months of the training program.