



State Training Services

Supporting Industry and Vocational Education and Training in New South Wales

State Training Services in New South Wales

State Training Services is part of the NSW Department of Education and Training.

State Training Services assists and manages the vocational education and training sector by:

- planning for the future of vocational education and training in New South Wales;
- providing a strategic response to the skills needed by industry in times of economic prosperity and economic downturn;
- the registration of training organisations and quality assurance for the vocational training sector;
- working with industry, employers and training organisations to develop a variety of programs and services to meet existing and emerging industry needs and address state and national priorities;
- providing services for individuals including apprentices and trainees, trade recognition and vocational training opportunities through nationally accredited courses and qualifications;
- funding apprenticeships and traineeships and accredited training in priority skill areas for jobseekers and workers; and
- recognising excellence in vocational education and training through the NSW Training Awards.

Assisting Individuals

Apprenticeships and Traineeships

More than 150,000 apprenticeship and traineeship contracts are managed by State Training Services at any time. These contracts are administered under the Apprenticeship and Traineeship Act, 2001.

State Training Services assists employers with:

- information about the most appropriate type of apprenticeship or traineeship for your workplace;
- advice about your obligations under the training contract;
- advice about changes to the training contract e.g. extensions, transfers, suspensions or cancellations;
- help with problems in the workplace; and
- help with training or assessment services provided by the Registered Training Organisation.

Aboriginal Training Coordinators provide specialist advice to Aboriginal apprentices and trainees. They are based at the State Training Services regional offices.

State Training Services assists apprentices and trainees by:

- providing advice to apprentices, trainees and their employers on their rights and obligations;
- visiting workplaces to ensure apprentices and trainees are making satisfactory progress;
- helping to resolve any problems or disputes that may arise between employers and their apprentice or trainee;
- referring any complaints from apprentices, trainees or employers that can't be resolved locally to the Vocational Training Tribunal or relevant agency e.g. WorkCover, Office of Industrial Relations; and
- assisting apprentices and trainees who have been retrenched to find an alternate suitable employer to complete their apprenticeship or traineeship.

State Training Services staff monitor and audit Registered Training Organisations to ensure they are meeting their obligations to provide quality training and assessment services that meet industry and national standards.

Special assistance is provided to school based apprentices and trainees through:

- liaison with industry, employers, schools, Registered Training Organisations, Australian Apprenticeships Centres, Group Training Organisations, Job Services Agencies and community agencies to establish support frameworks and networks for school based apprenticeships and traineeships;
- information provided to students, parents, schools, employers and Registered Training Organisations and the broader community on school based apprenticeships and traineeships and training opportunities to address skills shortages;
- assisting schools to place school based apprentices and trainees with suitable employers;
- assisting schools and employers during the establishment of school based apprenticeships or traineeships to ensure that all apprenticeship/traineeship and school requirements are met; and
- providing support during the term of the apprenticeship or traineeship.

Recognising Skills

Individuals may be awarded part or full qualifications by a Registered Training Organisation by having their skills and knowledge assessed. They will also be able to identify the training required to obtain a full qualification. Recognition of Prior Learning recognises a person's skills no matter how, when or where the learning occurred.

Some skills and experience are broad based and result from years of experience in the workforce. These may include the ability to work well in a team, deal with suppliers or customers, supervise others or simply understanding the importance of taking responsibility for your own work.

State Training Services provides advice on how to go about having skills and experience recognised.

For those who have trade skills but no formal qualification, a partial qualification or a qualification obtained overseas, State Training Services provides trade skills recognition.

Gaining Skills

Opportunities exist for individuals to up-skill through short courses or gain a qualification through funded training programs. Funded training is available for apprentices and trainees and in priority skill areas for jobseekers and workers. Registered Training Organisations are funded to provide training in targeted skill shortage occupations and qualifications to meet industry needs and develop the skills of individuals to take advantage of emerging technologies and career opportunities.

Assistance is also provided to individuals affected by retrenchments and economic restructuring and those out of the workforce to develop or refresh skills and find employment. You can find out what training is funded through the State Training Services website www.training.nsw.gov.au.

Assisting Industry

From small businesses to large multinationals, State Training Services provides a variety of initiatives and services through our regional centres and via online resources. Programs and training are funded to develop the workforce, address structural changes, advance equity and support economic development in an environmentally sustainable way.

State Training Services works in partnership with employers and training organisations, government agencies, industry and regional communities to:

- develop solutions to skills shortages;
- provide access to training for disadvantaged groups;
- address structural or economic challenges; and
- provide quality training opportunities within the workforce, support training for business growth, economic development and incorporation of 'green' initiatives.

Group Training Organisations are funded and monitored to provide employment and training opportunities to a range of individuals including apprentices and trainees and disadvantaged groups.

Assisting Registered Training Organisations

State Training Services funds the development of training, learning and assessment materials to assist trainers, learners, assessors, supervisors and employers. These resources and professional development workshops support the delivery of nationally recognised qualifications, competency standards and skill sets.

There are over 15,000 products that are available for purchase including:

- Delivery Materials (learner/trainer guides) for full and partial VET qualifications
- Assessment Tools
- Professional Development materials
- Courses and Modules
- Curriculum

State Training Services assists Registered Training Organisations to upgrade or change their scope of qualifications when new training packages are approved so that industry and individuals are provided with the latest and highest quality training.

Information and advice is provided to Registered Training Organisations who are applying to be included in the approved list for public funding of training programs.

Ensuring Quality

The NSW Vocational Education and Training Accreditation Board (VETAB) is authorised by legislation to ensure that nationally recognised vocational education and training delivered in New South Wales is provided by Registered Training Organisations to the standards defined by the Australian Quality Training Framework.

VETAB is responsible for registering training organisations, accrediting training packages and vocational courses, and approving training providers for overseas students. It ensures that New South Wales' industry needs are reflected in national training packages and that apprentices, trainees and other learners access training that is up to standard and up to date. It plays a crucial role in ensuring that business has confidence that its skilled workers have high quality, internationally recognised qualifications.

VETAB advises the NSW Government on national quality arrangements and training regulation policy.

Registered Training Organisations are audited against the Australian Quality Training Framework and, where applicable, against specific criteria for the receipt of New South Wales public funding. Training contracts for apprentices and trainees are monitored to ensure individuals and employers benefit from a quality training system.

Planning for the future

The Board of Vocational Education and Training provides the NSW Government with strategic advice about the vocational education and training sector and options to create a skilled workforce that can compete nationally and internationally. A skilled workforce is one of the cornerstones of an economy that is adaptable, robust and resilient to market forces. Current priorities include increasing the participation of underrepresented groups in vocational education and training and the labour force, ensuring skills shortages are addressed, supporting projects that demonstrate innovative approaches to vocational education and training, and guiding new developments such as green skills and skills to support innovation in training.

The Board and State Training Services liaise with government, industry and community groups, research the environment in which vocational education and training operates and develop initiatives to improve the application of vocational education and training in New South Wales.

State Training Services promotes a quality vocational education and training system throughout New South Wales.

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